

KIRTLINGTON PARISH COUNCIL
DRAFT MINUTES OF PARISH COUNCIL MEETING
ON 19th MAY 2026 AT 6.30PM

PRESENT: Cllrs Amanda Carpenter (Chair), James Nicholson (JN)
 IN ATTENDANCE: Joanne Broughton (Clerk), District Councillors Jean Conway and Grace Conway-Murray, 3 members of the public.

1	<u>Election of Chair and Vice Chair</u> : It was unanimously agreed to elect Amanda Carpenter as Chair. Claire Rose was co-opted onto KPC and as Vice Chair.				
2	<u>Apologies for Absence</u> : The following apologies were accepted – Cllr David Richardson.				
3	<u>Variation of Order of Business</u> : Agreed to proceed straight to items 21 and 22 after item 8 and then revert to Agenda. Agreed to move item 14 to the end of the meeting.				
4	<u>Declarations of Interest</u> : None.				
5	<u>County and District Councillors' Reports and Questions</u> : Cllr Conway-Murray gave a brief update with the main points being: <ul style="list-style-type: none"> • Full Council meeting tomorrow – Discussions with Heyford Park and Dorchester. Formal testing by the Environment Agency of the water. • Potholes on Lince Lane will be repaired soon. • £25,000 is available for traffic calming measures which must be spent by the end of quarter 4. A new officer at OCC is starting in June and Cllrs Grace Conway-Murray and Fry to liaise. Action: NF. 				
6	<u>Confirmation of Minutes</u> : The minutes of the meeting on 23 rd April 2026 were signed as a true record.				
7	<u>Actions Update</u> : <ul style="list-style-type: none"> • Posts around Greens – A quote was received for posts to be installed around the Greens. Clerk to request a revised quote for posts around South Green only. Action: Clerk. 				
8	<u>Public Participation</u> : A resident requested an update on the overhanging trees. Clerk to update on when they will be done. Action: Clerk.				
21	<u>Cricket Wicket</u> : Ian gave an update and answered several questions from the Village Hall Management Committee to KPC's satisfaction and Ian will respond to them in writing. Ian is applying to Sport England for £7,500 and requested a letter of support from KPC which it was agreed that the Chair would draft and send. Action: Chair. <i>Cllrs Rose and Fry joined the meeting.</i>				
22	<u>Community Noticeboard</u> : The Chair received a request from the Community Shop Committee for a community noticeboard to be located on South Green which would be for everyone to use and would also signpost people to the Community Shop. Following a discussion, the Chair asked them to send the request in writing to the Clerk. Action: Clerk.				
9	<u>Planning Applications</u> : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">26/00843/F</td> <td>Extension to existing outbuilding to form ancillary garden room/home office. Bramley Cottage, Heyford Road. No objection.</td> </tr> <tr> <td>26/01140/TCA</td> <td>T1 Hawthorn - Fell Holly Blue 4, The Chestnuts. No objection.</td> </tr> </table>	26/00843/F	Extension to existing outbuilding to form ancillary garden room/home office. Bramley Cottage, Heyford Road. No objection.	26/01140/TCA	T1 Hawthorn - Fell Holly Blue 4, The Chestnuts. No objection.
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10	<p>Finance: a) The following payments were approved in accordance with the budget:</p> <table border="1"> <tr> <td>Joanne Broughton</td> <td>May salary</td> <td>£1,097.32</td> </tr> <tr> <td>Joanne Broughton</td> <td>May expenses</td> <td>£188.24</td> </tr> <tr> <td>Mark Harrison</td> <td>Pothole repairs</td> <td>£62.61</td> </tr> <tr> <td>Ady Podbery</td> <td>Cut sports field 2/04 & 9/04 & 23/04 & 30/04/2026</td> <td>£513.60</td> </tr> </table>	Joanne Broughton	May salary	£1,097.32	Joanne Broughton	May expenses	£188.24	Mark Harrison	Pothole repairs	£62.61	Ady Podbery	Cut sports field 2/04 & 9/04 & 23/04 & 30/04/2026	£513.60
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11	<p><u>Allotments, Community Orchard and Gravel Pit Field:</u></p> <ul style="list-style-type: none"> KPC will not be purchasing the gate by the rewilding area from the Cliffords as it is too large. Clerk to ask Allotments Committee to obtain a quote for a correctly sized gate. Action: Clerk. 												
12	<p><u>Road Safety and Traffic Calming:</u></p> <ul style="list-style-type: none"> Clerk to request a quote for the cutting back of vegetation on the approach from Bletchingdon to make the VAS sign more visible. Action: Clerk. 												
13	<p><u>Village Hall Management Committee (KVHMC):</u></p> <ul style="list-style-type: none"> No update from KVHMC. Clerk to send feedback on car park policy to Cllr Fry. Action: Clerk. 												
15	<p><u>Play Areas at Sports Field and Roman Close:</u> No update.</p>												
16	<p><u>Mid-Cherwell Neighbourhood Plan (MCNP):</u> There is a meeting next week which Cllrs Carpenter and Fry will attend.</p>												
17	<p><u>Website, Facebook and Village News:</u></p> <ul style="list-style-type: none"> Facebook – Posts included notifications of a second litter pick on 10th May and the Annual Parish Meeting on 12th May. Village News – Chair to submit a piece on planning. Action: Chair. 												
18	<p><u>Correspondence:</u> None other than emails.</p>												
19	<p><u>Essential Village Matters:</u></p> <ul style="list-style-type: none"> It was agreed that the Clerk will provide the budget with spending to date prior to each meeting. Action: Clerk. KPC currently have two councillor vacancies, to be advertised in Village News and on website and Facebook. Action: Clerk, Chair. Lease for Sports Field - Says we can change the rules of engagement at any time. Set up ground rules on who is responsible for which areas and entities. Action: Chair. It was agreed to start future KPC meetings at 7pm. Clerk to send out new meeting time to all Councillors. Action: Clerk. 												
20	<p><u>Councillor Responsibilities and Sub-Committee and Advisory Committee Members:</u> These were discussed for the 2026/27 year and an updated list will be circulated and put on the website. Action: Clerk. Cllr Rose to speak to Ian from the cricket sub-committee to ask if he would be interested in joining KPC. Action: CR. Chair to speak to Community Shop Committee to ask if a representative would be interested in joining KPC. Action: Chair.</p>												
14	<p><i>Confidential Item: The Council resolved to exclude members of the public from agenda item 14 due to its confidential nature.</i></p> <p><u>Sports Field (including liaison with volunteer groundsmen):</u></p> <ul style="list-style-type: none"> Agreed to restrict the use of herbicide and the Clerk will draft a policy. Action: Clerk. 												

The meeting closed at 8.15pm

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