

KIRTLINGTON PARISH COUNCIL
Minutes of the meeting held in the Village Hall on Tuesday 12th June 2012

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

1. **Minutes of the meeting held on 8th May 2012**

These were signed as a correct record.

It was noted that Cllr Brock had tendered her resignation and the Clerk would ask Cherwell District Council to issue a vacancy notice.

2. **Parish Council Representatives**

Footpaths: Cllr Macbeth

Public Transport: Cllr van Loen would ask Mr John Sutcliffe if he would like to take on this role and she could assist.

Recreation / Sports Field: Cllr Macbeth with the assistance of former Councillor Mark Harrison.

School Endowment Trust: Mr Sam Eeley and Dr David Grimshaw were happy to continue as the Parish Council appointed Trustees of the Kirtlington School Endowment Trust.

3. **Matters arising from the minutes**

Felling the beech trees on the sports field would be postponed until 8th July if the weather did not allow it on 16th June.

4. **Declarations of interest** - None.

5. **Reports** -

Diamond Jubilee party, 5th June: Cllr Pratt and Cllr Macbeth had written to thank those who had helped. Bar takings had covered most of the costs leaving a deficit for the Parish Council of about £50.

Oxfordshire Conservation Volunteers: Mr Chris Skepper of OCV had met Cllr Pratt and Mr Mason and Ms Marsh (KWACS) on 19th May and agreed a schedule of tasks for the late autumn and then early 2013. The proposals for shrub planting alongside Molly Minns Lane would need further discussion.

6. **Recycling Bank**

Cherwell CD officers had asked if a site could be found within the village for a recycling bank, at least for glass. It was agreed that the reasons the Village Hall car park was not suitable were unchanged and that there was no alternative site. It was suggested the nearest recycling banks could be publicized on the website.

7. **Village Hall, Play Area and Sports Field**

Football pitch: the east-west orientation had been agreed as the permanent future setting by the new football team. The cricket team proposed work to the cricket square in September and it was hoped a long term maintenance plan would be provided.

Sports wall: the arboricultural condition in the planning permission had been discharged. Sylva Consultancy could tip prune the Cedar on 14th June. Sylva's quotation of £220 was approved. It was hoped Grimshaws could carry out the work between 11th July and 10th August.

Play Area: Cllr van Loen referred to Mr Fraemohs' quotation for sanding and re-sealing the timber items. Any work had been postponed until the weather improved. She had visited the school to see what equipment was provided there in order to avoid duplication. An equipment supplier was due to make a second visit to the Play Area to give further advice. Cllr Charlesworth suggested Ms Vicky Bennett could help with design and ideas, and several Councillors suggested a second cradle swing as long as there was space.

8. **Greens**

Cllr Pratt would liaise with Mr Reeve about his quotation for the weed and feed treatment.

9. Highways

Application to the County Councillor Highways & Transport fund: The dropped kerbs had been installed by the shop and the Hatch Way exit. The white lines along the A4095 section through South Green would be done as a standard maintenance job. The red warning triangles had been approved. The half-on half-off parking provision was being costed before being submitted for approval.

The bollards for the Church Lane section of South Green had been approved. It was agreed to ask the Highways Department if this item could be postponed until the autumn as long as there was no danger of losing the funding.

Troy Lane: a parishioner had contacted Cllr Hallchurch about flooding to her property caused by run-off in heavy rain. Mr Sheehan of the Highways department had advised that the Parish Council would have to make a separate funding application for any works to correct the problem. Cllr Charlesworth would make enquiries.

10. Olympic Torch Relay, Monday 9th July

It was agreed the car parking fees should be used to support Sobell House with the option of supporting village causes as well. The Clerk would consult Sobell House and ask Cherwell DC to provide signs stating "Proceeds to Sobell House". Cllr Macbeth would contact village organisations to ask for two stewards to operate each of the three car parks for two hours, with a donation of £10 / hour being paid to those organisations.

11. Adoption of new Code of Conduct to comply with the Localism Act

The Localism Act required a new Code of Conduct to incorporate the disclosure of members' pecuniary interests. Cherwell DC would provide the documentation for notifying the disclosable pecuniary interests in time for completion and return by 29th July.

The Parish Council passed the following resolutions:

That

1. the code of conduct adopted by the Cherwell District Council be adopted as the code for members and co-opted members of the Kirtlington Parish Council with effect from 1 July 2012, or such other date as may be specified in regulations, to replace the current code of conduct; and
2. the Clerk be requested to notify the Monitoring Officer of the Cherwell District Council of the passing of the above resolution.

12. Gravel Pit site

It was suggested members of the Council should explore options with the current tenant.

13. Planning - New details for this meeting:

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

14. Correspondence

A parishioner had complained about speeding along Mill Lane. It was agreed that as the County Council had previously removed speed bumps along the section to the Quarry speed bumps because there was no street lighting, they were still inappropriate here.

The Clerk would forward information on the next Parish Transport Reps meeting to Cllr van Loen.

15. Finance and Annual Return for 2011 - 2012

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

Annual Return for year ending 31st March 2012:

- a. The Clerk was confirmed as the Responsible Financial Officer (RFO) for the purposes of the Annual Return.
- b. The Council approved Section 1 of the Annual Return – Accounting statement for year ending 31st March 2012.
- c. The Council approved Section 2 of the Annual Return – Annual governance statement.

16. AOB

Cllr Macbeth had noted that a car parked by Dolphin Cottage on the Bletchington Road would create a visibility problem for cars turning into the Bletchington Road from the A4095 if an oncoming vehicle was trying to overtake the parked car. It was suggested she photograph the site and that the Parish Council consider a request for signage which prevented parking there.

Village Fete: road pins and perhaps other signs would be needed to prevent parking on South Green. It was agreed the bunting provided by Cherwell DC should be hung on Thursday 5th July in advance of the Fete and Mr Fergus Gallagher had offered to help.

Cllr Macbeth would collate the information on the expenditure of the Jubilee party grant.

Signed David R Pratt Chairman

Date 10th July 2012

KPC MEETING 12th June 2012

Agenda Item 13 - Planning report

NEW INFORMATION FOR JUNE 2012 MEETING

Name Mr & Mrs S Law, Application No 12/00566/F
Location Willow Cottage, Bletchington Road
Proposal Extension of time limit of 09/00676/F –
Demolish existing outbuilding, erect two storey side/rear extension
Parish Council No objection email sent 30 May
CDC Decision awaited

Name David Pratt / Alison Elderfield, Application No 12/00593/LB
Location Thatched Cottage, North Green
Proposal Install 8 solar panels to roof at rear
Parish Council Response due by 13 June, to RP by 12 June

Agenda Item 15 - Financial report

1. ACCOUNTS STATUS

Current a/c at 29 May 2012 - £6,523.50 (unbanked cheques total £1,227.79)
Saver a/c at 29 March 2012 - £19,883.15 includes £2.66 interest for last quarter
(statements only issued quarterly)

Payment post May meeting for approved increased insurance premium

AON Ltd	£1,101.79	Parish Council insurance (due by 1st June) – now includes bus shelter etc
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May receipts post May KPC

Cherwell DC	£400	Grant for Jubilee event
HMRC	£1,658.35	VAT reclaim (for 26 Jan 2011 - 2 Apr 2012)

JUNE PAYMENTS

Wendi Brock	£18.33	Cash re-imburement for Jubilee party costs
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Cheques for approval at meeting:

OALC	£126	3 places on planning training course 11 July – unless ORCC pays for Cllr Kennedy
KVHMC	£8.80	Room hire, 8 May
M&M Skip hire	£12	Disposal 2 car tyres found in skip
MEH Services	£261.16	Greens mowing etc
D Pratt	£171.50	Jubilee party sundries - re-imburement
Barclaycard Commercial	£872.93	Jubilee party costs
KVHMC	£10.50	Hall hire Annual Parish mtg 31 May
MEH Services	£180.90	Roller hire and key cutting
Ady Podbery	£693.60	Mowing sports field May, weed treatment of whole field and cricket square

TOTAL CHQS	£2,337.39	
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June receipts

Cash	£665.50	Jubilee party bar sales
KPC Barclaycard Commercial a/c	£339.44	Jubilee party refund (sale or return)

2. Quotation for approval: £220 plus VAT Tip pruning of Cedar by Sports Wall (Sylva)

3. ANNUAL RETURN FOR FINANCIAL YEAR END 31 MARCH 2012-06-11

The Parish Council is requested to approve the Accounting Statement (Section 1) and the Annual governance statement (Section 2).

Mr Steve Rice has completed the Internal Audit (Section 4).