

KIRTLINGTON PARISH COUNCIL
Minutes of the meeting held in the Village Hall on Tuesday 14th February 2012

Present: A Charlesworth, Mrs Wendi Brock, Ms A Kennedy, Miss S van Loen, Dr H Macbeth (Vice Chair), Mrs R M Powles (Clerk), D Pratt (Chairman)

Apologies: Cllr S Holland, R Sadler

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

These were signed as a correct record.

2. Matters arising from the minutes

RES site appraisal: the Clerk had asked the Council to confirm its understanding of the July 2011 meeting with Cherwell DC and had sent a resume to ORCC.

Parish Plan: The storage arrangements of the spare copies were discussed. It was agreed the Clerk would ask the Parish Plan team to retain some for publicity as needed but to return the remainder for storage in the Parish Council's filing cabinet (store room next to the Cedar Room).

Lamb Ale: The Clerk would send the usual letters to Hebborn's and the stallholders to confirm the arrangements.

2nd Winter salt sale: Cllr Macbeth had collected £84 for 14 bags and would sell two further bags at £6 each.

3. Declarations of interest

Cllr Charlesworth with reference to the two planning applications from Woodbine Cottage.

4. Reports

NAG meeting, 24th January: Cllr Pratt had previously circulated a report. The Council noted that it agreed to the terms of reference and constitution of the Kidlington NAG and accepted membership according to those terms. The next meeting would be on 27th February at Shipton Village Hall at 7 p.m.

Police/PCSO's: PC Steve Burchett had advised that PCSO Jason Manton would leave the district in the spring and might not be replaced. PCSO Mike Earle would still cover the area.

Maintenance tasks: Cherwell DC had provided information on Oxford Conservation Volunteers and Thames Valley Probation's Community Payback scheme. The Council would forward ideas for tasks for OCV to the Clerk in the next two weeks.

5. Village Hall, Play Area and Sports Field

Sports field maintenance: it was agreed the Parish Council would write to the cricket team requesting information on the plans to improve the cricket pitch, and advise them that if no information was received by 29th February it would assume there was no need to turn the football pitch back in March.

Play Area: Big Society Fund (Oxfordshire County Council): Cllr van Loen had sought advice from the Fund's team but it was agreed delays meant there was not enough time to submit a bid before 29th February. As yet there was no information on a future grant round. The Clerk would write to Cllr Hallchurch.

Play Area trees: Jon Brewin of CDC had met Cllrs van Loen and Pratt on 1st February. He had advised that all the conifers should be felled, over several years, because they would outgrow the site. The lower growth on the conifers should be trimmed. The lower branches of the oaks should be removed or trimmed, deadwood should be removed, and the health of several should be monitored. In due course it would be necessary to remove two oaks. The beech trees outside the Play Area by the former log cabin should be felled because they would not recover from the fire damage. The Clerk would ask Sustainable Kirtlington if it could assist with the felling of the beech trees.

Play Area equipment and maintenance: The two swing seats had been replaced. Mr Fraemohs had provided a quote of £340 for maintenance work to the other timber items. The Clerk would contact Thames Valley Probation to ask if this kind of maintenance work could be done under the Payback scheme. Cllr van Loen would order the new playbark.

Sports wall and MUGA: the new planning application had been submitted and Sylva had provided an amended Tree Survey.

Sports field mowing: Mr Harrison had forwarded Ady Podbury's quotation for the new season's mowing at £72 per cut plus VAT, and £218 plus VAT to weed and feed: the quotation was accepted.

Village Hall Management Committee: Cllr Kennedy would stand in as the Parish Council representative for Cllr Sadler during his absence.

6. Diamond Jubilee party, 5th June 2012

A theme of "A Right Royal Parade" was agreed. Cllr Macbeth would write to village societies asking them if they would like to take part in a procession with floats in the afternoon, to be followed by a bring-and-share high tea in the Village Hall. The party should also be advertised in the next Village News. As a barn-dance would be held the previous weekend in conjunction with the Morris festival it was agreed not to organise a ceilidh.

7. Olympic Torch Relay 9th July 2012

Cllrs Pratt and Macbeth and the Clerk had met Mr Summerfield and had accepted his offer to co-ordinate events. It had been suggested that activities or entertainment could be provided "from lunchtime" (in view of the current embargo on the time of the torch arrival). Mr Summerfield had subsequently written to local landowners to ask if they would be happy to accommodate visitor parking. Mr East had said he would. The Parish Council would write to village groups and societies and replies should go to Mr Summerfield.

8. Greens

The Council agreed it would ban parking on the registered greens. It was agreed to install obstacles (bollards, some removable) and the number and location should be reviewed at the next meeting. The Council would request that the verges were treated with respect. The Council would request that the hardstanding at 1 The Green was removed and the grass verge re-instated, but leaving the hardstanding which formed driveway access. The Council agreed it should make its ownership of the greens and verges known publicly. A letter would be sent to greens residents informing them of the decisions. It was suggested that the verges could be staked once a year to mark the Council's ownership.

Details of bollard design were circulated for consideration ahead of the next meeting.

The Clerk would write to the Area Highways Steward, Maurice Sheehan, to invite him to attend a meeting so that the options for accommodating roadside parking in the vicinity of the greens could be discussed.

The Clerk would contact Cherwell DC for information on the ownership of the grassed area in Oxford Close.

9. Planning -New details for this meeting:

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

Kirtlington Conservation Area Re-appraisal: the Clerk had asked Cherwell DC to confirm whether the version on their website (September 2011) was the final approved version. Kevin Larner had said that the officer handling the re-appraisal had left Cherwell DC in the summer of 2011.

White posts in verge by Little Foxtown, Heyford Road: OCC Highways had asked the owner to obtain the Parish Council's approval of the posts. The Clerk was asked to reply to the owner that the Council would like the posts removed as the verges were Highways property and the posts were not in keeping with the adjacent conservation area, and would create a difficult precedent if allowed to remain.

New-build dwelling, North Green: several complaints had been made about the roof-tile colour and the Clerk was asked to contact the CDC Case Officer.

10. Correspondence

Not discussed.

11. Financial report and Draft Budget for 2012 - 2013

Discussion of the Draft Budget was postponed.

The Clerk had registered the Council as an employer on HMRC's website.

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

12. AOB

Website: Cllr Charlesworth would circulate notes on how to make web page changes first to Council members, then other village groups. The fee for the hosting of the website for the next year was agreed, at approximately £25.

Signed David R Pratt Chairman

Date 13th March 2012

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Agenda Item 9 - Planning report

NEW INFORMATION FOR FEBRUARY 2012 MEETING

- Name Mrs M Forey - Application No 12/00007/TCA
Location Bell House, Church Lane
Proposal Fell 1 Silver Birch
Parish Council *No objection email sent 31 Jan.* CDC *Response awaited*
- Name CDM HOMES - Application No 12/00027/F
Location Land adjacent to Appletreewick, Heyford Rd
Proposal Erect new detached dwelling with garage
Parish Council *No objection email sent 31 Jan, comment re large property on small plot with little garden.*
CDC *Response awaited*
- Name Mr and Mrs K Brown, Application No 11/01875/F
Location Brackley House, Heyford Road
Proposal Loft conversion, new front dormer windows, rear dormer & velux roof windows, sun pipe
Parish Council *No objection email sent 23 Jan* CDC *Permission granted 8 Feb.*
- Name Mr Jonathan Haynes - Application No 11/00299/TCA
Location The Nutlands, Bletchington Rd
Proposal Fell 2 x hollies
Parish Council *No objection email sent 9 Jan* CDC *Permission granted 19 Jan*
- Name Mr Nicholas Staveley, Application No 11/01927/F
Location Land to Rear of The Garden House, Foxtownsend Farm, Heyford Road
Proposal Erection of two stables and tack room
Parish Council *No objection email sent 31 Jan.* CDC *Response awaited.*
- Name Mrs Celia Hawkesworth, Application No 11/01818/LB
Location Woodbine Cottage, Troy Lane
Proposal Alteration to roof frame
Parish Council *No objection email 31 Jan.* CDC *Response awaited*
- Name Mrs Celia Hawkesworth, Application No 12/00074/LB
Location Woodbine Cottage, Troy Lane
Proposal Installation of 3 pv panels on west facing roof tiled section
Parish Council *No objection email sent 13 Feb.* CDC *Response awaited*
- Name Rectory Homes, Application No 11/01851/F
Location WIG site, Mill Lane
Proposal Variation of condit 8 of 11/000696/F = fence to west and north west of Plots 1 & 2 (in addition to the approved hedging).
Parish Council *Response due 21 Feb.*
CDC *The fence STOPS at the landscape strip to avoid domestication of it.*
- Name Mrs Rosy Whitwell - Application No 12/00036/TCA
Location Oldbury, Bletchington Rd
Proposal Fell 1 x Lawson Cypress
Parish Council *Response due 29 Feb*
- Name Kirtlington Parish Council, Application No 12/00061/F
Location Playing Field, off South Green
Proposal Construction of multi-sports practice wall and surface
CDC *Responses due 29 Feb, target determination 29 March*

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Agenda Item 11 - Financial report

1. ACCOUNTS STATUS

Saver a/c at 27 Jan 2012	£22,880.49	Included originally ORCC grant for Parish Plan of £1,315
Current a/c at 27 Jan 2012	£2,645.41	

FEBRUARY PAYMENTS

G B Sport and Leisure	£157.80	Play area replacement cradle seat & replacement flat seat
CPRE	£29	Annual subscription
Lee Sugden	£34.20	Road pins x 10 as agreed
Sylva Consultancy	£150	Tree survey for sports wall planning application
KVHMC	£8.80	Room hire
PWLB	£758.75	Direct Debit Loan repayment on 7 Feb by direct debit (Balance outstanding £6,220.54)
TOTAL	£1,138.55	
(Henmans	£100	invoice not received at 14 Feb)

FEBRUARY RECEIPT

Cash from salt sale	£84	14 bags from second sale
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2. DRAFT BUDGET 2012 / 2013

This was re-presented at the January 2012 meeting but has not yet been formally approved.

3. PAYE REGISTRATION:

26 Jan 2012 - RP registered KPC online as an Employer, gave first pay day as 10 April 2012 (April KPC meeting). HMRC automated response = they will not do anything until after 6 April because no payment (at the appropriate rate to any employee) to be made this tax year, then they will be in touch.

4. Parish Plan total income and expenditure:

ORCC grant £450 Aug 2009 + ORCC grant £1,315.30 June 2010, total £1,765.30
Expenditure from yrs 2009 / 2010 to date including final printing: £2,701.75, of which max £10 VAT reclaimable. Total cost to KPC / parish therefore £936.45 less the VAT reclaim.

For information: number of electors Dec 2011 = 773, number of Parish Plan respondents = 321.