

## KIRTLINGTON PARISH COUNCIL

### Minutes of the meeting held in the Village Hall on Tuesday 13<sup>th</sup> May 2014

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

#### 1. Minutes of the meeting held on 8<sup>th</sup> April 2014

The minutes were signed as a correct record.

#### 2. Matters arising from the minutes

Cllr Pratt reported that the County Council would be repairing the Mill Lane surface between the Canal and the tea rooms. There would be no repairs between the tea rooms and the Quarry.

The Scouts' secretary had promised to pass on the concerns about the parking problems at the South End corner. Cllr Macbeth had contacted Mrs. Bradley, who said that the bushes were trimmed last autumn by someone who claimed they were trimmed back to what was legally necessary.

Affordable housing: Still no clarification of the situation from ORCC and the sites remain confidential.

#### 3. Declarations of interest

None.

#### 4. Reports

Covered elsewhere.

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

(i) Village Hall: Cllr Sadler reported that the next phase of work to the main hall was under way; the painting was complete, the floor was nearly finished, the curtains were on order and the ladies' lavatories were complete. The Parish Council noted it was delighted with the improvements.

The bill for the electrical works (£6,750 plus VAT) would be due for payment soon and KVHMC had forwarded the necessary documentation to ORCC so that the County Council could release that portion of its £9,000 grant to the Parish Council. The TOE2 grant (£5,000) for the work to the lavatories had been received since the last bank statement.

(ii) Sports Field Play Area: the bird's nest swing had been installed and the new play bark had been delivered and spread thanks to volunteers. The overhaul of the play area was now complete.

Roman Close Play Area: Cllrs Macbeth and Pratt reported on the discussions with residents. A tea party had been held and residents had formulated plans for maintenance of the area and for growing produce. The residents had submitted a request for funding for soil for raised beds, sleepers and petrol for mowing. It was agreed to make an advance donation of £200 which they could use for items they had suggested, keeping accounts of use of the money.

(iii) Sports Field and adjacent

Cricket square: Mr Plumridge had carried out the renovation work to the surface. Cllr Charlesworth would make enquiries about the match timetable.

Sports wall graffiti: It was agreed to purchase green masonry paint and the Graffiti Magic topcoat. The positions of a tennis court net and goal posts should be marked up on the wall and a work party should be organised.

Sports wall basket ball net: the chipboard back board for the net had been damaged and could not be repaired: Cllr Charlesworth would contact the supply company.

**6. Village Greens**

South Green: The following points were proposed and agreed:

Hardstanding at 1 The Green: this would be allowed to remain and the Parish Council would publicize it and the adjoining section of verge in front of 2 The Green as a public parking area.

Original verge area in front of Manor House: this would also be publicized as a public parking area.

Verges: residents would be asked not to park on or drive over the verges except when using the known access points to driveways, garages, gateways and the lane to the back gate of the school, leaving these accessible to users of these access points.

Letter to all residents: this would set out the above points and re-iterate that it was unlawful for a vehicle to drive over or park even with one wheel on any section of the green, and that it was unlawful to park on a public road in a way which blocked the passage of other vehicles, especially emergency vehicles. The letter would also advise that the Council would photograph vehicles which were parked in a way inconsistent with the requests of the circular. On request exceptions may be granted temporarily for specific building needs.

Additional letter to Mr and Mrs Hessler: this would enclose the letter setting out all the above points and re-iterate the Council's ownership of the land.

Additional letter to Mr and Mrs Roskelly: this would enclose the letter setting out all the above points and request assistance with repairs to the green in the near future, as building works seemed destined to continue for a longer term that had been anticipated.

**7. Parish Council elections**

All the current councillors had put themselves forward for re-election. No other candidates had come forward and Cherwell District Council had declared an uncontested election. The re-elected councillors would take up office on 26<sup>th</sup> May.

**8. Annual Parish Meeting and Annual General Meeting**

Annual Parish Meeting: this would be held on Tuesday 1<sup>st</sup> July at 8 p.m.

KPC Annual General Meeting: because of the local elections on 22<sup>nd</sup> May this would be the June Parish Council meeting.

**9. Planning**

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

Upper Heyford / Dorchester Group: Cllr Macbeth reported that Ardley with Fewcott PC were hosting a briefing meeting with Dorchester Group's advisors, Curtin & Co, also in the evening of 13<sup>th</sup> May, which obviously she could not attend, but had requested that the minutes of the meeting be forwarded.

Planning application 11/01517/AGN (Agricultural shed unit): the Parish Council had been informed that the intended use was as a private residential dwelling. It was agreed to advise the applicant that any deviation from the permitted drawings or purpose would be at his own risk and that the Council would oppose a planning application for conversion of the property to residential use.

Cherwell DC Local Plan: the Hearing Sessions led by the government planning inspector would begin on 3<sup>rd</sup> June at Bodicote House.

**10. Correspondence**

The Revd Jane Hemmings had written to request a donation towards the upkeep of the churchyard. Cllr Pratt would make enquiries about the donations made by other parishes.

**11. Finance**

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

Parish Council insurance cover, premium, £1,401.90: Payment was approved. The bird's nest swing should be added to the cover and the old swing which had been removed should be deleted from the policy.

12. A.O.B.

None.

Signed **D R Pratt** Chairman

Date **10<sup>th</sup> June 2014**

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**Agenda Item 9 - Planning report**

**NEW INFORMATION FOR MAY 2014 MEETING**

Name Mr and Mrs Lettmann, Application No 14/00211/F  
Location Flagstones, Troy Lane  
Proposal Two storey extension and enclosed new porch. Re-submission of 13/01760/F  
Parish Council *Objection*  
CDC *Permission granted 7<sup>th</sup> April*

Name Mr and Mrs P Clifford, Application No 14/00327/F  
Location Michaelmas Cottage, 3 South End Cottages, Bletchington Road  
Proposal Construction of garden room and wc. Stone parapet to balcony partly replaced with glass balustrade. Extend patio.  
Parish Council *No objection*  
CDC *Permission granted 16<sup>th</sup> April*

Name Mr Charles Budgett, Application No 14/00060/F  
Location OS Parcel 4814, Park Farm, Akeman Street  
Proposal Variation of condition 8 of 08/02545/F – change of use from B1 office to new dwelling  
Parish Council *Objection*  
CDC *Decision awaited*

Name Mr Charles Budgett, Application No 14/00321/F  
Location Land adjacent to Cockshot Copse Park Farm, Akeman Street  
Proposal Proposed new stabling facility with on site over night watch area during foaling hours  
Parish Council *No objection but hopes the advice from English Heritage with regard to the position, scale, appearance and materials will be followed.*  
CDC *Decision awaited*

Name Dr Grant Lee, Application No 14/00129/TCA  
Location 5 The Chestnuts  
Proposal 1 x Sycamore – reduce height by 2m, prune lateral spread overhanging neighbouring property back to boundary hedge, tidy remaining crown  
Parish Council *No objection*  
CDC *Decision awaited*

Name Mr Mark Morrison, Application No 14/00390/F  
Location Dolphin Cottage, Bletchington Road  
Proposal Two storey and single storey rear extension, side garage extension and alterations  
Parish Council *Objection - overdominance*  
CDC *Decision awaited*

## KPC MEETING 13<sup>th</sup> May 2014

### Agenda Item 11 - Financial report

#### 1. ACCOUNTS STATUS

Current a/c at 29 April 2014	£41,745.57	Includes CDC New Homes Bonus payment, CDC first half of precept, VAT reclaim incl Village Hall refurb bills to date – <i>see below</i> KVHMC x 1, CDC Dog bins, Sylva tree surgery in sports field
Subtract unbanked chqs	£1,896.77	
	<u>£39,848.80</u>	
Saver a/c at 28 Mar 2014	£3,432.19	(As last month: includes £3.42 interest (3 months). NB £30,000 transferred to C/Ac on 13 <sup>th</sup> Feb ref Village Hall refurbishment costs

(statements only quarterly)

#### 2. PAYMENTS / RECEIPTS

##### APRIL / MAY 2014 RECEIPTS POST APRIL KPC

Cherwell District Council	£9,184.34	Parish Precept first tranche, 11 <sup>th</sup> April 2014 VAT reclaim (includes refund of VAT on Village Hall KPC refurbishment payments to date)
HMRC	£10,376.65	
Kirtlington Juniors Football	£120	Pitch hire fees for remaining 12 matches this season "KSA" donation for year to April 2014. Grant for Village Hall refurbishment, rec'd 9 <sup>th</sup> May, not on bank statement
KVHMC	£185	
TOE2	£5,000	

##### ADDITIONAL APRIL 2014 PAYMENT (approved previously)

Playdale Playgrounds Ltd	£2,108.80	New swing: balance and VAT on deposit, paid 23/04/2014
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##### MAY 2014 PAYMENTS

Barlow and Sons	£854.45	Chestnut fencing, stakes, wire, staples - Molly Minns Lane
KVHMC	£14.40	Room hire 31 March and 8 April
Cherwell DC	£21.00	Local Land search at South Green
Banbury Turf	£1,248	16 x bags Play Bark for Play Area
MEH Services	£240	Mowing and fuel, April
D R Pratt	£103	Re-imburse maintenance sundries incl 6 x Leylandii requested by JD at £41.94
<b>Total</b>	<b>£2,480.62</b>	

##### SPORTS FIELD BUDGET – payments due

16th April 2014: Cllr Pratt approved **Ady Podbury quote** of £223.50 to reseed and fertilise outfield and Under9's football area (not cricket pitch), as requested by Mr Draper.

Agreed: this is part of the Sports Field budget for the 2014 season. Confirmed: that Ady Podbury had already quoted £230 for weed and feed and KPC had approved it.

Note: Sports Field costs for the 2013 season were £251 (sleepers etc, weedkiller and knapsack, mole traps). The other sports field costs in 2013 season were either KSA funded or KPC initiatives.