

KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on 16th September 2025 at 6.30pm

Present: Cllrs Claire Rose (Chair), Amanda Carpenter (Vice-Chair), James Nicholson, Nick Fry, Kay Chacksfield, Anthony Child
In Attendance: Joanne Broughton (Clerk), District Councillor Nigel Simpson, 5 members of the public

1	Election of Chair and Vice-Chair: It was unanimously agreed that Cllr Rose would continue as Chair and Cllr Carpenter as Vice-Chair on a permanent basis.
2	Apologies for absence: Apologies were accepted from Cllr David Richardson.
3	Co-option: Anthony Child was co-opted onto the parish council. Anthony is particularly interested in traffic calming in the village.
4	Variation of order of business: It was decided to go straight to item 8 so that the Community Warden who was present could speak first. The meeting would then revert back to the Agenda.
5	Declarations of interest: Cllr Nicholson – Scout hut underlease.
6	<p>District and County Councillor reports - Cllr Simpson gave a brief update with the main points being:</p> <ul style="list-style-type: none"> • Submissions for Government reorganisation proposals have been submitted and there will be an update in November. • The Local Plan has been approved and has gone to the Government Inspectors. • Cllr Nicholson asked Cllr Simpson if there was any update on the S106 funds. Cllr Simpson said there was a meeting on 25th September and he will send a link to the Clerk but funds have still not been allocated by OCC. Cllr Chacksfield suggested asking Martin Lipson if the MCNP would support KPC writing to the Chief Executive at OCC. Action: NF, KC.
7	Confirmation of minutes: The minutes of the meeting on 22 nd July 2025 will be signed at the next meeting.
8	<p>Public Participation: Members of the public were advised that they may speak for a maximum of three minutes each.</p> <p>Community Warden for Cherwell and District Council, Yvonne Jaggs, attended the meeting and gave an update with the main points being:</p> <ul style="list-style-type: none"> • Yvonne works alongside her colleague Claire Brennan-Gates and their objective is to help reduce anti-social behaviour and work alongside front line services as well as providing a useful link between the council and communities. • They are aware that we have experienced issues at the quarry but are not receiving reports from the public and urge people to report anything of concern to them. Yvonne will send contact details to the Clerk for the village Facebook page, website and Village News. Action: Clerk. • Yvonne and a colleague recently walked the towpath and spoke to local boat owners who did not report any concerns. • They recently dealt with the removal of an abandoned vehicle on Mill Lane. • The Council are preparing new signs for the quarry which will state that the area is regularly patrolled by Thames Valley Police. • Cllr Chacksfield asked if there is an end date for the tree works and Yvonne will find out and advise the Clerk. Action: Clerk. • Cllr Chacksfield asked about a beached canal boat and Yvonne will send details to the Clerk to pass on. Action: Clerk. • Yvonne will communicate with the Clerk on Community Speedwatch. Action: Clerk.

	<p>A proposal was put forward by Darren Bartlett to re-start the Kirtlington Cricket Club by supplying and installing a new non-turf cricket pitch (NTP). Typically this will be a non-porous double shockpad system that acts similar manner to concrete pitches or indoor cricket schools, in that the pace and bounce are not affected by ground moisture or weather conditions, and do not need any inseason rolling at all.</p> <p>It would be a non-competitive and social club that would bring in rental income. Darren will obtain 3-4 quotes with the aim to have it installed by next April. Cllr Carpenter advised Darren to look into a sports related crowd funder and Darren will liaise with the volunteer Groundsmen.</p>
9	<p>Highways (including road safety and traffic calming):</p> <p>a) Road safety/traffic calming – Cllr Fry advised that there is nothing to report from the Traffic Committee.</p> <p>b) FixMyStreet – The Clerk advised that the damaged safety bollards on the A4095 have now been added to OCC’s 2026/27 repairs schedule.</p> <p>c) Disabled parking space – The Clerk wrote to OCC requesting an explanation of their decision to approve a disabled parking space on North Green despite several objections from residents and KPC. OCC responded that their decision is final and there are no grounds to appeal. The parking space will become fully enforceable once OCC has made a traffic regulation order and the space is available for any Blue Badge holder to use.</p> <p>d) Mill Lane – Cllrs Rose and Chacksfield met with Charlie Brinkworth to discuss options for gates on Mill Lane to assist with tackling anti-social behaviour at the quarry and are awaiting a quote. Clerk to follow up. Action: Clerk. A decision will not be taken on the gates until a quote for the CCTV has been received.</p> <p>There was a discussion regarding a wobbly gatepost which KPC has been awaiting the replacement of for over 2 years. Clerk to write to the landowner to request its replacement. Action: Clerk.</p>
10	<p>Parish Council-owned assets and community assets:</p> <p>a) Allotments, Community Orchard, Gravel Pit Field – Cllr Chacksfield advised that the verge alongside the allotments is no longer overgrown. The Clerk advised that Gravel Pit Field will be cut this month.</p> <p>b) Appropriation of verges on Crowcastle Lane – The posts on the verges have now been removed.</p> <p>c) Hedge laying – Oxford Conservation Volunteers (OCV) have agreed to carry out the first stage of hedge laying on Crowcastle Lane on Sunday 30th November. Clerk to inform Allotments Committee. Action: Clerk.</p> <p>d) Commemorative tree proposal – The Royal British Legion has put forward a proposal to plant a replacement commemorative tree on North Green. Clerk to advise them that KPC are in favour of them planting a Sweet Chestnut. Action: Clerk.</p>
11	<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"> • CCTV – See item 11b. • Gate onto field – There is concern that a gate leading to the Sports Field is left unlocked. Cllr Nicholson will liaise with the Cliffords to request that it is kept locked and will provide a padlock as necessary. Action: JN. • Parking policy – KVHMC have requested a parking policy and car park sign. Cllr Carpenter will ask Mark Harrison to draft a policy. • Cllr Carpenter proposed that instead of a councillor attending the KVHMC meetings, a KVHMC representative such as Mark Harrison or Anthony Child could report back to KPC. Cllr Carpenter to liaise with KVHMC on this. Action: AC. <p>b) Village Hall CCTV – KVHMC have questioned why access to the CCTV is to be restricted to four people. Cllr Carpenter will liaise with them and explain that this is due to GDPR and data protection</p>

legislation and to request that they nominate one other member to have access alongside the Clerk, Cllr Fry and Mark Harrison. **Action: AC.**
Clerk to chase Safeguard for possible CCTV training dates. **Action: Clerk.**

c) Long-term parking of vehicles in car park – The Clerk has written to the owner of the vehicles parked long-term in the village hall car park and is awaiting a response. Clerk to follow up. **Action: Clerk.**

d) KPC archive paperwork – It was agreed that the Clerk can purchase a second filing cabinet for archiving storage. Clerk to check measurements and to check with KVHMC. **Action: Clerk.**

Sports Field

e) Maintenance and liaison with volunteer Groundsmen – There was a discussion regarding whether the goalposts are still locked up and Cllr Nicholson will liaise with the volunteer groundsmen. Cllr Nicholson to purchase fuel as requested by the groundsmen and the Clerk will reimburse this once the receipt is received. **Action: JN, Clerk.**

f) Scout Hut Underlease – Cllr Carpenter previously circulated the following quote from Wellers which has been agreed:

* Underlease £1,350 plus vat.

* Licence £750 plus vat.

* Rent deposit £750 plus vat.

Total £2,850 plus vat.

The draft lease includes that KPC are responsible for the wall and the draft has been agreed. The underlease will be signed at the next KPC meeting. **Action: JN, AC**

g) Use of scout hut land – Discussion of this will be postponed to the next meeting once the lease has been signed.

h) Cricket Club Proposal – Previously discussed under Item 8. KPC are in favour of the proposal for Kirtlington's Cricket Club to be re-started.

i) Oak Tree – The Oak tree on the Sports Field was tested by Bowards and the results showed no sign of internal decay.

Play Areas at Sports Field and Roman Close

j) Inspection and Maintenance – To consider quote from Kirtlington Property Maintenance for play area repairs of £1,494. This was approved by KPC on the basis that they are emergency repairs for safety reasons. Clerk to advise supplier that quote has been accepted. **Action: Clerk.**

12 **Community Shop and Café:**

a) Solicitors Expenses – It was agreed that KPC would pay the additional expenses incurred by Wellers over and above the original quote as a gesture of goodwill on behalf of the Community Shop. The Community Shop are to pay KPC the agreed amount of £1,350 plus VAT for the underlease as previously agreed. **Action: Clerk.**

13 **Parish Services, Correspondence, Publicity:**

a) Website, Facebook, Village News – Clerk to look into filing of documents on the website. **Action: Clerk.** Planning updates have been submitted to the Village News. Clerk to find out if the Village News are still accepting submissions as it would be useful to provide contact information for the Community Warden. **Action: Clerk.**

b) CCTV options for Mill Lane and Crowcastle Lane – Cllrs Rose and Chacksfield met with Safeguard to discuss CCTV options and are awaiting a quote. Clerk to follow up. **Action: Clerk.**

c) Correspondence – A resident has contacted KPC regarding the lack of a public footpath to Akeman Spinney, Heyford Road. Clerk to ask Christine Marsh on the Planning Committee if she remembers the planning stipulations. **Action: Clerk.**

14	<p>Planning: (See planning report on website for full update and previous applications).</p> <p>a) Monthly parish planning application report:</p> <p>25/02259/TCA Reduce the height of a row of 25 conifer trees in the back garden of the property by 4.5 metres to maintain & allow more light into the garden. Willow Tree Barn, Oxford Road. No objection.</p> <p>25/02101/F RETROSPECTIVE - Siting of a steel container to provide secure storage for machinery and plant necessary for the maintenance of the land. Land 7608 adjacent Crowcastle Lane. Objection on the basis that this bears no resemblance to the original planning application.</p> <p>b) Heyford Park Proposed Masterplan – A discussion took place regarding the proposed Masterplan for Heyford Park. Helen Macbeth said that the Neighbourhood Plan Chair has spoken about the issues including traffic and a meeting will be held on 1st October to discuss this. Helen advised that each village should pay attention to the proposed Masterplan and make their own views. Comments are due by 11th October. Cllr Fry proposed being supportive of the local MP’s views and will draft a comment on behalf of KPC. Action: NF.</p> <p>c) Revised Mid-Cherwell Neighbourhood Plan - 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 was approved by KPC. Clerk to send completed form confirming this to Martin Lipson. Action: Clerk.</p> <p>d) Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation – No update.</p> <p>e) Tree Preservation Order – The Clerk advised that a tree preservation order (TPO) has been received from CDC for various species of trees located on land at Kirtlington Park Polo Club. This is an interim TPO following their application for tree works which was rejected by CDC and a more detailed TPO will be issued in due course.</p>
15	<p>Finance:</p> <p>a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule.</p> <p>b) Prepaid card – A prepaid card for the Clerk’s use for small purchases was approved. This will be provided by Lloyds via Unity Bank. Action: Clerk.</p> <p>c) TVP Grant – The Clerk advised that a grant application for the village hall CCTV will be submitted to Thames Valley Police before the closing date of 22nd September. Action: Clerk.</p>
16	<p>Other matters for information not elsewhere on the agenda and items for future agendas:</p> <p>Items for future agendas – Speedwatch equipment and training. Ongoing - Parish Council assets maintenance review, village website review.</p>

The meeting closed at 8.15pm.

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