

## KIRTLINGTON PARISH COUNCIL

### Minutes of the meeting held in the Village Hall on Tuesday 10<sup>th</sup> September 2013

Present: J A B Charlesworth, Ms A Kennedy, Miss S van Loen, Dr H Macbeth, Mr D R Pratt (Chairman),  
Mrs R M Powles (Clerk), R Sadler  
Apologies: S Tylor, Cllr A Gearing (Oxfordshire CC), Cllr S Holland (Cherwell DC)

#### 1. Minutes of the meeting held on 9<sup>th</sup> July 2013

These were agreed to be a correct record.

#### 2. Matters arising from the minutes

The Council thanked Cllr van Loen for an excellent concert on 8<sup>th</sup> September. Cllr van Loen thought the sum raised in aid of the Play Area would be about £1,500.

#### 3. Declarations of interest

None.

#### 4. Reports

Cllr van Loen would provide comments later on the recent RoSPA report on the sports field Play Area.

#### 5. Village Hall, Play Areas and Sports Field

(i) Village Hall: Cllr Sadler confirmed that Viridor Credits had made an award of about £32,000 for the replacement of the doors and windows, and under the terms of the award KVHMC would contribute about £4,000 of this from donations and fundraising. The results of the two other applications would be known in the next week or so and work would not start until then. A building and a finance sub-committee would be formed to manage the process.

Cllr Macbeth reported that a community service team had started that day clearing debris (soil, excess grass) from the borders of the Village Hall car park. Cllr Pratt said the team would return to remove the brambles.

There had been complaints about horse droppings in the sports field and close to the Play Area and Village Hall. The Clerk was asked to draft an item for the Village News.

##### (ii) Play Areas

Sports Field Play Area: the possibility of replacing the damaged large swing with a different design was discussed.

Roman Close Play Area: the transfer to the Council had been completed and Cllr Pratt would draft a circular to all residents of Gossway Fields and Roman Close. Cllr van Loen and the Clerk would prune the shrubs. The RoSPA inspection would take place in the next few weeks.

##### (iii) Sports Field and adjacent

Cllr Pratt reported that Mr Cherry and Mr Draper were now managing all the pitches and outfields. Cherwell DC had offered to clean the graffiti from the sports wall but needed to inspect it first. Cllr Pratt had obtained details of a product which would remove any "shadow" and of an anti-graffiti paint at a total cost of about £1,000. It was agreed the ideal process would be for cleaning by Cherwell DC, the removal of any shadow and the application of the specialist paint. If removal by Cherwell DC was not possible then the graffiti should be painted over with a standard product and the specialist anti-graffiti paint applied. The specialist paint could also be applied to the storage container.

*Container shed for sports teams' equipment: this had been installed and was in use.*

Gate from car park area: the Council agreed to accept J E Miller's quotation for an oak gate.

(iv) Other: Tree damage - various low-hanging branches had been removed and further corrective work would be possible later in the autumn.

**6. Planning**

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

The Council had no objections to applications numbers 13/01154/F, 13/01202/LB, 13/01218/F and 1219/LB.

**7. Societies Fair, 15<sup>th</sup> September**

The Council would have a stand and Cllrs Pratt, van Loen and Kennedy could attend.

**8 Correspondence**

Mrs Scraggs had written about the speed of vehicles entering and leaving the Village Hall car park. It was agreed the safety of children was a priority and the Council would consider what signage might be appropriate.

A parishioner had asked if a salt bin could be obtained for use by Oxford Close residents. This was agreed in principle although the location would need further thought. The Clerk would circulate the County Council’s recent information on the provision of salt bins and salt bags.

Cllr Kennedy referred to the school’s last Ofsted report.

**9 Finance**

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

Reserve sum: The Budget for 2013 – 14 had recommended a new reserve account for South Green track repairs (target £7,500) and an Elections reserve (potential maximum risk £1,500). Cllr Sadler proposed the existing Business Saver account be used as a reserve account instead because interest rates were now negligible. Previously the Saver account was used to gain interest before transferring sums to the Community account. He proposed £33,425 was kept in the Saver account as set out below and the proposal was agreed.

New Homes Bonus payment (tennis court)	£6,925
South Green track repairs	£7,500
Elections reserve	£1,500
One year’s Precept (as recommended)	£17,500
<b>Total</b>	<b>£33,425</b>

Annual return for the year ended 31 March 2013: BDO Stoy Hayward completed their audit on 18<sup>th</sup> July with no additional matters to report.

The additional insurance premium for the storage container was approved.

**10. A.O.B.**

A local farmer and a village resident had expressed interest in the Gravel Pit field for grazing and it was agreed to see what arrangements might be possible. Cllr Charlesworth and Mr Powles had had further discussions about the area Sustainable Kirtlington wished to rent for wood storage: this was about twenty square metres and the current shelter could be repaired.

Cllr van Loen queried whether a sign could be erected at the east end of Mill Lane to warn drivers of children and horses.

Cllr Charlesworth queried whether the Council would support a bicycle track in the village. The suggestion received general support and Cllr Macbeth suggested he investigate Sustrans.

Signed **D R Pratt** Chairman

Date **8<sup>th</sup> October 2013**

## KPC MEETING 10<sup>th</sup> September 2013

### Agenda Item 6 - Planning report

Name	Mr C Powles, Application No 13/00513/LB
Location	West House, South Green
Proposal	Works at gable ends and internal roof space and outbuildings to create nesting spaces for swifts / internal viewing areas / installation of mini cameras - retrospective
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 2nd August</i>
Name	Mrs Katy Peagram, Application No 13/01055/F
Location	South Farm, Bletchington Rd
Proposal	Renovation and part conversion of existing barn
Parish Council	Queried whether contractors were now working acceptable hours (ref complaints re noise); queried whether only hedges not trees due for removal. No objection to barn conversion proposals as such.
CDC	<i>Decision awaited</i>
Name	Kirtlington Parish Council, Application No 13/00725/F
Location	Part of Gravel Pit Field, Mill Lane
Proposal	Change of use from Agricultural to Recreational use - construction of tennis court with fencing and vehicle access
CDC	<i>Permission granted 12th August</i>
Name	Mr Grebot, Application No 13/01114/F
Location	5 South End Cottages, Bletchington Rd
Proposal	Erection of detached garage
Parish Council	<i>No objection</i>
CDC	<i>Decision awaited</i>
Name	Mrs Katy Peagram, Application No 13/00217/TCA
Location	South Farm, Bletchington Rd
Proposal	Reduce height by 2 m 1 x purple plum; Fell 1 x laurel (at the Mount, Bletchington Rd).
Parish Council	<i>No objection if Mount owner knew and agreed</i>
CDC	<i>Permission granted 21 August</i>
Name	Miss Diana Stent, Application No 13/00225/TCA
Location	Acorn Cottage, South Green
Proposal	Remove privet hedge
Parish Council	<i>No objection</i>
Name	Mr Furner, Application No 13/00226/TCA
Location	Swallows Rest, Troy Lane
Proposal	Section fell eucalyptus
Parish Council	<i>No objection</i>
Name	Mr and Mrs Emmott, Application No 13/00664/F and 665/LB
Location	Fowntownsend Farm, Heyford Road
Proposal	(inter alia) Replacement of existing stone tiles with Welsh Blue slate on several roof pitches, alterations and rebuilding of several chimney stacks, internal alterations and form new stone boundary walls
Parish Council	<i>KPC June no objection but if permitted, hoped use of blue slate on front pitch of main range would be exception because of fragility of roof timbers</i>
CDC	<i>Permission granted 23 August, protection for swifts and bats required</i>
Name	Mr and Mrs Kevin Rose, Application No 13/01154/F
Location	2 Park Close
Proposal	Demolition of existing dwelling and construction of two-storey dwelling
Parish Council	<i>Response due by 12 Sept</i>
Name	Mr Stuart Jenkins, Application No 13/01202/LB
Location	3 Fowntownsend Cottages, Heyford Rd
Proposal	Installation of new staircase over existing
Parish Council	<i>Response due by 12 Sept</i>
Name	Mr and Mrs Emmott, Applications Nos 13/01218/F and 1219/LB
Location	Fowntownsend Farm, Heyford Road
Proposal	Conversion of barn to ancillary domestic use; insertion of 6 conservation rooflights, re-use of Welsh slates south pitch; new Welsh slates north pitch; removal of cross wall, replace timber lintels with stone
Parish Council	<i>Comments due to CDC by Weds 25th Sept</i>
	Mr Robert White / The Lodge, Bletchington Rd, Appeal ref APP/C3105/A/13/2190212: Appeal against CDC's refusal of his application to build a 4 bedroom 2-storey house in garden. <i>Parish Council letter of 6<sup>th</sup> March sent to Planning Inspectorate: confirmed original objections.</i> <b><i>Planning Inspector decision 21<sup>st</sup> August 2013 = appeal dismissed</i></b>

## KPC MEETING 10<sup>TH</sup> September 2013

### Agenda Item 9 - Financial report

#### 1a. ACCOUNTS STATUS

Current a/c at 29 Aug 2013	£33,500.93	
Subtract unbanked August chqs	(£857.67)	
	<u>£32,643.26</u>	PCC, Ady Podbery, Barclaycard Comm'l, S R Barrett NB this includes the New Homes Bonus payment of £6,925 and the <u>S106 £27,988.75 Roman Close commuted sum</u>
Saver a/c at 28 June 2013	£14,894.56	incl £1.92 interest for last quarter (statements only quarterly)

#### 1b. Note on Play Area refurbishment costs / income to date (updated from May 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	
<i>Palm Court &amp; Pimms</i>		<i>£1,500 approx after costs</i>
TOTAL GRANTS SO FAR	<u>£8,822.90</u>	
<b><i>KPC shortfall so far</i></b>	<b><u>£2,120.43</u></b>	<b><i>VAT can be reclaimed on some items</i></b>

## 2. PAYMENTS / RECEIPTS

### EXTRA APPROVED JULY PAYMENTS confirmed after the meeting

Kirtlington PCC	£100	Donation for wall repairs
AON	£212.57	Additional insurance premium - new play area kit; sports wall & MUGA
Barclaycard Commercial	£224.95	Petrol mower, petrol can, water butt & diverter kit
Ady Podbery	£270	June mowing

### ADDITIONAL SUMMER RECEIPTS post July meeting

Village Fete Committee	£1,000	Donation for Play Area
Cherwell DC	£27,988.75	Roman Close S106 sum

### EXTRA AUGUST PAYMENTS

PWLB	£758.75	DD on 7th Aug. Balance outstanding £4,854.77 (omitted from July F&P report)
MEH Services	£140	Mowing Greens etc July
Alfred Truman	£223.60	Fees for title registration of Gravel Pit Field
Barclaycard commercial	£133.95	Weedkiller, creosote, 3 x sleepers (ref sports field and storage container)
Ady Podbery	£270	July mowing
S R Barrett	£353.72	Additional repairs to Toro July

### SEPTEMBER PAYMENTS

Playsafety Ltd	£92.40	Play Area inspection
MEH Services	£221.23	Greens etc mowing August incl fuel
DR Pratt	£879.45	Reimburse 50% of field storage container
KVHMC	£9.60	Room hire 9 July
BDO LLP	£360	Audit fee
R M Bone	£11.39	Reimburse postage
OALC	£144	Finance training course, DP, RP (book by 1 Oct)
Ady Podbery	£270	Mowing August

TOTAL CHQS                    (£1,988.07)

### ADDITIONAL SEPTEMBER PAYMENTS EXPECTED

Barclaycard commercial	£879.45	50% of field storage container
Playsafety Ltd	£ 218	+ VAT - Roman Close Play Area inspection

### SEPTEMBER RECEIPT DUE

Cherwell DC	£8,750	Second half of Precept
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### QUOTATIONS

J E Miller	£375	Field gate: supply & fit pressure treated softwood gate with galvanised fittings
Ditto	£900	Oak, ditto
AON	£42.63	Insurance premium for storage container (counts as a building like the shed)
OCC Highways	£250	plus VAT – supply, install & fill salt bin if requested by PC

## 3. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2013

BDO Stoy Hayward completed their audit on 18<sup>th</sup> July with no additional matters to report.