

**KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 21st APRIL 2026 AT 6.30PM**

PRESENT: Cllrs Amanda Carpenter (Chair), Claire Rose (CR), Kay Chacksfield (KC).

IN ATTENDANCE: Joanne Broughton (Clerk), 5 members of the public.

1	<u>Apologies for Absence:</u> The following apologies were accepted – Cllrs Nick Fry, James Nicholson, David Richardson. District Cllrs Nigel Simpson, Grace Conway-Murray. County Cllr Will Boucher-Giles. It was noted that Anthony Child has resigned from KPC.	
2	<u>Variation of Order of Business:</u> Agreed to proceed straight to item 13 to consider request for memorial bench and will then revert to Agenda.	
3	<u>Declarations of Interest:</u> None.	
4	<u>County and District Councillors' Reports and Questions:</u> None present but email update from Cllr Conway-Murray was read out by the Chair with the main points being: <ul style="list-style-type: none"> • Potholes on Lince Lane and the Bletchingdon Road have been chased up again. • Springwell Hill was repaired last month. • VAS signs have been chased up again. 	
5	<u>Confirmation of Minutes:</u> The minutes of the meeting on 17 th March 2026 were signed as a true record.	
6	<u>Actions Update:</u> <ul style="list-style-type: none"> • The Akeman Benefice Work Party cleared the leaves on Mollie Minns Lane and sowed grass seed across the Pound on Saturday 21st March. The grass is already recovering. They also removed some of the weeds which had been growing by the kerb along the northern section of Church Lane and the Clerk has written and thanked them. • A successful litter pick was held on Sunday 29th March with 13 bags of litter collected from the main roads leading into the village. Agreed to arrange a date for a second litter pick before the equipment goes back to CDC. Action: Clerk. • Cllr Chacksfield will follow up on obtaining quotes for bollards on the Greens and a sign for the new verge gate on Mill Lane. Action: KC. 	
7	<u>Public Participation:</u> None at this stage.	
8	<u>Planning Applications:</u>	
	26/00609/TPO	T 114 - Lime, remove deadwood. T 115 - Horse Chestnut, remove dead limb and reduce damaged branch to safe timber. T 125 - Lime, remove deadwood. T 129 - Horse Chestnut, aerial inspection of wounds. T 140 - Lime, remove deadwood. T 141 - Lime, lift canopy by 3 meters and deadwood. T 149 - Lime, climb to inspect bracing and adjust if needed. T 151 - Lime, deadwood. G2- 4 x Horse Chestnut, remove worst quality (marked roadside with white on stem!). G11- Various trees marked on survey, remove dead standing Sycamore, (marked with pink on stem carpark side!). Subject to TPO 23/2025 Kirtlington Park Polo Club, Akeman Street No objection with comments.
9	Finance:	
	a) The following payments were approved in accordance with the budget:	
	Joanne Broughton	April salary
	Joanne Broughton	April expenses
	Oxfordshire Playing Fields Association (OPFA)	Membership fee
		£1,097.32
		£50.00
		£49.00

	Turney	Strimmer - PAID	£277.40
	Ady Podbery	Grass cutting - PAID	£256.80
	CDC	Half yearly charge for emptying dog bins - PAID	£302.02
	Amanda Carpenter	Expenses – Plant for volunteer Christmas gift - PAID	£50.00
10	<u>Allotments, Community Orchard and Gravel Pit Field:</u> <ul style="list-style-type: none"> No update on allotments and Community Orchard. Gravel Pit Field was inspected and the tenancy has been renewed for another year. 		
11	<u>Road Safety and Traffic Calming:</u> <ul style="list-style-type: none"> Following KPC’s request for an average speed camera, Thames Valley Police advised that we ask residents to report speeding via the TVP website and also advised that we may be able to request a speed survey from the OCC Highways Team. Put something in Village News and on website. Action: NF/Clerk. 		
12	<u>Village Hall Management Committee (KVHMC):</u> <ul style="list-style-type: none"> The CCTV annual maintenance inspection has been booked for 22nd June. The Village Hall Secretary will send the Clerk feedback on the draft car park policy within the next few days. Clerk to follow up. Action: Clerk. 		
13	<u>Sports Field (including liaison with volunteer groundsmen):</u> <ul style="list-style-type: none"> A request has been made for a memorial bench in memory of Bob and Edna Edgington to be situated near the large tree by the existing wall/entrance to the churchyard. The bench will be funded with proceeds from this year's Lamb Ale Feast. KPC agreed to this with the condition that if the wall has to be moved in the future the bench will also be moved and KPC will pay for the cost of relocating the bench. A walkaround to discuss the cricket pitch will take place on Friday 24th April at 3pm. Action: Chair. Barry Grinham advised that the traverse wall will be installed before the summer fete. A new strimmer has been purchased. Clerk to proceed with applying for grants for goal posts and football pitch maintenance. Action: Clerk. The possibility of an outdoor gym in the future was discussed. 		
14	<u>Play Areas at Sports Field and Roman Close:</u> No update.		
15	<u>Mid-Cherwell Neighbourhood Plan (MCNP):</u> Reg 15 MCNP Consultation response was sent.		
16	<u>Website, Facebook and Village News:</u> <ul style="list-style-type: none"> Website – Election updates were posted. It was agreed to proceed with a new website from Parish Online which will be fully compliant and will meet new Assertion 10 legislation. Action: Clerk. Facebook – Posts included litter pick reminders, traffic updates, Election updates, Cherwell Business Awards. Clerk to post details of second litter pick. Action: Clerk. Village News – The next deadline is 15th May. 		
17	<u>Correspondence:</u> <ul style="list-style-type: none"> Temporary road closure notice (T17950) from OCC for Heyford Road & Oxford Road, Kirtlington to facilitate footway slurry works from 12th to 19th June – Clerk to post on Facebook nearer the time. Action: Clerk. Temporary road closure and no waiting notice (T17958) from OCC for Bletchingdon Road, Kirtlington, from junction with A4095 to junction with Springwell Hill to facilitate footway slurry works from 18th to 23rd June (weekend excluded) – Clerk to post on Facebook nearer the time. Action: Clerk. Notification from CDC of persons nominated for Election, confirming four nominations and three vacancies for Kirtlington – The Clerk posted on website and noticeboard. Notification from CDC of uncontested election, confirming that all four persons nominated were elected as Parish Councillors – Term of Office commences 11th May – The Clerk posted on website and noticeboard. Adderbury Neighbourhood Plan – Response requested by 28th May. Email from County Councillor Will Boucher-Giles advising of road resurfacing work being carried out on the Portway 21st and 22nd April – The Clerk posted on Facebook. Recording of Elections 2026 Post nominations briefing from CDC – Attended by the Clerk. 		

	<ul style="list-style-type: none"> • Cherwell Business Awards flyer from CDC – KPC suggested nominating the Dashwood for New Business Award, the Oxford Arms for Small Business Award and Kirtlington Volunteer Drivers Group for Charity and Community Award. Clerk to check with potential nominees first before nominating them. Action: Clerk. • Annual questionnaire from Sport England Active Places – Clerk to complete. Action: Clerk. • Notification from OCC of a Community Transport Grant. Deadline for applications is 10th July – Helen Macbeth will inform Gill Summerfield for the private car scheme taking people to hospital. • Recording from NALC of Introduction to the Local Council Award Scheme webinar - Attended by the Clerk. • Email from resident regarding access to the sports field and volume of traffic – The Chair has responded.
18	<p><u>Essential Village Matters:</u></p> <ul style="list-style-type: none"> • It was agreed that Cllr Rose will be the second keyholder for the noticeboards and will collect the keys from Anthony Child. Action: CR. • The Chair mentioned that the noticeboards require some maintenance. Clerk to contact the previous Clerk to find out who did this previously. Action: Clerk. • Thanks was given to Cllr Kay Chacksfield for all her hard work for KPC. Kay will be standing down from next month. • It was noted that Tackley station will be closing southbound for a year from 12th June. Clerk to post on Facebook and website. Action: Clerk.
19	<p><u>Christmas lights:</u> A request for £577.66 towards the cost of an underground cable for the Christmas lights was agreed. Chair to liaise with Wendy Eccles and Imogen Hammond. Action: Chair.</p>
20	<p><u>Grant request from MCNP:</u> The MCNP requested an emergency grant of £1,000 towards research in making a case against the Strategic Rail Infrastructure. This was agreed and Clerk to advise Martin Lipson and make the payment. Action: Clerk.</p>
21	<p><u>Costs of Rewilding Scout Hut Area:</u> Helen Macbeth provided KPC with a budget of £1,785 for the cost of rewilding the former scout hut area. This was discussed in detail and the budget was approved by KPC. Helen will research suitable benches. A quote has been received for the cost of moving the gate to the allotments and installing a post. Clerk to obtain further quotes. Action: Clerk.</p>
22	<p><u>Quote for pothole repairs:</u> A quote of £62.61 from Mark Harrison for the cost of materials to repair the potholes in the village hall car park was agreed. Clerk to inform Mark. Action: Clerk.</p>
23	<p><u>Overhanging trees:</u> A resident has complained that a couple of overhanging trees near the village hall are obstructing large vehicles and causing them to go onto the grass. Clerk to ask Bowards to quote for them to be cut back as this could be an issue when work for the Community Shop starts. Action: Clerk.</p>

The meeting closed at 7.50pm

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