

**KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 18th NOVEMBER 2025 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (in the chair), Claire Rose, James Nicholson, Nick Fry, Kay Chacksfield, Anthony Child.
IN ATTENDANCE: Joanne Broughton (Clerk), District Cllr Grace Conway-Murray, 4 members of the public.

1	<u>Apologies for absence:</u> The following apologies were accepted – Cllr David Richardson, District Cllr Nigel Simpson.		
2	<u>Variation of order of business:</u> None.		
3	<u>Declarations of interest:</u> None.		
4	<p><u>County and District Councillors’ reports and questions:</u> Cllr Conway-Murray gave a brief update from the District Council:</p> <ul style="list-style-type: none"> • Glass recycling will commence in January 2026. • The two-unitary council approach has been approved with the 2026 elections proceeding as normal. Implementation is expected by 2028 and Cllr Conway-Murray will try to request further information on this. • Condolences were given for the lady who tragically passed away in a fire in the village. 		
5	<u>Confirmation of minutes:</u> The minutes of the meeting on 22 nd October 2025 were signed as a true record.		
6	<p><u>Actions update:</u></p> <ul style="list-style-type: none"> • Mill Lane gates – Cllr Chacksfield will contact Charlie Brinkworth for a start date. Action: KC. Three Cllrs did a walkaround and Cllr Chacksfield has responded to concerns from a resident of Woodbank but has not received a response. • S106 funds – Cllrs Fry and Chacksfield have drafted a Freedom of Information request regarding S106 funds. Clerk to finalise and circulate for approval prior to sending to OCC and CDC. Action: Clerk. • Cllr Carpenter attended the Parish Liaison Meeting which covered the two-council solution, S106 funds for playgrounds and Planning. A recording of the meeting is available on the CDC website. 		
7	<u>Public Participation:</u> Members of the public were advised they may speak for a maximum of three minutes each. None.		
8	<p><u>Planning applications:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">25/02893/PIP</td> <td style="padding: 5px;">Permission in Principle - Proposed conversion of existing building to form 2 dwelling houses at Plot 1, F I M Renewable Energy Farm, Mill Lane. Objection. Letter to be submitted based on a previous objection at this site 10 years ago. Action: Clerk, CM</td> </tr> </table> <ul style="list-style-type: none"> • 24/01846/F Land at Crowcastle Lane - Cllrs Carpenter, Chacksfield, Fry and Nicholson and Christine Marsh from the Planning Sub-Committee met with the landowner to discuss his concerns. The landowner will appeal to CDC. 	25/02893/PIP	Permission in Principle - Proposed conversion of existing building to form 2 dwelling houses at Plot 1, F I M Renewable Energy Farm, Mill Lane. Objection. Letter to be submitted based on a previous objection at this site 10 years ago. Action: Clerk, CM
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9	<p><u>Heyford Park and Puy du Fou:</u></p> <ul style="list-style-type: none"> It was resolved to invite Dorchester Living and Calum Miller to meet with KPC in January for a private meeting. Cllr Fry to invite them. Action: NF. Christine Marsh on the Planning Sub-Committee will prepare the Heyford Park response for the Clerk to send by 28th November 2025. Action: CM, Clerk. 																		
10	<p>Finance: The following payments were approved in accordance with the budget:</p> <table border="1" data-bbox="284 488 1385 763"> <tr> <td data-bbox="284 488 647 555">Ady Podbery</td> <td data-bbox="647 488 1027 555">Grass cutting of sports field 2/10 & 9/10</td> <td data-bbox="1027 488 1385 555">£256.80 PAID</td> </tr> <tr> <td data-bbox="284 555 647 622">Greenscape</td> <td data-bbox="647 555 1027 622">Grass cutting of greens and war memorial 6/11</td> <td data-bbox="1027 555 1385 622">£210.00 PAID</td> </tr> <tr> <td data-bbox="284 622 647 656">Lyreco</td> <td data-bbox="647 622 1027 656">Filing cabinet</td> <td data-bbox="1027 622 1385 656">£375.83</td> </tr> <tr> <td data-bbox="284 656 647 689">Joanne Broughton</td> <td data-bbox="647 656 1027 689">November salary</td> <td data-bbox="1027 656 1385 689">£1,097.32</td> </tr> <tr> <td data-bbox="284 689 647 723">Joanne Broughton</td> <td data-bbox="647 689 1027 723">November expenses</td> <td data-bbox="1027 689 1385 723">£115.09</td> </tr> <tr> <td data-bbox="284 723 647 763">SLCC</td> <td data-bbox="647 723 1027 763">Annual membership</td> <td data-bbox="1027 723 1385 763">£205.00</td> </tr> </table> <ul style="list-style-type: none"> The Clerk advised that the grant of £2,355 awarded from Thames Valley Police for the village hall CCTV has been received in the bank. It was noted that the Finance Committee need to meet soon to discuss the budget and precept for next year. The Clerk will circulate the accounts to the Finance Committee and arrange a meeting within the next two weeks. Action: Clerk, FC. 	Ady Podbery	Grass cutting of sports field 2/10 & 9/10	£256.80 PAID	Greenscape	Grass cutting of greens and war memorial 6/11	£210.00 PAID	Lyreco	Filing cabinet	£375.83	Joanne Broughton	November salary	£1,097.32	Joanne Broughton	November expenses	£115.09	SLCC	Annual membership	£205.00
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11	<p><u>Allotments, Community Orchard and Gravel Pit Field:</u></p> <ul style="list-style-type: none"> It was agreed not to cut the hedge at Gravel Pit Field this year which was the preference of KWACS in relation to the Community Orchard. Cllr Carpenter confirmed with the tenant of Gravel Pit Field that there is no issue with the grazing. 																		
12	<p><u>Road safety and traffic calming:</u></p> <ul style="list-style-type: none"> Cllrs Fry and Conway-Murray have been liaising with Highways to try and obtain costings for smiley face signs which are approximately £4,500 each. Cllr Fry to send quote to the Clerk to assist in applying to the OCC Councillor Priority Fund by the end of November 2025. Action: NF, Clerk. Clerk to post on village Facebook page that KPC have Speedwatch equipment available for anyone that would like to volunteer to start a group which will not be managed by KPC. Action: Clerk. Cllr Conway-Murray has reported a serious defect on the B4027 near the caravan park. 																		
13	<p><u>Village Hall Management Committee (KVHMC):</u></p> <ul style="list-style-type: none"> Cllr Fry, Mark Harrison and the Clerk attended CCTV training. It was confirmed that the main purpose of the CCTV is to monitor anti-social behaviour. The next KVHMC meeting is on Monday 24th November at 7.30pm. Concerns raised that a gate to the sports field is still being left open. This will be addressed at the next KPC meeting once the lease for the scout hut land has been signed. Clerk to liaise with Mark Harrison and draft a policy for the village hall car park. Action: Clerk. The fireworks night was a success and well attended. Clerk to send thanks to KVHMC for organising. Action: Clerk. 																		
14	<p><u>Sports Field (including liaison with volunteer groundsmen):</u></p> <ul style="list-style-type: none"> The volunteer groundsmen have booked the mower in for servicing. Clerk to ask Bowards to meet with Cllr Nicholson and quote for work to the Cedar tree. Action: Clerk, JN. 																		

	<ul style="list-style-type: none"> • Darren Bartlett provided the Clerk with a cricket update which was read out at the meeting. Three quotes have been received and applications for funding have been made.
15	<p><u>Play Areas at Sports Field and Roman Close:</u></p> <ul style="list-style-type: none"> • The repairs at Roman Close play area are now complete. Repairs are ongoing at the sports field play area and certain areas will be cordoned off for safety reasons until these are finished at the end of this week.
16	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u></p> <ul style="list-style-type: none"> • Christine Marsh advised that the Neighbourhood Plan has been submitted and there is no update.
17	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> • The Clerk advised that Parish Councils should now have their own website, rather than being part of a village website in order to comply with accessibility guidelines and current legislation from NALC. Clerk to obtain costs and circulate a proposal to all Cllrs. Action: Clerk. • The Clerk posted the following onto the village Facebook page – Deadline for primary school applications, Movement and Place Plan Consultation, congestion charge permits, map of fenced off areas at the quarry for tree works. • The Clerk has submitted the usual planning updates for the Village News and the letter that KPC sent to Calum Miller regarding the Heyford Park planning application. Cllr Carpenter will submit an article on the new KPC councillors in the next issue. Action: AC.
18	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> • Notification from OCC of primary school application deadline: Posted on the Village Facebook page. • Notification from CDC of new Community Safety and Engagement Officer: Circulated to all Cllrs and Tony Summerfield. • Notification from Carers Oxfordshire of new telephone service: Sent to the Village News and Clerk to post on Facebook. Action: Clerk. • Invitation from OCC to Community Climate Adaptation Workshop on 18th November 2026 – Circulated to all Cllrs. • Notification from OCC of Bicester & Mid-Cherwell Movement and Place Plan Consultation that closes on 1st December 2025 – Posted on the village Facebook page. Clerk to check with MCNP if they will respond on KPC's behalf. Action: Clerk. • Email from MCNP Chair, Martin Lipson, advising that corrections are required to acknowledge the existence of the Neighbourhood Plan and its policies in the draft document before Parishes can make a formal response – Circulated to all Cllrs. • Notification from OCC of Fire and Rescue Service Consultation that closes on 20th January 2026: KPC will submit a response after the December meeting when a Kidlington firefighter will be attending to explain the possible effects of the proposals. • Notification from Emily Daly of leaflet campaign against Heyford Park proposals: Leaflets have now been distributed in the village. • Notification from CDC of publication of the two-unitary proposal: Circulated to all Cllrs. • Grant request from Clean Slate, a trauma-informed charity: Decision deferred until grant policy is drafted by the Clerk. Action: Clerk. • Notification of temporary road closure at Bletchingdon / Western on the Green, Western Road through to Church Road for pre-surface dressing works between 5th to 9th December between 7.30am to 4.30pm – Clerk to post on the village Facebook page nearer the time. Action: Clerk. • Confirmation of modification order to footpath No. 2: Display on noticeboard from 20th November 2025 to 2nd January 2026. Action: AC.

	<ul style="list-style-type: none"> • Q&A Session on Bicester and Mid Cherwell Movement and Place plan 21st Nov 5pm which will be recorded: The Clerk advised that comments on the consultation are required by 1st December 2025.
19	<p><u>Essential village matters:</u></p> <ul style="list-style-type: none"> • Community Warden, Yvonne Jaggs, did a walkaround on 30th October and found evidence that fireworks had been let off at the quarry. Signs are due to be installed reminding people that the area is patrolled by Cherwell District Council and Thames Valley Police. She also met with the leader of the bush craft workshops for home educated children, who has a licence from CDC, and will join him for one of the sessions when possible. • A firefighter from Kidlington has emailed the Clerk to ask if they can attend a KPC meeting to discuss the Fire and Rescue Service Consultation and its potential negative impact. Clerk to invite him to the December KPC meeting. Action: Clerk.
20	<p><u>Councillor responsibilities:</u> Councillor responsibilities were reviewed with the main changes being:</p> <ul style="list-style-type: none"> • Cllr Carpenter has joined the Finance Sub-Committee. • Cllr Fry to move from the Traffic Sub-Committee to the Planning Sub-Committee. • Cllr Rose to assist Cllr Nicholson with the Sports Field. • Cllr Child will be responsible for the Greens. • Cllrs Chacksfield and Nicholson will be responsible for trees. • Cllr Carpenter will be responsible for Climate and Flooding. • There was a discussion on the different MCNP roles and Christine Marsh confirmed that the MCNP Forum can have up to five members representing KPC with only two of those members able to vote at meetings. It was agreed that of the two members able to vote, one should be a Cllr and the other should be Helen Macbeth or Christine Marsh. Cllr Carpenter will join the Forum. Clerk to check if Briony Enser would like to join. Action: Clerk. • It was noted that Sub-Committees should be meeting quarterly. <p>Clerk to circulate the updated responsibilities and post them on the website. Action: Clerk.</p>
21	<p><u>Two-Unitary proposal from CDC:</u> This was discussed during the District Cllr update.</p>
22	<p><u>Christmas lights:</u> The Clerk and Cllr Carpenter put forward a suggestion for purchasing Christmas lights for the village greens. Cllrs resolved not to proceed as the existing lights provided by Imogen Hammond are much appreciated and deemed sufficient.</p>
23	<p><u>Gifts for volunteers:</u> Christmas gifts for volunteers were agreed. Action: Clerk.</p>

The meeting closed at 7.50pm. The next meeting is Tuesday 16th December 2025.

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