

**KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 22nd JANUARY 2026 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (in the chair), James Nicholson, Kay Chacksfield, Anthony Child.
IN ATTENDANCE: Joanne Broughton (Clerk), County Councillor Will Boucher-Giles, District Cllr Nigel Simpson, 4 members of the public.

1	<u>Apologies for Absence:</u> The following apologies were accepted – Cllrs David Richardson, Nick Fry, Claire Rose, District Cllr Grace Conway-Murray.
2	<u>Variation of Order of Business:</u> It was agreed to go straight to item 11, road safety and traffic calming, and then revert back to the agenda.
3	<u>Declarations of Interest:</u> None.
4	<p><u>County and District Councillors' Reports and Questions:</u> Cllr Simpson gave a brief update from the District Council on the following:</p> <ul style="list-style-type: none"> • Local elections are still going ahead in May. • Planning application for warehouses at Baynards Green has been refused. • Five year land supply consultation. <p>Cllr Boucher-Giles gave a brief update from OCC on the following:</p> <ul style="list-style-type: none"> • Traffic calming – See item 11. • Bicester and Surrounding Villages Movement and Place (MAP) Plan – Feedback required by 2nd February.
5	<u>Confirmation of Minutes:</u> The minutes of the meeting on 16 th December 2025 were signed as a true record.
6	<p><u>Actions Update:</u></p> <ul style="list-style-type: none"> • Akeman Benefice – It was agreed to ask volunteers to clear the leaves on Molly Mins Lane and re-seed the grass on the Pound. Clerk to contact Akeman Benefice. Action: Clerk. • Church Lane potholes - FixMyStreet Super User, Andrew Banks, advised that the potholes do not meet the criteria for reporting on FixMyStreet. Cllr Simpson will try and report them.
7	<p><u>Public Participation:</u> Members of the public were advised they may speak for a maximum of three minutes each:</p> <ul style="list-style-type: none"> • Chief Fire Officer, Rob MacDougall, was invited to attend the meeting and joined remotely via Teams. He gave an overview on the proposals to close Kidlington and Rewley Road fire stations and replace with one North Oxford hub. The Chair raised concerns about night-time cover for Kirtlington and the possible loss of the Kidlington Rescue Tender, which is a specialist appliance that covers the whole county. Mr MacDougall responded that their new model has predicted improved response times and said the rescue tender will not necessarily be removed. Cllr Simpson asked about the consequences for the rescue team in Kidlington and Mr MacDougall advised that if Kidlington station closes it won't be for another four years and that no one will lose their homes as a result. The consultation has been extended to 30th January. • A member of the public advised there is a pothole in the village hall car park. KPC will check this when conducting a signage audit. Action: Chair, AC.

	<ul style="list-style-type: none"> Transport representative, Helen Macbeth, advised there are a lack of bus timetables and will ask the OCC bus transport officer who the Clerk should contact. Action: Clerk. 						
8	<p>Planning Applications:</p> <table border="1"> <tr> <td>25/03350/F</td> <td>RETROSPECTIVE - Retention and re-location of an existing storage container, which is to be timber clad, and retention of existing permeable hardstanding. Land at Crowcastle Lane. No objection.</td> </tr> <tr> <td>26/00014/F</td> <td>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. The Forge, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.</td> </tr> <tr> <td>25/03236/F</td> <td>Single storey extension and associated internal alterations to an existing outbuilding to provide ancillary caregiver accommodation for the main house. The Forge, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.</td> </tr> </table>	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. Land at Crowcastle Lane. No objection.	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. The Forge, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.	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, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.
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. Land at Crowcastle Lane. No objection.						
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. The Forge, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.						
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, North Green. KPC decision postponed. Planning Committee to look at application and send comments to KPC. Action Planning Committee.						
9	<p>Finance:</p> <p>a) The following payments were approved in accordance with the budget:</p> <table border="1"> <tr> <td>Joanne Broughton</td> <td>January salary</td> <td>£1,097.32</td> </tr> <tr> <td>Joanne Broughton</td> <td>January Expenses</td> <td>£89.00</td> </tr> </table> <p>b) To agree budget for 26-27 and set the precept request – Postponed until Finance Committee meet for a further meeting. Action: Finance Committee.</p>	Joanne Broughton	January salary	£1,097.32	Joanne Broughton	January Expenses	£89.00
Joanne Broughton	January salary	£1,097.32					
Joanne Broughton	January Expenses	£89.00					
10	<p>Allotments, Community Orchard and Gravel Pit Field:</p> <ul style="list-style-type: none"> Oxford Conservation Volunteers (OCV) are returning on Sunday 8th February. More positive comments about the hedge laying have been received. 						
11	<p>Road Safety and Traffic Calming:</p> <ul style="list-style-type: none"> Cllr Boucher-Giles advised that funding is available for traffic calming this year and that KPC need to send him a list of preferred traffic calming options as soon as possible. KPC's priority is smiley face signs for all three approaches and installation is expected in February. KPC has also raised the possibility of a raised crossing area outside the school and chicanes on all three approaches. Action: NF. Cllr Boucher-Giles has escalated the potholes on the Bletchingdon Road with OCC. 						
12	<p>Village Hall Management Committee (KVHMC): Cllr Chil</p> <ul style="list-style-type: none"> Car park policy – Cllrs to review the draft policy prepared by the Clerk and the Clerk will then send to KVHMC for review. Action: Clerk. CCTV – Issue with one of the cameras. Clerk to check and contact Safeguard. Action: Clerk. The CCTV assisted in dealing with recent anti-social behaviour from some Youth Club members. Damaged and missing signs – The Chair and Cllr Child will conduct an audit of signs including dog signs. The Clerk advised that CCTV and car park signs will be required to accompany new policies. Action: Chair, AC. 						
13	<p>Sports Field (including liaison with volunteer groundsmen):</p> <ul style="list-style-type: none"> Bowards will carry out work to the Cedar tree on 9th February. 						

	<ul style="list-style-type: none"> Bletchington FC requested an extra cut prior to a match. Clerk to respond that the grass will not be cut until nearer to Spring. Action: Clerk.
14	<p><u>Play Areas at Sports Field and Roman Close:</u></p> <ul style="list-style-type: none"> Bowards to carry out tree works on Oaks on 9th February. Clerk to put notice on Facebook nearer the time advising that playground will be closed. Action: Clerk.
15	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u></p> <ul style="list-style-type: none"> The Chair and Cllr Fry have now joined the MCNP Forum and the Chair attended the last meeting. Cllr Fry is also on the MCNP Forum's Traffic Committee.
16	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> Website – The Clerk has requested a quote from Parish Online for a new website, government domain name and email addresses to assist KPC in becoming compliant with new Assertion 10 regulations coming into force this year. Clerk to find out what date this is required by. Action: Clerk. Facebook – Clerk to post about Bowards tree works in play area. Village News – Planning updates, KPC meeting dates for the year and an introduction to the new councillors were all submitted.
17	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> Email from resident requesting speed indicator devices for Kirtlington and advised they would like to set up a Speedwatch group. The Clerk has responded that electronic smiley face signs are in hand and sent a link for the Speedwatch website. Grant request from North Oxfordshire Resident Action (NORA). Richard Allen from NORA attended the last MCNP Forum meeting. Clerk to respond that KPC would prefer to provide grant support to the MCNP in the future rather than to NORA. Action: Clerk. Emails from two residents regarding degradation of grass on The Pound. KPC have agreed to a one-off re-seed of the area concerned. Clerk to ask the Akeman Benefice if they can do this following their offer of a village working party one Saturday during Lent. Clerk to arrange grass seed, temporary fencing and keep off the grass signs. Action: Clerk. Invite from OCC to a Q&A session on 26th January regarding the Bicester and Surrounding Villages Movement and Place (MAP) Plan. Cllr Child to attend. Action: AC. Notice from OCC that a Traffic Regulation Order has been made for the two new disabled parking spaces which means they are now legally enforceable. Clerk to contact OCC about signage and respond to a resident's concerns. Action: Clerk.
18	<p><u>Essential Village Matters:</u></p> <ul style="list-style-type: none"> KPC meeting venue – It was agreed to hold KPC meetings in the Church for the coming year. Clerk to book dates with Church. Action: Clerk. Use of Scout land – Helen Macbeth read out a suggestion from residents at South end corner for the use of the scout land which KPC were in favour of. This includes clear boundaries that must be defined and for the benefit of land users on both sides, a central path and at least one bench. People must be able to access the area on foot. Cllrs JN and KC plus the Chair and Helen Macbeth will have a walkaround in February to identify boundaries with anyone else who would like to attend. It was agreed for the gate to be kept locked and Cllr Nicholson will liaise with residents. Action: JN. Posts for Greens – Cllr Chacksfield to obtain quote for oak posts around green, and item to be discussed at next meeting. Action: KC.
19	<p><u>Erosion of canal towpath:</u> Concern has been raised about the erosion of the canal towpath and the Clerk will formally write to the Canal and River Trust to request significant repairs. Action: Clerk.</p>

20	<u>Donation towards Christmas lights:</u> A decision on this request has been postponed until the next meeting once the budget for 2026/27 has been agreed.
21	<u>Annual Parish Meeting:</u> Clerk to email Cllrs to arrange a meeting date in May. Action: Clerk.

The meeting closed at 8.05pm.

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

- Chair – Amanda Carpenter
- AC – Anthony Child
- CR – Claire Rose
- DR – David Richardson
- JN – James Nicholson
- KC – Kay Chacksfield
- NF – Nick Fry