

**KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 17th MARCH 2026 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (Chair), Claire Rose (CR), Kay Chacksfield (KC), Anthony Child (AC), David Richardson (DR).
IN ATTENDANCE: 4 members of the public.

1	<u>Apologies for Absence:</u> The following apologies were accepted – Cllrs Nick Fry and James Nicholson, District Cllrs Nigel Simpson and Grace Conway-Murray.
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> None present but report from Cllr Simpson read out by Chair with the main points being:</p> <ul style="list-style-type: none"> • Council tax bills have been sent out - CDC have gone for a 3.2% increase, OCC have gone for the maximum 5% and TVP have gone for a 5.3% increase. • The Local Plan is still progressing through with planning inspectors. Key areas from the preliminary meeting focused on the following points: <ul style="list-style-type: none"> 1. Housing numbers – CDC are going for low figures. 2. Duty to co-operate with the City and West Oxfordshire. 3. Dealing with Oxford’s unmet housing need. <p>Further updates to come later in the year after inspectors have worked through the new information.</p>
5	<u>Confirmation of Minutes:</u> The minutes of the meeting on 23 rd February 2026 were signed as a true record.
6	<p><u>Actions Update:</u></p> <ul style="list-style-type: none"> • The Akeman Benefice have agreed to clear the leaves on Mollie Mins Lane and to also spread grass seed on The Pound if they have time on Saturday 21st March. • The litter pick will be held on Sunday 29th March and volunteers will meet in the village hall car park at 9.30am. It was agreed to prioritise the roads leading into the village. Clerk to leave equipment in the village hall and advertise on Facebook. Action: Clerk. • Christmas lights deferred to April agenda. Chair to speak to Wendy Eccles and Imogen Hammond. Action: Chair. • Chair and AC to send Clerk photos and details from the recent signs audit they carried out so that the Clerk can order new and replacement signs. Action: Chair, AC, Clerk.
7	<u>Public Participation:</u> None at this stage.
8	<p><u>Planning Applications:</u> There were no new planning applications. Updates were provided on the below existing applications:</p> <ul style="list-style-type: none"> • The Forge 25/03236/F. Single storey extension and associated internal alterations to an existing outbuilding to provide ancillary caregiver accommodation for the main house. The Forge 26/00014/F. Refurbishment and alterations to the internal arrangements with minor external works to the existing dwelling including re-configuration of the single storey kitchen range, a new brick chimney and 3 × Conservation-style rooflights. CDC have asked the applicant to submit a Preliminary Roost Assessment for both applications. Once these have been received, KPC will be formally consulted. • Land at Crowcastle Lane 25/03350/F. RETROSPECTIVE - Retention and re-location of an existing storage container, which is to be timber clad, and retention of existing permeable hardstanding. CDC have refused this application.

9	<p>Finance: a) The following payments were approved in accordance with the budget:</p> <table border="1" data-bbox="169 327 1273 591"> <tr> <td>Joanne Broughton</td> <td>March salary</td> <td>£1,097.32</td> </tr> <tr> <td>Joanne Broughton</td> <td>March expenses</td> <td>£87.93</td> </tr> <tr> <td>Oxford Conservation Volunteers (OCV)</td> <td>Hedge laying on Crowcastle Lane</td> <td>£320.00</td> </tr> <tr> <td>OALC</td> <td>Annual membership fee</td> <td>£312.00</td> </tr> <tr> <td>Safeguard</td> <td>CCTV Engineer visit 4th March 2026</td> <td>£117.00</td> </tr> <tr> <td>ICO</td> <td>Annual Data Protection fee</td> <td>£52.00</td> </tr> </table>	Joanne Broughton	March salary	£1,097.32	Joanne Broughton	March expenses	£87.93	Oxford Conservation Volunteers (OCV)	Hedge laying on Crowcastle Lane	£320.00	OALC	Annual membership fee	£312.00	Safeguard	CCTV Engineer visit 4 th March 2026	£117.00	ICO	Annual Data Protection fee	£52.00
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10	<p><u>Allotments, Community Orchard and Gravel Pit Field:</u></p> <ul style="list-style-type: none"> No update on allotments and Community Orchard. Gravel Pit Field to be inspected prior to the tenancy being renewed with the existing tenant. Action: KC. 																		
11	<p><u>Road Safety and Traffic Calming:</u></p> <ul style="list-style-type: none"> No update from the Traffic Calming Sub-Committee. FixMyStreet Super User Andrew Banks has marked out a large pothole opposite the turning from the A4095 into the Bletchingdon Road. Clerk to report on FixMyStreet. Action: Clerk. Cllr Nigel Simpson has reported the Church Lane potholes again. KPC are not allowed to repair these. AC to speak to Mark Harrison about filling in the potholes in the Village Hall car park. Action: AC. There was a discussion regarding traffic calming options including chicanes, VAS signs and speed cameras. Clerk to ask Thames Valley Police if Kirtlington can have an average speed camera. Action: Clerk. 																		
12	<p><u>Village Hall Management Committee (KVHMC):</u></p> <ul style="list-style-type: none"> CCTV cameras are all now working and can be viewed remotely. Clerk to set up AC as a user. Action: Clerk. Clerk to send KVHMC minutes to Cllrs. Action: Clerk. 																		
13	<p><u>Sports Field (including liaison with volunteer groundsmen):</u></p> <ul style="list-style-type: none"> Clerk to request an update from Barry Grinham on the traverse wall and from Darren Bartlett on the cricket pitch. Action: Clerk. It was agreed to apply for a grant from the Football Foundation for goal posts and football grounds maintenance. Action: Clerk. 																		
14	<p><u>Play Areas at Sports Field and Roman Close:</u> No update although it was noted from the recent signs audit that ‘no dogs allowed’ signs are required for the gates to the play areas. Action: Clerk.</p>																		
15	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u> No update.</p>																		
16	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> Facebook – The Clerk posted a link to the Government Reorganisation Consultation which closes on 26th March 2026. Village News – Updates were submitted on traffic calming, proposed planning developments and the usual planning updates. 																		
17	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> Email from Cllr Nigel Simpson at CDC regarding Flood Warden training – The Chair has volunteered to be a Flood Warden and will find a suitable training date. Action: Chair. Temporary Road Closure Notice (T17602) from OCC for Weston on the Green, B430 Northampton Road (from Green Lane to North Lane) to facilitate surface sealing works 9th to 10th May - Clerk to post on Facebook nearer the time. Action: Clerk. 																		

	<ul style="list-style-type: none"> • Temporary Road Closure Notice (T17603) from OCC for Weston on the Green, B430 Northampton Road (from Green Lane to A34) (Part 1) to facilitate surface sealing works 9th to 10th May - Clerk to post on Facebook nearer the time. Action: Clerk. • Temporary Road Closure Notice (T17604) from OCC for Weston on the Green, B430 Slip Road access to A34 / Oxford Road (from A34 to B430) to facilitate surface sealing works 9th to 10th May - Clerk to post on Facebook nearer the time. Action: Clerk. • Email from JACS (UK) Ltd advertising village gateways – Clerk circulated to all Cllrs as may be of interest for traffic calming. • Confirmation from CDC of Council Tax Precepts approval for 2026/2027. • Email from CDC offering loan of road sign cleaning kits – Not required as signs were cleaned last year. • Email from resident regarding major planning proposals and link to North Oxfordshire Resident Action (Nora) website – Clerk has responded that KPC are arranging a village meeting with Martin Lipson from the MCNP. • Email from Bob Dunlop informing KPC that he is applying to list Kirtlington Lamb Ale as an example of Intangible Heritage as listed by UNESCO – Clerk has responded that KPC are supportive of this. • Email from resident requesting replacement dog walkers notice for fence dividing Mollie Mins Lane from the sports field – Clerk to check this alongside information from the signs audit that has been carried out. Action: Clerk.
18	<p><u>Essential Village Matters:</u></p> <ul style="list-style-type: none"> • The Clerk reported a damaged street name plate on Crowcastle Lane to CDC and it will be replaced within 4 to 6 weeks. • It was agreed that AC will be a second keyholder for the noticeboards. Keys to be collected from the previous Clerk. Action: AC.
19	<p><u>Scout Hut Area:</u></p> <ul style="list-style-type: none"> • The proposal for south end rewilding of the old scout hut area was discussed including issues with the posts and gate. Helen Macbeth to consult with Cllr Nicholson. Action: JN. • The Chair agreed to liaise with the rewilding committee. Action: Chair.
20	<p><u>Lamb Ale:</u></p> <ul style="list-style-type: none"> • The dates for Lamb Ale this year are Friday 29th May to Monday 1st June. Hebborns have agreed to bring their funfair. Clerk to send contract to Hebborns. Action: Clerk. • Bob Dunlop is applying to list Kirtlington Lamb Ale as an example of Intangible Heritage as listed by UNESCO. The Clerk has asked Bob to include that the school children are involved and that KPC support the application. Bob will send a draft of the full application for KPC to provide feedback.
21	<p><u>Village Meeting:</u></p> <ul style="list-style-type: none"> • KPC are arranging a village meeting to discuss the cumulative impact of major planning proposals with Martin Lipson from the MCNP as speaker. Clerk to check with Martin if Thursday 30th April is suitable. Action: Clerk. • It was agreed to hold the Annual Parish meeting on 12th May. Clerk to book venue. Action: Clerk.
22	<p><u>Car Park Policy:</u> KPC may consider a one car per house permit scheme with a fine for misuse. Clerk to circulate draft car park policy to the Village Hall Management Committee first to obtain their feedback. Action: Clerk.</p>
23	<p><u>Grass Cutting Quotes for 2026-27:</u> Grass cutting quotes were considered and it was agreed to continue using Ady Podbery for the sports field which is the same price as last year at £107 plus vat per cut and Greenscapes for the Greens and War Memorial at £240 per cut which is a £30 per cut increase on last year.</p>

The meeting closed at 7.30pm

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