

**KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 23rd FEBRUARY 2026 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (in the chair), Claire Rose, James Nicholson,
Kay Chacksfield, Anthony Child, Nick Fry.
IN ATTENDANCE: 5 members of the public.

1	<u>Apologies for Absence:</u> The following apologies were accepted – Cllr David Richardson, Clerk, County Cllr Will Boucher-Giles, District Cllrs Nigel Simpson and Grace Conway-Murray.	
2	<u>Variation of Order of Business:</u> None.	
3	<u>Declarations of Interest:</u> Cllr Chacksfield (Item 8 – Flights Mill)	
4	<u>County and District Councillors’ Reports and Questions:</u> No update.	
5	<u>Confirmation of Minutes:</u> The minutes of the meeting on 22 nd January 2026 were signed as a true record.	
6	<u>Actions Update:</u> <ul style="list-style-type: none"> • Potholes – KPC agreed to fill in the potholes within the parish council's responsibility and continue reporting larger potholes to the council. Village Hall car park and Church Lane to be looked at. Action: Chair, AC 	
7	<u>Public Participation:</u> Members of the public were advised they may speak for a maximum of three minutes each: <ul style="list-style-type: none"> • Bus timetables and traffic issues were mentioned, including the need for signs. 	
8	<u>Planning Applications:</u>	
	26/00287/F	Replacement of existing single glazed timber frame windows with double glazed, engineered timber framed windows. Replacement of an existing window with French doors and full-height sidelights plus removal of two rooflights to the garden room (RETROSPECTIVE). Willow Cottage, Bletchingdon Road. No objection
	26/00225/TCA	T1 x Mature Lime. Remove as much growth as feasible from around base of tree. Remove epicormic growth from main stem to crown break. Remove major deadwood. Severe climbing Ivy. Avenall, Heyford Road. No objection with comments
	26/00125/LB and 26/00126/F	Variation of Condition 2 (plans) of 25/01622/F and 25/01623/LB - To re-locate PV panels to obtain better and optimum sunlight for this site, with adjustments to panels and rooflight positioning. Glazing fenestration adjusted. All in accordance with PL08A and PL09B. Flights Mill, Mill 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 x Conservation-style rooflights. The Forge, North Green. Objection with comments
	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. Objection with comments

	<ul style="list-style-type: none"> The need for a meeting on the cumulative impact of local developments was discussed and the Chair will speak to Martin Lipson from the MCNP to see if he will attend a village meeting in Kirtlington. Action: Chair, Clerk. 																		
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>February salary</td> <td>£1,097.32</td> </tr> <tr> <td>Joanne Broughton</td> <td>February Expenses</td> <td>£50.00</td> </tr> <tr> <td>Bowards</td> <td>Tree works to Cedar and Oaks</td> <td>£1,440.00</td> </tr> <tr> <td>Alex Charlesworth</td> <td>Website hosting and domain names March 2023 to March 2025</td> <td>£238.80</td> </tr> <tr> <td>Starboard Systems Ltd</td> <td>Scribe accounts renewal 2026</td> <td>£446.40</td> </tr> <tr> <td>Brinkworth Services</td> <td>Verge gates on Mill Lane and replacement Oak post</td> <td>£2,194.21</td> </tr> </table> <p>b) Budget for 2026-27: The budget was approved. This includes specific allocations for tree work, grants, and village hall improvements.</p> <p>c) Precept for 2026-27: The precept of £41,000 was approved. This is a 3% increase on last year's precept which gives KPC adequate reserves for unexpected expenses.</p>	Joanne Broughton	February salary	£1,097.32	Joanne Broughton	February Expenses	£50.00	Bowards	Tree works to Cedar and Oaks	£1,440.00	Alex Charlesworth	Website hosting and domain names March 2023 to March 2025	£238.80	Starboard Systems Ltd	Scribe accounts renewal 2026	£446.40	Brinkworth Services	Verge gates on Mill Lane and replacement Oak post	£2,194.21
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10	<p><u>Allotments, Community Orchard and Gravel Pit Field:</u></p> <ul style="list-style-type: none"> Oxford Conservation Volunteers (OCV) returned on 8th February to work on the hedge at Crowcastle Lane. They will check on the hedge in the Autumn prior to arranging two more dates for the beginning of next year. OCV also donated whips for planting. The Allotments Committee require a new gate and the possibility of repurposing the gate from the scout hut land was discussed. Cllr Chacksfield to measure the first allotment gate (from the village end) to determine required size for repair or replacement and report measurements back to the council. Action: KC. New signs are required for the Community Orchard. 																		
11	<p><u>Road Safety and Traffic Calming:</u></p> <ul style="list-style-type: none"> Cllr Fry provided an update on the installation of an electronic smiley face sign on the Heyford Road. There was a discussion about the need for additional road markings and chicanes to manage traffic flow. 																		
12	<p><u>Village Hall Management Committee (KVHMC):</u></p> <ul style="list-style-type: none"> Safeguard are meeting with Mark Harrison and the Clerk on 4th March to look at CCTV access issues. Action: Clerk. 																		
13	<p><u>Sports Field (including liaison with volunteer groundsmen):</u></p> <ul style="list-style-type: none"> Tree works to the Cedar are complete and an inspection report from Bowards stated that no further work is required. Clerk to obtain quotes for concrete posts to prevent vehicular access onto sports field. Action: Clerk. 																		
14	<p><u>Play Areas at Sports Field and Roman Close:</u></p> <ul style="list-style-type: none"> Tree works to the Oak are complete. New signs are required for the play areas and sports field including 'no dogs allowed' signs. Action: Clerk, Chair, AC. 																		
15	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u></p> <ul style="list-style-type: none"> The Chair gave an overview on the Mid Cherwell Neighborhood Plan, including the formation of working groups on transport, environment, and planning. Chair to join the Mid Cherwell forum environment and landscape working group to represent the parish council on environmental impacts and landscape issues. Action: Chair. Consider joining the Mid Cherwell forum transport working group to represent the parish on transport issues (follow up to confirm participation). Action: Nick. The consultation period for the Cherwell Neighbourhood Plan has been extended to 24th March 2026. 																		

16	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> • Website – Petition from North Oxfordshire Residents Association (Nora) was posted and the calendar of events was updated. • Facebook - Posts include a petition from North Oxfordshire Residents Association (Nora), local government reorganization proposals, play area closure for tree works and OCV hedge laying.
17	<p><u>Correspondence:</u></p> <ul style="list-style-type: none"> • Email from resident enquiring about traffic calming measures for school drop off and pick up times – The Clerk has responded that KPC is negotiating with OCC on traffic calming measures. • Email from OCC regarding the Local Government Reorganisation Consultation which closes on 26th March 2026 – The Clerk has posted this on the village Facebook page. • Traffic Notice from OCC of road closure at Springwell Hill, Bletchingdon, 2nd to 6th March. • Petition from North Oxfordshire Resident Action (NORA) – The Clerk has posted this on the village Facebook and website pages. • Email from resident requesting clarification on why KPC changed its position on the retrospective application at Crowcastle Lane – The Clerk has replied with a response from the Planning Sub-Committee. • Email from resident regarding Councillor meeting attendance. • Email from resident advising they are trying to restart the Speedwatch Group and to send details of anyone interested – The Clerk forwarded a link to the Speedwatch website and informed FixMyStreet Super User Andrew Banks.
18	<u>Essential Village Matters:</u> None.
19	<u>Donation towards Christmas lights:</u> Deferred to April meeting.
20	<u>Posts for Greens:</u> One quote has been obtained and a second quote is required. Action: KC, JN.
21	<u>Signage for Mill Lane verge gates:</u> A design has been agreed for signage to the verge gates and quote to be obtained. Action: KC.
22	<u>Parking Permits:</u> Concerns about long-term parking in the Village Hall car park were raised, and a policy allowing one permit per household for a fee, with enforcement by a commercial company, was proposed. It was agreed to re-visit the draft car parking policy and consider legal advice on liability and enforcement. Liaise with Village Hall Management Committee for feedback. Action: Clerk, AC.
23	<u>Grass Cutting Quotes for 2026-27:</u> Deferred to next meeting.
24	<p><u>Community Shop Update:</u></p> <ul style="list-style-type: none"> • A Deed of Variation was requested by the solicitors acting for the Community Shop, however Wellers and Knights Solicitors said this is not required. • Wellers have agreed to register the original Superior Lease with the Land Registry free of charge. Clerk to send to Wellers. Action: Clerk.
25	<u>Scout Hut Area:</u> An update was provided on the walkaround of the scout hut area, including plans for benches and access. There was some debate regarding posts on Mollie Mins Lane. Chair to speak to Helen Macbeth. Action: Chair.
26	<u>Spring Clean 2026:</u> It was agreed to hold another litter pick this year. Clerk to arrange date for litter pick and book equipment with CDC. Clerk to also check if the Akeman Benefice work party would like to participate. Action: Clerk.
27	<u>Meeting Dates for the Year:</u> Dates to be finalised at the next meeting.

The meeting closed at 7.45pm.

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