

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Main Hall)
on 22nd July 2025 at 6.30pm

Present: Cllrs Claire Rose (Chair), Amanda Carpenter (Vice-Chair), James
Nicholson
In Attendance: Joanne Broughton (Clerk), 4 members of the public

1	Election of Chair and Vice-Chair: KPC are currently rotating the Chair and Vice-Chair on a monthly basis. It was unanimously agreed to elect Cllr Rose as Chair and Cllr Carpenter as Vice-Chair until the next meeting.
2	Apologies for absence: Apologies were accepted from Cllrs Nick Fry, Kay Chacksfield, David Richardson.
3	Variation of order of business: None.
4	Declarations of interest: Cllr Nicholson – Scout hut area.
5	District and County Councillor reports: None present.
6	Confirmation of minutes: The minutes of the meetings on 19 th May 2025 and 23 rd June 2025 were signed as a true record.
7	Public Participation: Members of the public were advised that they may speak for a maximum of three minutes each. Items raised included a modification order from OCC regarding a public footpath, parking at the village hall, bollards on South Green and website filing.
8	Highways (including road safety and traffic calming): a) Road safety/traffic calming – No update. Clerk to follow up with Cllrs Grace Conway-Murray and Fry regarding a map that was circulated and is to be marked up with preferred traffic calming options. Action: Clerk, NF. b) FixMyStreet – Clerk to follow up damaged safety bollards which still need replacing by OCC. Action: Clerk. c) Disabled parking spaces – OCC have permitted two applications for disabled parking spaces in the village. A space at North Green was permitted despite eight objections from residents and KPC's objection that the space is neither safe or appropriate. The decision notice from OCC does not explain why this was permitted, in opposition to KPC's adopted policy on disabled parking spaces which was clearly set out in its response to OCC, and contrary to the objections of so many residents. Clerk to write to OCC requesting an explanation of their decision and clarification on whether the space is enforceable. Clerk to also check ownership of the roads around North Green. Action: Clerk.
9	Parish Council-owned assets and community assets: a) Allotments, Community Orchard, Gravel Pit Field – No update. b) Appropriation of verges - Letters have been sent by the Clerk to two householders on South Green who have previously been written to. The Clerk has also circulated a general leaflet to residents along Crowcastle Lane and part of the Heyford Road. Two responses have been received – One resident would like to talk to a member of KPC and Cllr Rose offered to contact them. Action: CR. The second response was regarding the state of the verges along Crowcastle Lane. It was noted that the verge alongside the allotments is overgrown and the Clerk will ask Cllr Chacksfield to find out if the Allotments Committee maintain this. Cllr Carpenter will respond to the resident. Action: AC, Clerk, KC. Cllr Rose noted that the bollards along Crowcastle Lane have now been removed. A member of the public advised that Cridland & Co Estate Agents are advertising a property as having unrestricted parking on Crowcastle Lane. Clerk to write to James Cridland. Action: Clerk.

	<p>c) Hedge laying - The Allotments Committee will meet with Oxford Conservation Volunteers (OCV) at the end of July to discuss OCV laying a hedge at Crowcastle Lane.</p>
10	<p>Village Hall, Sports Field and Play Areas</p> <p><u>Village Hall</u></p> <p>a) Village Hall Management Committee Liaison – The following points were discussed:</p> <ul style="list-style-type: none"> • Cllr Carpenter confirmed that she will attend the next KVHMC meeting and will liaise with Jacqui Hogan on meeting dates. Action: AC. • The Clerk has been informed that a SORN car that was previously removed has now returned to the village hall car park. Clerk to write to the owner of the vehicle. Action: Clerk. • CCTV has now been installed for the car park and access will be restricted to four people who include the KPC Clerk and the village hall caretaker. KVHMC will need to nominate one other person and it was agreed to nominate Cllr Fry to represent KPC. Clerk to arrange training with Safeguard. Action: Clerk. <p>b) Long-term parking of vehicles in car park - Clerk to chase the village hall bookings secretary for details of the non-SORN vehicles that are being parked in the car park on a long-term basis so that the owner can be written to. Action: Clerk.</p> <p>c) KPC archive paperwork – The Clerk met with the previous Clerk and collected all archiving which is now being stored at the Clerk’s home until it can be looked through and transferred to the Oak Room in the village hall. Clerk to circulate a spreadsheet provided by the previous Clerk to all councillors listing all archiving files. Action: Clerk.</p> <p><u>Sports Field</u></p> <p>d) Maintenance and liaison with volunteer Groundsmen – Cllrs Richardson and Nicholson had a meeting with the volunteer groundsmen and the groundsmen would like the field to be rested until the middle of August. Bletchingdon football club have since asked if they can use the sports field at the beginning of August. Cllr Nicholson to inform groundsmen that KPC have approved the request from Bletchingdon FC. Action: JN.</p> <p>The importance of the goal posts being available for use was discussed and an area to be marked out for leaving them in has been requested by KVHMC. Cllrs Nicholson and Carpenter to liaise with the groundsmen and KVHMC. Action: JN, AC</p> <p>KVHMC have raised concerns about a gate being left unlocked on the sports field. Cllr Nicholson confirmed that the gate is not owned by KPC and recommended this is looked into by KPC once the lease has been signed for the scout hut area.</p> <p>e) Lease of Scout hut land – Cllr Nicholson confirmed that a draft lease has been sent. Cllr Carpenter to liaise with Wellers for a quote so that expenditure can be authorised. Action: AC.</p> <p>f) Suggestion for use of scout hut land – A proposal has been received from South End neighbours for the use of the scout hut land. Discussion of this will be postponed to the next meeting once the lease has been signed.</p> <p>g) Clearance of scout hut area – It was agreed to postpone any decision on this until the lease has been signed.</p> <p><u>Play Areas at Sports Field and Roman Close</u></p> <p>h) Inspection and Maintenance – Eighteen bags of play bark have been laid at the sports field play area. Clerk to post on Facebook that the empty bags are available for people to use. Action: Clerk.</p> <p>Cllr Carpenter noted that there was a lot of litter and that the two bins provided are not very visible. Clerk to confirm who is responsible for emptying the bins and look into obtaining litter signs. Action: Clerk.</p>
11	<p>Parish Services, Correspondence, Publicity:</p> <p>a) Website, Facebook, Village News –</p> <ul style="list-style-type: none"> • Website - Clerk to review the filing of documents on the website and liaise with Alex Charlesworth regarding who is responsible for updating the website pages. Action: Clerk.

	<ul style="list-style-type: none"> Facebook – Posts since the last meeting include OCC Part Night Lighting Consultation, link for petition ceasing funding for Community Led Neighbourhood Plans, play bark volunteers, OCC temporary congestion charge, public engagement leaflet (unitary). Village News – The usual planning updates were submitted. <p>b) CCTV options for Mill Lane and Crowcastle Lane – Cllrs Rose and Chacksfield to meet with Safeguard on 15th August to discuss further options. Action: KC, CR.</p>
12	<p>Planning: (See planning report on website for full update and previous applications).</p> <p>a) Monthly parish planning application report:</p> <p>25/01748/TPO T1 (Copper Beech) - Reduce canopy up to 2m. Tree subject to TPO 11/2004. Copper Beech Cottage, South Green. No objection.</p> <p>25/01880/TCA Joint application by 3 properties - please see application form T1 - Beech Hedge - To be trimmed, to maintain height to 3M and maintain a neat and even appearance to sides and top of hedge. Copper Beech Cottage, South Green. No objection.</p> <p>25/01622/F & 25/01623/LB Variation of Condition 2 (plans) of 24/01608/F & 24/01609/LB - Applicants wish to raise central glazing panel to the North-West elevation to allow for improved view from mezzanine floor. Flights Mill, Mill Lane. No objection.</p> <p>25/01675/TCA Various tree works. Kirtlington Church Of England School, Heyford Road. Objection on grounds of no tree assessment having taken place. Cllr Rose to follow up with the school. Action: CR.</p> <p>Two potential breaches of planning permission were raised by the Planning Sub-Committee:</p> <ol style="list-style-type: none"> Land at Crowcastle Lane – Permitted stables have not been built, however a large amount of loose gravel has been laid on the area and a storage container installed. Clerk to write to planning officer at CDC to lodge concerns. Action: Clerk. Lince Lane – Large pile of rubble next to field entrance. Planning Sub-Committee to investigate and report back. Action: AC, CM <p>b) Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation – No update.</p>
13	<p>Finance:</p> <p>a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.</p>
14	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <p>Items for future agendas – Prepaid card for Clerk.</p> <p>Ongoing - Parish Council assets maintenance review, village website review.</p>

The meeting closed at 7.45pm

Signed..... Dated.....