

KIRTLINGTON PARISH COUNCIL MEETING

Village Hall, 1 South Green, Kirtlington, OX5 3HJ

Email: kirtlingtonclerk@gmail.com

To members of the council:

You are hereby summoned to attend a meeting of Kirtlington Parish Council on Tuesday 16th September 2025 to be held at 6.30pm at Kirtlington Village Hall in the Hazel Room, for the purpose of transacting the following business:

Joanne Broughton, Clerk to the Parish Council

Public and press are welcome to attend.

AGENDA

1	To elect Chair and Vice Chair
2	To note apologies for absence
3	Co-option to fill councillor vacancy
4	Variation of order of business
5	Declaration of interest in items on the agenda (if any)*
6	Update from County and District Councillors (if in attendance)
7	To confirm meeting minutes of 22nd July 2025 and sign as a true record
8	Public Participation: A short period will at this stage be made available for members of the public to ask questions or submit comments about <u>local matters relating to the agenda</u> .
9	Highways (including road safety, place-making and traffic calming) : a) Update: Road safety/traffic calming. NF b) Update: FixMyStreet updates. Clerk c) Update: Disabled parking spaces. Clerk d) Update: Mill Lane gates proposal. KC, CR
10	Parish Council-owned assets and community assets: a) Update: Allotments, Community Orchard, Gravel Pit Field. KC b) Update: Appropriation by residents of verges. Clerk c) Update: OCV meeting to discuss hedge laying at Crowcastle Lane. KC, CR d) To consider: Proposal from the Royal British Legion to plant a commemorative tree. Clerk, All
11	Village Hall, Sports Field and Play Areas: Village Hall a) Update: Village Hall Management Committee liaison. AC b) Update: Village Hall CCTV. Clerk c) Update: Long term parking of vehicles in car park. Clerk d) Update: KPC archive paperwork. Clerk Sports Field e) Update: Maintenance and liaison with volunteer groundsmen. JN, DR f) To consider: Scout hut underlease. AC g) To consider: Use of scout hut land. Clerk, All h) To consider: Cricket club proposal. JN, DR i) Update: Bowards test results for Oak tree. Clerk Play areas (Roman Close/Sports Field) j) Update: Inspection and Maintenance. DR, JN a. To consider quote from Kirtlington Property Maintenance for play area repairs of £1,494. DR, JN, All

12	Community Shop and Café a) To ratify: Extra expenses incurred by Wellers on behalf of the Community Shop. KC
13	Parish Services, Correspondence, Publicity: a) Update: Website, Facebook, Village News. Clerk b) Update: CCTV options for Mill Lane and Crowcastle Lane. CR, KC c) To consider: Correspondence regarding lack of public footpath to Akeman Spinney, Heyford Road. Clerk
14	Planning: a) To consider: Monthly parish planning application report. Clerk, All b) To consider: Heyford Park proposed Masterplan 25/02190/HYBRID. Clerk, All c) To approve: The submission of the Revised Mid-Cherwell Neighbourhood Plan (August 2025 version) to Cherwell District Council, together with other documents required by Regulation 15 of the Neighbourhood Planning (General) Regulations 2012. Clerk, All d) Update: Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation. KC e) Update: Tree Preservation Order on land at Kirtlington Park Polo Club. Clerk
15	Finance: a) To consider: Monthly receipts and payments schedule. Clerk, Finance Committee, All b) To consider: Prepaid card for Clerk's use. Clerk c) Update: Thames Valley Police grant application. Clerk
16	Other matters for information not elsewhere on the agenda (not for debate/decision) and items for future agendas: Items for future agendas Ongoing: Parish Council assets maintenance review; village website review.

*If Members declare a Disclosable Pecuniary Interest they must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item). Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items, before leaving the meeting, shall do prior to the item in question.

AC – Amanda Carpenter

CR – Claire Rose

DR – David Richardson

JN – James Nicholson

KC – Kay Chacksfield

NF – Nick Fry