

KIRTLINGTON PARISH COUNCIL

Minutes of the meeting held in the Village Hall on Tuesday 14th January 2014

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

1. Minutes of the meeting held on 10th December 2013

These were signed as a correct record.

2. Matters arising from the minutes

The Oxford Conservation Volunteers group had been booked for November 2014.

Safety signs: Cllr Pratt had fixed plyboard to the back of the signs to make them more stable.

3. Declarations of interest

None. With regard to planning application 13/01781/F neither Cllr Tylor nor Cllr Kennedy had any pecuniary interest .

4. Reports

None.

5. Village Hall, Play Areas and Sports Field

(i) Village Hall car park: The Playbus group had contacted the Clerk to say that in spite of the tree surgery the bus could still not access the car park. The Clerk and Cllr Pratt would meet them at their usual venue by the Pound the next day, Wednesday 15th.

(ii) Play Areas

Roman Close Play Area: Cllr Pratt expressed his disappointment that no improvement to the equipment was practicable here. He would write to the residents to explain that no new equipment could be provided because safety regulations did not allow it, moreover, the cost of any alterations would be disproportionate for the minimal gain which might be achieved within safety regulations. The Council generally agreed there was no point in spending money on minor improvements. It was acknowledged that the Council must bear in mind the cost of any maintenance issues which arose now or a long time into the future.

Cllr Macbeth would speak to one of the residents about the maintenance of a children's gardening space. She would also check the condition of the footpath from the Play Area to the Bletchington Road.

Sports Field Play Area, "birds nest" swing: Cllr van Loen advised that the quotation of £2,400 would be reduced by approximately £300 if the Council removed the old double swing. It was agreed to purchase a birds nest swing.

(iii) Sports Field and adjacent

Fence, Molly Minns Lane: It was suggested the fence should be repaired or replaced after 5th April and before 26th May. Cllr Pratt would obtain a second quotation, from Eynsham sawmills.

Cedars and trees alongside Molly Minns Lane: the decision on the TCA was due by 23rd January. Sylva had confirmed that the removal of debris was included in their quotation. Sustainable Kirtlington could not help with the operation. The fee to the Forestry Commission for the identification of the fungus was £40.

(iv) Other

Molly Minns Lane: Mr Cherry had cleared leaf debris from the lane and the Council noted its thanks.

Grazing license (Gravel Pit field): Mr Hedges had not yet provided details of a license.

5. Village Greens

Damage to North Green verges in front of properties: it was agreed Cllr van Loen would write as a resident, on behalf of other residents, to request that damage by parking was avoided.

South Green, hardstanding in front of 1 The Green: the Council would write to Mr and Mrs Hessler.

7. Website, fibre optic provision

Cllr Charlesworth commented that few businesses from outside the parish were likely to want to use the website for advertisements. It was suggested that businesses in Bletchington might not be charged for doing this.

Fibre optic broadband provision, approach from Gigaclear: Cllr Pratt asked if more information could be provided on the cost to the user.

8. Planning

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

Application 13/01781/F:

It was agreed details should be posted on the website stating the Parish Council's objections. It was agreed Cllr Pratt would approach the Film Society to ask if they would be willing to send an email to their circulation list on behalf of the Parish Council on how to send comments to Cherwell District Council. A notice based on the website text should be put up in the shop.

9. Correspondence

Speed watch: Mr Summerfield was awaiting a date from PCSO Roberts.

Oxfordshire Ramblers: the association asked if parishes could assist in the setting up of a path warden network; Cllr Macbeth had passed the enquiry on to the Footpaths Society.

Local Government Boundary Commission, electoral review of Cherwell District Council: the Clerk would circulate the information and responses were required by 17th February.

10. Finance; draft Budget 2014 - 2015

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

Draft Budget 2014 – 2015:

Precept: The Council discussed an increase of up to £500 in the Precept, from £17,500 to £18,000, the majority being in favour. Cllr Pratt formally proposed an increase of £500 and this was approved with two votes against (Cllr Pratt, and Cllr Sadler in absentia). Clerk's salary: Cllr Pratt repeated Cllr Sadler's proposal of an increase from £6,000 to £6,570 p/a. This would be in line (pro rata) with the NALC's lowest pay scale for part time clerks. The proposal was agreed.

Cherwell District Council had confirmed a second New Homes Bonus payment would be made, at £3,765, before the end of the financial year. The purpose of the payment would have to be approved before release. Cherwell DC had also advised that expenditure of this sum on the tennis court, in addition to the first NHB payment, was not ruled out. The Council discussed possible purposes and concluded it would apply in the first instance to earmark the expenditure for the tennis court.

The Draft Budget was approved by the Council.

Payments and receipts:

The Council noted its thanks for the WI's second donation of the year, of £359.45, for play area equipment. The listed payments were approved. A reimbursement to Cllr Pratt of £34.48 for the cost of plyboard for the safety signs was also approved.

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Agenda Item 8 - Planning report

| | |
|----------------|---|
| Name | Mr and Mrs Lettman, Application No 13/01760/F |
| Location | Flagstones, Troy Lane |
| Proposal | Two-storey extension and enclosed new porch |
| Parish Council | <i>Objection: overdominance (too large an extension to small property); similarly in relation to Littlehaven; loss of public view of Church.</i> |
| CDC | <i>Ltr of 7 January advised application withdrawn</i> |
| Name | Dr Grant Lee, Application No 13/00364/TCA |
| Location | 5 The Chestnuts |
| Proposal | 2 x Leyland Cypress by footpath - fell; 1 x Sycamore - reduce height 25%, prune lateral spread; Sycamore group – reduce height 25%, prune lateral spread; 1 x Horse Chestnut - reduce height by 3m, reduce lateral branch overhanging pond, prune lateral spread of rest of canopy |
| Parish Council | <i>No objection</i> |
| CDC | <i>Permission granted 24 Dec.</i> |
| Name | Mrs Foster, Application No 13/00365/TCA |
| Location | 6 The Chestnuts |
| Proposal | Horse chestnut - fell |
| Parish Council | <i>Objection</i> |
| CDC | <i>Permission granted 24 Dec.</i> |
| Name | M2G Renewable Ltd, Application No 13/01781/F |
| Location | OS Parcel 7949 adjoining and south of A4095 road north of Kirtlington Park, east of Portway |
| Proposal | Construction and operation of an Anaerobic Digestion Facility with ancillary infrastructure for the generation of renewable energy |
| Parish Council | <i>Objection</i> |
| CDC | <i>Decision awaited</i> |
| Name | Kirtlington Parish Council, Application No 13/00385/TCA |
| Location | Playing Field, off South Green |
| Proposal | (For full details see Cherwell DC website or the Parish Council) 2 x Cedars - reduction of upper structural branches, removal of damaged or diseased branches and deadwood; 5 x oaks - removal of minor and major deadwood; 2 x sycamores - fell; 1 x sycamore - remove damaged limbs |
| CDC | <i>Decision awaited</i> |
| Name | Mr Scott-Lee, Application No 13/00389/TCA |
| Location | Park House, Bletchington Rd |
| Proposal | T2 - crown reduce by 40% (T1 blown down on 23 Dec). |
| Parish Council | <i>No objection</i> |
| CDC | <i>Decision awaited</i> |
| Name | Kirtlington Park Ltd, Application No 13/01886/LB |
| Location | Kirtlington Park House, Kirtlington Park |
| Proposal | 4th floor: West Suite of rooms - alterations including fit fire door & improve insulation & electrics; Central Suite of rooms - ditto |
| Parish Council | <i>No objection</i> |
| CDC | <i>Decision awaited</i> |
| Name | Mr and Mrs Emmott, Applications Nos 13/01884/LB and 13/01883/F |
| Location | Foxtownsend Farm, Heyford Road |
| Proposal | Replace existing extension on North elevation, remove and infill 2 light windows on N and W elevations, internal alterations. |
| Parish Council | <i>Comment to be reported at the next meeting</i> |

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Agenda Item 10 - Financial report

1. DRAFT BUDGET 2014 - 2015

- Precept - proposal = unchanged at £17,500
- Clerk's salary proposal = increase from £6,000 p/a to £6,500 p/a
- New Homes Bonus payment of £3,765 "for improvement of community facilities"

KPC must agree project by February meeting. Cherwell DC must approve KPC's choice of project, before paying by BACS mid March 2014. Deadline for expenditure not given, assume must be within a reasonable period.

2. ACCOUNTS STATUS

| | | |
|---|-------------------|---|
| Current a/c at 27 Dec 2013 | £16,496.45 | Includes WI donation Ady Podbery, KVHMC, Brian Cherry, D R Pratt, Barclaycard Commercial, Sylva Trees x 2, OALC |
| Subtract unbanked Dec chqs | (£2,108.80) | |
| | <u>£14,387.65</u> | |
| Saver a/c at 27 Dec 2013 (statements only quarterly) | £33,428.77 | Reserve fund, includes £3.35 interest for last quarter |

3 PAYMENTS / RECEIPTS

DECEMBER RECEIPT (post December KPC)

| | | |
|----------------|---------|--|
| Kirtlington WI | £359.45 | Donation for Play Area equipment (Received 18 th Dec) |
|----------------|---------|--|

JANUARY PAYMENTS

| | | |
|----------------|-------------------|--|
| R M Bone | £ 1,536.95 | Clerk's salary plus stationery and postage costs |
| KVHMC | £ 9.60 | Room hire 10 December 2013 |
| CPRE | £ 29.00 | Annual subscription |
| PWLB | £ 758.75 | Direct debit loan repayment, outstanding balance will be £3,820.57 |
| <u>Total £</u> | <u>£ 2,334.30</u> | |

4. Updated schedule of Play Area refurbishment costs / income to date (new WI donation after December 2013 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>Replacement for large swing</i> | | <i>Tbd, potential cost bird's nest swing £2,400</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 | |
| Palm Court & Pimms | £1,465 | after costs |
| <i>WI second donation</i> | <i>£359.45</i> | <i>received Dec 2013</i> |
| | | |
| TOTAL GRANTS SO FAR | <u>£10,647.35</u> | |
| | | |
| KPC shortfall so far | <u>(£295.98)</u> | VAT can be reclaimed on some items |