

KIRTLINGTON PARISH COUNCIL
Minutes of the meeting held in the Village Hall on Tuesday 11th September 2012

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

1. Minutes of the meeting held on 10th July 2012

These were signed as a correct record.

2. Matters arising from the minutes

Vacancy: Cherwell DC had confirmed the Council could co-opt a member and it was agreed Mr Owen Robinson should be approached in the first instance.

Gravel Pit tenancy: Consideration of the options was continuing.

3. Declarations of interest – None.

4. Reports -

Cllr Pratt had attended the last NAG meeting. There would be a demonstration of “smart water” at the next meeting.

5. Website

Cllr Charlesworth would meet Cllr Kennedy on 19th September to finalize the structure. Invitations were being sent to village organisations asking them to put content on the website or to send it to Cllr Charlesworth. Cllr Charlesworth suggested an extra meeting could be organised later if needed, to make sure the Parish Council was happy with the website overall.

6. Village Hall, Play Areas and Sports Field

Mole fence on Park side of fence: Mr Draper and Mr Cherry had completed this.

Sports wall and MUGA: C&D Builders had submitted a tender comparable with Grimshaw’s quotation and been appointed. The work was in its second week. Cllr Charlesworth had arranged that they would repair the compression damage with the spare topsoil. Notices should be put up to ask people to keep off the new grass-seeded areas.

Implement shed contents: Only named items kept in the shed had insurance cover for damage and theft, so the Clerk would ask for a quotation for the items normally kept in it.

Oxford Conservation Volunteers: The team was booked to do maintenance jobs on 11th November. Ms Marsh had recommended the cleared bramble area by the Village Hall car park was left unplanted for a season. The Council should seek quotations for a shredder for the brambles and Cllr Macbeth would investigate whether Cherwell DC would collect the brambles. Cllr Pratt had obtained a quotation from Blenheim Sawmills for a replacement fence (approximately 100 meters) for Molly Minns Lane at £900.

Beech trees: These had been felled on 9th September, leaving the stumps for consideration by the Parish Council.

Play Area: Cllr van Loen had provided a plan designed by Playdale of the proposed alterations. The WI had offered takings from their bi-monthly booksales towards the cost and Cllr van Loen’s Pimms concert next year would also support it. Cllr Kennedy also had fundraising suggestions. Several trees within the Play Area would have to be removed. Whether the beech tree stumps could remain depended on advice from Playdale in the coming week but if they did the Play Area would have to be extended into the sports field. The Council agreed it was in favour of the extension of the Play Area. The Clerk would inform Mrs Nicholson about the Play Area trees and the extension as a matter of courtesy when Playdale’s advice was known. Cllr van Loen said the existing timber equipment needed some maintenance.

Roman Close LAP: Cherwell DC had advised they were ready to transfer title to the Parish Council. It was agreed the Parish Council should appoint an independent solicitor to act on its behalf and the Clerk would contact Trumans in Bicester for a quotation.

7. Greens

With regard to the hardstanding in front of 1 The Green the Council agreed a sale or lease of any part of such verge land which was for public benefit was not possible and agreed it should be stated that no resident had exclusive use of the area in question and it was available to anybody else for parking or other public access.

Mr Harrison and Cllr Pratt had discussed the increased cost of mowing the greens this season. It was agreed to review this in the spring of 2013.

8. Highways

CCH&T fund application: Ms Louise Wilson of OCC Highways had met Cllr Pratt and the Clerk in order to confirm the location of the Church Lane bollards. It was agreed a note should be circulated to South Green residents informing them the bollards would be installed. OCC Highways had contacted the Clerk to discuss the normal Highways policy with regard to road-side warning signs and road lining. Their evidence was that certain road markings were more effective than road-side warning signs and that bollards would protect South Green more than a white line by the kerb. The Council agreed it would withdraw its request for the red warning triangles and the white line alongside the A4095 by South Green. Following advice from OCC Highways it was agreed to ask Highways to consider build-outs as a cheaper and simpler alternative to the half-on half-off parking proposal.

Troy Lane gully: there was no update.

9. Planning - New details for this meeting:

Report circulated at the meeting to be filed with the approved minutes.

Cherwell District Council had provided hard copies of the new Cherwell Local Plan proposed submission and the Bicester Masterplan. These would be circulated among Council members so that a response could be drawn up by the deadline of 10th October.

10. Correspondence

Islip surgery: Cllr Sadler said the Village Hall Management Committee was in discussion with the surgery about the suggested withdrawal of the Kirtlington outreach surgery.

Greens weed and feed: Mr Mason had repeated his concerns.

11. Finance

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

External audit for the year ending 31st March 2012: BDO Stoy Hayward had completed their audit with no issues to report.

12. AOB

Jubilee grant from Cherwell DC: The Council agreed this had been spent appropriately.

Volunteers: an advertisement should be placed in the Village News, mentioning strimming in particular.

Parish Plan: The Council would review the past year's progress and draw up a report.

Welcome Pack: Cllr Kennedy queried if any funding was available for this. It was suggested a list could be drawn up of what was needed for a pack, and that the information could be printed at minimal cost as needed.

Akeman Street: Cllr Kennedy said residents were alarmed by vehicle speed, particularly in view of the single track nature of the road and the use by horses. The Clerk would contact OCC Highways.

Signed **David R Pratt**

Chairman

Date **9th October 2012**

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Agenda Item 9 - Planning report

NEW INFORMATION FOR SEPTEMBER 2012

- Name Mrs Diana Roberts, Application No 12/00839/F
Location Old Post Office, South Green
Proposal Construction of single storey flat roofed extension
Parish Council No objection email 17 July
CDC Permission granted 21 Aug.
- Name Ms Elizabeth Taylor, Application No 12/00896/F
Location Oakdene, Bletchington Rd
Proposal Side and rear extensions
Parish Council No objection email 17 July
CDC Permission granted 15 Aug
- Name Mr Stuart Jenkins, Application No 12/00867/LB
Location 3 Foxtownsend Cottages, Heyford Rd
Proposal 15 x replacement double glazed wooden windows, replacement double glazed wooden patio doors; replacement wooden back door; replacement wooden staircase; extension of stone garden wall
Parish Council Objection, changes to boundary and garden wall affect the setting of a listed building.
CDC Decision still pending
- Name Mr and Mrs D Whitwell, Application No 12/00961/F
Location Oldbury, Bletchington Rd
Proposal Variation of conditions 2 and 3 of 10/00996/F
Parish Council No objection email sent 7 Aug
CDC Permission granted 31 Aug
- Name CDM Homes, 12/00731/F
Location Land adjacent to Appletreewick, Heyford Rd
Proposal Variation of condition 5 of 12/00027/F
Parish Council No objection email 30 July
CDC Permission granted 31 Aug
- Name Mr Stuart Jenkins, Application No 12/00619/LB & 12/00618/F
Location 3 Foxtownsend Cottages, Heyford Rd
Proposal New section of boundary wall to side, widen front access to provide vehicle access point, pedestrian side access
Parish Council Objection email 25 June. Not in line with Policies C22 and C23 (ref preserve/enhance Conservation Area features) + traffic & highway safety
CDC Permission granted 18 July
- Name Mrs Julia Esplen, 12/00178/TCA
Location The Old Vicarage, Church Lane
Proposal Fell: Conifer and Eucalyptus
Parish Council Email request for information. CDC advised no legal requirement for tree owner to give reasons but CDC must assess impact on Conservation Area / amenity value of the tree.
CDC Permission granted 28 Aug.
- Name Mr and Mrs C Powles, Applications nos 12/01170/LB & 12/01199/F
Location West House, South Green
Proposal Restoration of chimney height and alteration to front door
Parish Council Response to be noted at the next meeting
CDC KPC comments required by 29 Sept

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Agenda Item 11 - Financial report

1. Audit for the year ended 31 March 2012

BDO Stoy Hayward have completed their audit with no issues to report. Their fee is larger this year as the Parish Council's expenditure was above £25,000. The Parish Council should minute the external audit result.

2. ACCOUNTS STATUS

Current a/c at 29 Aug 2012	£2,682.35
subtract unbanked Aug chqs	(£1,223.25)
	<u>£1,459.10</u>

Saver a/c at 29 Aug 2012	£18,885.68
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3. PAYMENTS / RECEIPTS

July receipt confirmation

Donations for Torch parking	£301.90	As banked post July mtg
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Additional July payment	£301.90	Sobell House Hospice Charity
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August payments made

PWLB DD on 7 Aug	£758.75
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MEH Services	£268.05	Mowing and fuel July
Ady Podbery	£345.60	Mowing July
B and R A Waterhouse	£12	Laminating ref Jubilee party
Smoothside Ltd	£36	Tiaras ref Jubilee party
KVHMC	£120	Hall hire ref Jubilee party
John Gardner	£25	Truck hire ref Jubilee party
A Bagnell	£222	Re-imburse white line painter (replaces previous chq issued in June, which was cancelled on 21 Aug 12)
Barclaycard Commercial	£339.05	Digger hire for mole fence (billed as £678.50 for 2 days but offset by refund on Jubilee expenses)

TOTAL	£2,126.45
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August receipt	£270	KVHMC annual contribution to sports field costs
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SEPTEMBER PAYMENTS

KVHMC	£8.80	Room hire
BDO Stoy Hayward	£342	Audit fee for Annual Return to March 2012
MEH Services	£278.30	August mowing
Cherwell DC	£174.35	Clearing dog bins Apr- Sept

<u>TOTAL CHQS</u>	<u>£803.45</u>
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Other payments due:

PlaySafety	£63 + VAT	Play Area annual inspection
Sustainable Kirtlington	£200	Beech tree felling