

KIRTLINGTON PARISH COUNCIL

Minutes of the meeting held in the Village Hall on Tuesday 10th December 2013

Present: J A B Charlesworth, Ms A Kennedy, Miss S van Loen, Dr H Macbeth, Mrs R M Powles (Clerk), R Sadler (until 9 p.m., present for items 5 and 10)
Apologies: Mr D R Pratt (Chairman), S Tylor, Cllr A Gearing (Oxfordshire CC), Cllr S Holland (Cherwell DC)

1. Minutes of the meeting held on 12th November 2013

These were signed as a correct record.

2. Matters arising from the minutes

Driver warning signs to entry/exit from Village Hall car park and at east end of Mill Lane: these had been installed. The sign for Mill Lane nearer the Pound had been removed within 48 hours but it was not known who had done this. It was decided to comment in the Village News. It had not been possible to fix a sign in the preferred position at the approach to the car park so a location at the closest point of South Green had been chosen.

Oxford Conservation Volunteers: the group was not able to attend in the early spring and it was agreed to re-book them for late autumn 2014.

3. Declarations of interest

Cllr Charlesworth in respect of planning application 13/01760/F.

4. Reports

“Talking Oxfordshire” event (discussion of County Council proposed spending cuts), Woodstock, 21st November: Cllr Macbeth had attended. The Parish Council had prioritized for protection the expenditure on public transport, road maintenance and services for the elderly and vulnerable. Most of those attending had supported the same priorities.

Cherwell DC Parish Council liaison meeting, 13th November: Cllr Macbeth and the Clerk had attended. OPFA had provided details of grant sources for the tennis court. Cherwell DC would probably distribute a second round of New Homes Bonus payments but this would only be confirmed some time in December. There would be a public examination of the Cherwell Local Plan 2006 – 2031 in the spring of 2014. The Plan had been approved for submission to the Secretary of State and all details of the plan were available on Cherwell DC’s website.

5. Village Hall, Play Areas and Sports Field

(i) Village Hall: Cllr Sadler said work had begun on the electrical improvements. The work to the ladies’ lavatories would start on 2nd January.

(ii) Play Areas

Sports Field Play Area: Cllr van Loen summarized the RoSPA report. No action was required other than the provision of yet more playbark. It was agreed to increase the 2014 – 2015 budget for playbark purchase. Cllr van Loen had received a quotation of approximately £2,400 for a “birds nest” swing.

Roman Close Play Area: Cllr van Loen had been advised that even minimal changes here would cost about £4,000 because of the specialist surface and there was not enough space to install a swing or see-saw in a way which would comply with safety legislation. It was agreed that even had there been no financial constraints regrettably the lack of space meant the Council could not install new equipment here safely. It was agreed that discussions with residents about the suggestion of a children’s gardening space should be postponed until the New Year.

(iii) Sports Field and adjacent

Sports wall graffiti: Cllr Pratt had been advised by suppliers that paint should not be applied in winter temperatures. The Council agreed the painting over should be delayed.

Cedars and trees alongside Molly Minns Lane: Sylva had submitted health and safety reports on these trees which had been circulated to the Council. Sylva’s quotation for the remedial work was approved (ref: Financial report) but the

Clerk should enquire whether the removal of debris was included and whether Sustainable Kirtlington could assist and so reduce the cost. The Clerk would submit an application for the tree works to Cherwell District Council.

Fence, Molly Minns Lane: Cllr Sadler referred to the past offer by volunteers to replace the fence with materials provided by the Council and suggested this could be done next year.

(iv) Other

Quotations for tennis court construction: Cllr Charlesworth had met three companies and would meet a fourth. They would provide measured surveys and the early indications of cost were in the region of £40,000, depending on the court surface. He suggested that if cost were not a factor, an artificial surface might be preferable.

Grazing license: the Clerk had met Mr Hedges and hoped to receive details of a license for the Council's consideration.

It was agreed Mr Harrison should arrange the annual service for the Toro mower.

Car park small diseased oak: Cllr Pratt and the Clerk had removed the tree and treeguard.

6. Grit bin and salt provision

A large bin had been installed at the entrance to Gossway Fields and smaller bins in Oxford Close, Hatch Way and Park Close and had been filled by the Highways Department on 4th December. It was agreed that summer storage would be needed and several options were suggested.

7. Website

Cllr Charlesworth asked the Council to consider whether businesses outside the parish should be charged for advertising on the website. There was agreement in principle there should be a charge and that any profit should benefit the community. Cllr Charlesworth would make further investigations.

Fibre optic broadband provision: Cllr Charlesworth said he and others had been approached by Gigaclear, a company which offered fibre optic broadband installation in rural parts of Oxfordshire. He circulated copies of feedback from Appleton, dated February and September 2013. Gigaclear's proposal was to link Kirtlington and Bletchington and would need 30% of households (240 properties) to sign up to make the project viable. It was agreed he should establish how Gigaclear would elicit village support, for example by flyers. It seemed they were able to host public meetings. The Council would be able to distribute flyers.

8. Planning

Separate report circulated at the meeting to be filed with the approved minutes.

9. Correspondence

County Councillor Anthony Gearing had emailed his November parish report.

OCC had asked parishes without street lighting to confirm their policy. It was noted that 72% of respondents to the Parish Plan survey on this topic were against street lighting and so OCC would be informed KPC policy was unchanged. PCSO Michael Roberts had written to ask if local parishes wanted further speed monitoring schemes carried out and Kirtlington Neighbourhood Watch (Mr Summerfield) had offered to support this again. The road sections suggested were Akeman Street, Bletchington Road between the white gates and Gossway Fields, the approach to the village from the Golf Course, and the road past the pond approaching the school. The Clerk would liaise with Mr Summerfield.

10. Finance; draft Budget 2014 - 2015

Accounts status and payments: separate report circulated at the meeting (to be filed with the approved minutes).

Draft Budget 2014 – 2015: Cllr Sadler presented the first draft of the budget. He recommended no change to the Precept and an increase in the Clerk's salary. The draft budget indicated a small profit at the end of the year if the New Homes Bonus payment were received, but Cherwell DC would probably stipulate that the NHB sum should be ringfenced. However the overall reserve, albeit comprising designated sums, was large. The Council would make its final decision on the proposals and the Precept at the January meeting.

11. A.O.B.

The laburnum on North Green had been vandalized and timber stolen and the police had been informed.

Signed **D R Pratt** **Chairman**

Date **14th January 2014**

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Agenda Item 8 - Planning report

| | |
|----------------|--|
| Name | Mrs Celia Hawkesworth, Application No 13/00285/TCA |
| Location | Woodbine, Troy Lane |
| Proposal | 2 x yews - crown lift lower canopy etc |
| Parish Council | <i>No objection</i> |
| CDC | <i>Permission granted 8 Nov (advice ltr received 13 Nov).</i> |
| Name | Thames Formwork Ltd, Application No 13/01467/F |
| Location | Dashwood Arms |
| Proposal | Covered seating area (retrospective) |
| Parish Council | <i>No objection</i> |
| CDC | <i>Permission granted 13 Nov</i> |
| Name | Mr Peter Forsyth, Application No 13/00311/TCA |
| Location | South Green House, South Green |
| Proposal | G1 x 9 elms - fell; T1 x Ostrya Carpinifolia - crown raise and crown reduce, remove deadwood |
| Parish Council | <i>No objection</i> |
| CDC | <i>Permission granted 28 Nov</i> |
| Name | Mrs Ruth Powles/Kirtlington Parish Council, Application No 13/00304/TCA |
| Location | South Green Kirtlington / Village Hall car park |
| Proposal | Norway maple - crown reduce by 30%, lime - crown reduce by 25% and crown raise to give 2 m clearance; cherry - crown reduce by 25% and crown raise to 2.5m. |
| Parish Council | <i>No comment to be sent</i> |
| CDC | <i>Permission granted with amendments 29 Nov</i> |
| Name | Mrs Antonia Sim, Application No 13/00318/TCA |
| Location | Oak Cottage, Heyford Rd |
| Proposal | Purple plum - crown lift, crown reduce |
| Parish Council | <i>No objection</i> |
| CDC | <i>Permission granted 3 Dec</i> |
| Name | Dr Grant Lee, Application No 13/00364/TCA |
| Location | 5 The Chestnuts |
| Proposal | 2 x Leyland Cypress by footpath - fell; 1 x Sycamore - reduce height 25%, prune lateral spread; Sycamore group - reduce height 25%, prune lateral spread; 1 x Horse Chestnut - reduce height by 3m, reduce lateral branch overhanging pond, prune lateral spread of rest of canopy |
| Parish Council | <i>Comments due by 17 Dec</i> |
| CDC | |
| Name | Mrs Foster, Application No 13/00365/TCA |
| Location | 6 The Chestnuts |
| Proposal | Horse chestnut - fell |
| Parish Council | <i>Comment due by 17 Dec</i> |
| CDC | |
| Name | Mr and Mrs Lettman, Application No 13/01760/F |
| Location | Flagstones, Troy Lane |
| Proposal | Two-storey extension and enclosed new porch |
| Parish Council | <i>Comment due by 25 Dec</i> |
| CDC | |

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Agenda Item 10 - Financial report

1. DRAFT BUDGET 2014 - 2015

NB, Election cost May 2014 - Cherwell DC advises max cost £947.91 for contested election

2. ACCOUNTS STATUS

| | | |
|----------------------------|-------------------|------------------------------|
| Current a/c at 29 Nov 2013 | £16,887.31 | |
| Subtract unbanked Nov chqs | (£198.60) | Ady Podbery, KVHMC, R M Bone |
| | <u>£16,668.71</u> | |

| | | |
|---|------------|-------------------------------------|
| Saver a/c at 29 Oct 2013 (statements only quarterly) | £33,425.42 | Reserve fund as detailed previously |
|---|------------|-------------------------------------|

3a. PAYMENTS / RECEIPTS

DECEMBER PAYMENTS

| | | |
|--------------|--------|---|
| KVHMC | 9.6 | Room hire 12 Nov |
| Glasdon UK | 722.71 | 4 x grit bins |
| Brian Cherry | 12.27 | 3 x mole traps |
| D R Pratt | 78.11 | Weedkiller, uprights&screws for signs, no parking signs |
| C J Powles | 9 | Postage |
| Total £ | 831.69 | |

APPROVED PAYMENT DUE

| | | |
|------------------------|---------|---------------------|
| Barclaycard Commercial | £212.82 | Archer safety signs |
|------------------------|---------|---------------------|

QUOTATIONS

| | | |
|-------------------|---------------|---|
| OALC | £120 | Finance training course 8 April 2014, 2 x places |
| Sylva consultancy | £880 plus VAT | (approved) H&S inspection, cedars, sycamores & oaks, sports fld |
| Sylva consultancy | £720 plus VAT | Cedars, category B works |
| | £780 plus VAT | Sycamores & oaks, works recommended in next 1 – 6 months |

3b. Note on Play Area refurbishment costs / income to date (no change from October KPC)

| | PAID/received | DUE |
|-------------------------------|----------------------------|--|
| Playdale equipment | £8,608.51 | (excluding VAT which has been reclaimed) |
| Additional fencing | £627.29 | (C Brinkworth) |
| Weed control membrane &c | £112.53 | (D R Pratt) |
| Additional play bark | £1170 | (for whole area incl VAT: approx 50% bigger than previously) |
| <i>Repair to large swing?</i> | | <i>Tba</i> |
| Overnight storage | £15 | (KVHMC, Hazel Room) |
| Other | £20 | (Top rails Park side per C Brinkworth) |
| Top up play bark | £390 | (incl VAT, first delivery not enough) |
| TOTAL COSTS SO FAR | <u>(£10,943.33)</u> | |
| OCC grant | £7,500 | |
| WI grant | £322.90 | |
| Village fete committee | £1,000 | |
| Palm Court & Pimms | £1,465 | after costs |
| TOTAL GRANTS SO FAR | <u>£10,287.9</u> | |
| <i>KPC shortfall so far</i> | <i><u>(£655.43)</u></i> | <i>VAT can be reclaimed on some items</i> |