

## KIRTLINGTON PARISH COUNCIL

### Minutes of the meeting held in the Village Hall on Tuesday 8<sup>th</sup> October 2013

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

#### 1. Minutes of the meeting held on 10<sup>th</sup> September 2013

These were signed as a correct record.

#### 2. Matters arising from the minutes

Possible cycle track: Cllr Sadler commented he had not been able to work out where this could be.  
Warning signs to entry/exit from Village Hall car park: possible locations in the verges were discussed.  
Warning sign at east end of Mill Lane: OCC had advised there were no restrictions on siting a sign here.

#### 3. Declarations of interest

None.

#### 4. Reports

Covered elsewhere.

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

(i) Village Hall: Cllr Sadler confirmed that OCC had awarded a grant of £9,000 to refurbish the lavatories and improve the electrics, and TOE2 had awarded a grant of £5,000 for energy efficiency improvements. It was agreed the Village Hall team which had formulated the applications should be congratulated. Cllr Charlesworth hoped that broadband provision could be catered for at some point. There had been enquiry about renting the former doctors' surgery room.

##### (ii) Play Areas

Roman Close Play Area: The RoSPA report had been received. It advised a notice should give ownership and contact details and state that dogs were prohibited. Several residents had replied to Cllr Pratt's questionnaire and the majority was in favour of keeping the Play Area. It was agreed Cllr Pratt would reply to say that subject to cost, space and safety considerations the Council was considering the addition of a baby swing and a see-saw. It was agreed Trumans should obtain additional insurance as recommended.

Sports Field Play Area: Cllr Macbeth noted that there was no longer a sign which prohibited dogs from this area. It was agreed one should be provided.

##### (iii) Sports Field and adjacent

Sports wall graffiti: Mr Paul Devine of Cherwell DC had inspected the wall. It was too big a job for his team and he would contact a specialist company on the Parish Council's behalf.

Sports field maintenance budget: Cllr Pratt proposed that Mr Draper should have a budget of £500 per year for costs associated with the field maintenance and this was agreed.

Gate from car park area: the new gate had been installed that day.

##### (iv) Other:

Cllr Macbeth said the Community Service team would return at the weekend to remove the last bramble roots from the car park verge.

Gravel Pit field: Sustainable Kirtlington had provided stone to stabilise the sloping entrance to the field and the gate might need to be lifted. It was agreed Cllr Charlesworth should obtain three quotations for the tennis court construction and the associated land work.

Trees / access to Village Hall car park: several trees made access for high sided vehicles difficult. The Norway Maple on South Green opposite Manor House was also encroaching on an overhead BT cable. The lime and cherry at the entrance to the car park were overhanging the access road and needed reshaping. The Council accepted Sylva's quotation for this work (see Finance Report) but it would not be done until after leaf fall.

**6. Grit bin and salt provision**

The County Council could take orders for large yellow salt bins until the end of the month at £250, including a first fill in November. Existing bins would be filled once at no charge. Cllr Sadler would investigate a location in Oxford Close and sites for two other bins elsewhere in the village. It was agreed the preferred solution was for the Parish Council to purchase three smaller green bins (or one large and two small) which the County Council filled once. ORCC would be running the bulk buy scheme for salt bags again but the dates and details were not yet available. The Clerk would ask OCC for further details on the County scheme.

**7. Planning**

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

**8 Correspondence**

Parish Council elections 2014: Cherwell District Council had written to say the elections would be held on 22<sup>nd</sup> May. Councillors would change or retire on 26<sup>th</sup> May. The Annual Parish meeting should be held between 26<sup>th</sup> May and 31<sup>st</sup> July.

Gas connection to Manor House, South Green: the Council had no objection to Mr Roskelly's request for a connection to the mains supply which ran under the green.

**9 Finance**

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

**10. A.O.B.**

Cllr Charlesworth said Mrs Kelly Smith had volunteered to be the website content manager.

Signed **D R Pratt** Chairman

Date **12<sup>th</sup> November 2013**

## KPC MEETING 8<sup>th</sup> October 2013

### Agenda Item 7 - Planning report

Name	Mr M Roskelly, Application No 13/01260/LB
Location	Manor House, South Green
Proposal	Minor alterations to old fireplace. Existing bathroom - close off one doorway, open previously blocked doorway
Parish Council	<i>No objection</i>
CDC	<i>Decision awaited</i>
Name	Mr Grebot, Application No 13/01114/F
Location	5 South End Cottages, Bletchington Rd
Proposal	Erection of detached garage
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 17th Sept</i>
Name	Mrs Katy Peagram, Application No 13/01055/F
Location	South Farm, Bletchington Rd
Proposal	Renovation and part conversion of existing barn
Parish Council	<i>Email sent 28 Aug: Queried whether contractors are now working acceptable hours (ref complaints re noise); queried whether only hedges not trees due for removal. No objection to barn conversion proposals as such.</i>
CDC	<i>Permission granted 13th Sept. To be used solely as ancillary accommodation.</i>
Name	Mr M Roskelly, Application No 13/01261/F
Location	Manor House, South Green
Proposal	Modifications to consents for 13/00019/F & 13/00020/LB: Raise eaves height north side of manor/barn link by 297mm, additional dormer to north roof slope of manor.
Parish Council	<i>Response due by Thurs 3 Oct</i>
CDC	<i>Agree section dwg (&amp; other info) missing, will chase, KPC now has until 30th Oct to comment</i>
Name	Mr M Roskelly, Application No 13/0126/LB
Location	Manor House, South Green
Proposal	Modifications to consents for 13/00019/F & 13/00020/LB: Raise eaves height north side of manor/barn link by 297mm, additional dormer to north roof slope of manor, alterations to existing en suite bathroom - new door opening and blocking of existing doorway
Parish Council	<i>Response due by Weds 30 Oct (as for 01261)</i>
Name	Mr Stuart Jenkins, Application No 13/01202/LB
Location	3 Foxtownsend Cottages, Heyford Rd
Proposal	Installation of new staircase over existing
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 25th Sept</i>
Name	Mr Furner, Application No 13/00226/TCA
Location	Swallows Rest, Troy Lane
Proposal	Section fell eucalyptus
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 27 Sept</i>
Name	Miss Diana Stent, Application No 13/00225/TCA
Location	Acorn Cottage, South Green
Proposal	Remove privet hedge
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 27 Sept</i>
Name	Mr and Mrs Kevin Rose, Application No 13/01154/F
Location	2 Park Close
Proposal	Demolition of existing dwelling and construction of two-storey dwelling
Parish Council	<i>No objection</i>
CDC	<i>Permission granted 27 Sept</i>
Name	Mr and Mrs D Birney, Application No 13/01392/F
Location	5 Roman Close
Proposal	Ground floor extension to form new entrance lobby
Parish Council	<i>Response due by 23 Oct</i>
Name	Thames Formwork Ltd, Application No 13/01467/F
Location	Dashwood Arms
Proposal	Covered seating area (retrospective)
Parish Council	<i>Response due by 28 Oct</i>

## KPC MEETING 8<sup>th</sup> October 2013

### Agenda Item 9 - Financial report

#### 1a. ACCOUNTS STATUS

Current a/c at 27 Sept 2013	£40,250.55	
Subtract unbanked Aug chqs	(£516)	Ady Podbery, PlaySafety, KVHMC, OALC (returned chq for training course)
	<u>£39,734.55</u>	<i>NB this included Concert takings, 2nd half Precept, the New Homes Bonus Payment of £6,925 and the S106 £27,988.75 Roman Close commuted sum</i>
Saver a/c at 27 Sept 2013 (statements only quarterly)	£14,896.42	incl £1.86 interest for last quarter

#### OCTOBER 2013 TRANSFER FROM CURRENT ACCOUNT TO BUSINESS SAVER ACCOUNT

£18,529                      Saver account now holds reserve of £33,425 agreed at Sept KPC

#### 1b. Note on Play Area refurbishment costs / income to date (updated from September 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>Repair to large swing?</i>		<i>Tba</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
TOTAL GRANTS SO FAR	<u>£10,287.9</u>	
<b><i>KPC shortfall so far</i></b>	<b><u>£655.43</u></b>	<b><i>VAT can be reclaimed on some items</i></b>

## 2. PAYMENTS / RECEIPTS

### Payments approved at SEPTEMBER mtg and paid afterwards

Barclaycard commercial	£879.45	= 50% of field storage container
AON	£42.62	Insurance for storage container

### SEPTEMBER RECEIPTS confirmed post September meeting

Cherwell DC	£8,536.44	Second precept payment for year (CDC top-up received in April, year total £17,500)
Concert profit	£1,465	Palm Court & Pimms concert in aid of Play Area

### OCTOBER PAYMENTS

Cherwell DC	£174.34	Emptying dog bins summer
KVHMC	£9.60	Room hire 10 Sept
KVHMC	£31.50	Hall hire 15 Sept (Societies' Fair)
S R Barrett	£108	Repair to Toro centre cutting blade
Playsafety Ltd	£261.60	Incl VAT, Roman Close Play Area inspection (invoice rec 24 Sept)
R M Bone	£1,500	Clerk's salary
MEH Services	£160	Mowing September
J Draper	£126.95	Sports field maintenance - line marking paint; weedkiller & spray
Ady Podbery	£180	September field mowing
<b>Total</b>	<b>£2,551.99</b>	

### QUOTATIONS

Sylva	£510 + VAT	Crown reduce x 1 Norway Maple by up to 30%, Crown reduce and crown lift x 1 Lime, Crown reduce and crown lift x 1 Cherry, The combined fee for the above is £510 + VAT. This equates to 1 day's work for 2 men. All arisings will be removed from site.
OCC Highways	£250	plus VAT – supply, install & fill salt bin if requested by PC