

## KIRTLINGTON PARISH COUNCIL

### Minutes of the Annual Council meeting held in the Village Hall on Tuesday 10<sup>th</sup> June 2014

Present: JAB Charlesworth, Cllr S Holland (Cherwell DC) (Items 5 – 12), Ms A Kennedy, Miss S van Loen, Dr H Macbeth, Mrs R M Powles (Clerk), Mr D R Pratt (Chairman), R Sadler, S Tylor  
In attendance: M Harrison, Miss Sophie Harrison  
Apologies: R Sadler, Cllr A Gearing (Oxfordshire CC)

#### 1. Election of Chairman and Vice-Chairman

Cllr van Loen proposed and Cllr Macbeth seconded that Cllr Pratt be re-elected as Chairman and this was agreed *nem con*. Cllr Pratt proposed and Cllr Charlesworth seconded that Cllr Macbeth be re-elected as Vice-Chair and this was agreed *nem con*.

#### 2. Parish Council Sub-Committees

Cllr Sadler had advised he was happy to continue with his previous roles.

Finance: Cllrs Charlesworth, Pratt and Sadler.

Planning: Cllrs Charlesworth and Kennedy. Cllr van Loen would continue until the next meeting.

#### 3. Parish Council Representatives

**Footpaths:** Cllr Macbeth

**Fuel and Wicker Trust:** Mr Jonathan Haynes remained the Parish Council appointed Trustee.

**Police liaison:** Cllr Tylor (outlying areas of the parish)

**Play Area:** Cllr van Loen

**Public Transport:** Cllr Macbeth with possible volunteer assistance

**Recreation / Sports Field:** Cllr Pratt

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

**Village Hall Management Committee:** Cllr Sadler. In his absence Cllr Kennedy with the assistance of Cllr Macbeth.

**Website:** Cllrs Charlesworth; additional volunteer assistance to be sought

**Airport liaison:** Cllr Sadler

**NAG:** Cllr Pratt with assistance of Cllr Kennedy

#### 4. Minutes of the meeting held on 13<sup>th</sup> May 2014

The minutes were signed as a correct record.

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#### 5. Matters arising from the minutes

Mill Lane surface repairs: Cllr Pratt reported that these seemed to be minimal and queried whether a complaint should be made to the County Council about health and safety concerns. It was re-iterated that the Parish Council had no responsibility for the surface condition.

#### 6. Declarations of interest

None.

#### 7. Reports

Dorchester Group's proposals for Neighbourhood Plan at Upper Heyford: Cllr Macbeth had received the minutes of the meeting on 13<sup>th</sup> May hosted by Ardley with Fewcott PC. Ardley with Fewcott PC wanted each Parish Council to decide its own approach and any response could be submitted by email. Upper Heyford PC had appointed an independent planning consultant and Cllr Macbeth would attend a briefing meeting at Upper Heyford on 12<sup>th</sup> June. It was agreed the Parish Council would continue to attend any briefing meetings on the subject.

Cherwell DC: Cllr Holland said the Kirtlington and Otmoor wards District boundaries were subject to review but any changes would not affect Kirtlington. He confirmed that the public hearings of the Cherwell Local Plan had been suspended and would be resumed in December.

## **8. Village Hall, Play Areas and Sports Field**

(i) Village Hall: An inspector from Viridor Credits would visit the Village Hall on 12<sup>th</sup> June to confirm the completion of the part of the refurbishment project funded by Viridor.

(ii) Sports Field Play Area: Cllr van Loen had drafted an article for the next Village News asking users of the Play Area to pick up litter.

Roman Close Play Area: Mrs T Brock had purchased sleepers for the raised beds. Cllr Pratt had donated a picnic table (and children's chairs?) and the grass was being mown.

(iii) Sports Field and adjacent:

Felled horse chestnut: Sustainable Kirtlington and Mrs Nicholson were liaising with the Parish Council about clearing the tree and debris. The ground needed to dry out more before heavy lifting gear was used.

Sports wall graffiti: Cllr Pratt hoped to be able to arrange a painting work party within the next few days.

Cricket: Cllr Charlesworth said matches were scheduled for 14<sup>th</sup> June and 24<sup>th</sup> August.

(iv) Tennis court: Cllr Charlesworth had obtained information on grant funding from three sources to date. He and Cllr Pratt should play at the Woodstock club to try out the En Tout Cas surface there. He would be separating the site levelling and car park costs from the actual court construction quotations provided so far.

## **9. Broadband**

Cllr Charlesworth had contacted BT about their schedule for high speed broadband installation: BT were due to update the Bletchington exchange in the next few months. He noted that other installers advised an exchange was not necessary and that the fibre optic highway already running through the village would allow the installation of fibre optic cable directly into individual households. He proposed that BT be invited to the July Council meeting and this was agreed.

## **10. Village Greens**

Cottage on the Green, South Green, application to register an easement: Spratt Endicott had advised on the costs of the various options for concluding the matter. Cllr Pratt proposed that in order to expedite a conclusion the Parish Council pay its share of the costs for the drafting of a Deed of Grant on the terms approved by the Parish Council in April. The proposal was agreed.

South Green, parking: Cllr Macbeth confirmed that letters had been sent to all South Green residents. So far oral feedback indicated the letter was considered to be entirely reasonable.

Mowing: Cllrs Macbeth and Pratt proposed that for this season mowing for the following areas was outsourced to Greenscape In-Spires: the four main sections of South Green, the car park, the Pound and North Green. This would reduce the strain on the Toro mower. The proposal was agreed. Mr Harrison would continue to mow the remaining areas. Mr Harrison had noted that the Toro was not suited to mowing the Churchyard.

## **11. Annual Parish Meeting, Tuesday 1<sup>st</sup> July**

If possible councillors would arrive early to set up tables and chairs.

**12. Planning**

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

Gladman Developments Ltd had written to the Council to state its intention to submit an outline planning application for up to 125 houses on the land owned by John East off Station Road and requested a meeting with the Council. It was agreed the matter should be treated as being in the public domain. It was agreed to invite Gladman representatives on a without prejudice basis to present their proposals at a meeting, however unless further detailed information were available which accurately reflected the planning application in its submitted form the Council would not be able to comment.

Sequential extensions: Cllr Macbeth would write to Cherwell DC to explain the Parish Council's concern about sequential extensions to old cottages in the Conservation Area.

**13. Correspondence**

Churchyard upkeep: Cllr Pratt was making further enquiries about the level of contributions.

**14. Finance report and Annual Return to 31<sup>st</sup> March 2014**

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

(b) Annual Return to 31<sup>st</sup> March 2014.

The Clerk was confirmed as the Responsible Finance Officer for the purposes of the Annual Return.  
The Council approved Section 1 (the Accounting statements 2013 /14) of the Annual Return.  
The Council approved Section 2 (the Annual governance statement) of the Annual Return.  
Mrs Straker had kindly completed Section 4 (the annual internal audit report 2013 /14).

Cllr Sadler and the Clerk requested a mid-term budget review before the Annual Parish Meeting on 1<sup>st</sup> July: it was the Clerk would liaise with members of the Finance Sub-committee.

**15. A.O.B.**

Cherwell DC Parish Liaison meeting, Wednesday 18<sup>th</sup> June: Cllrs Pratt, Macbeth and the Clerk would attend.

It was suggested the Council should write to Cherwell District Council to express its dissatisfaction with the requirement for hand delivery of Councillor nomination papers.

Signed

**D R Pratt**

Chairman

Date

**8<sup>th</sup> July 2014**

## Agenda Item 12 - Planning report

### NEW INFORMATION FOR JUNE 2014 MEETING

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 *Permission granted 16<sup>th</sup> May*

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 *Permission granted 16<sup>th</sup> May*

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 overdue from 23<sup>rd</sup> May*

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 overdue from 12<sup>th</sup> May*

## **Agenda Item 14 - Financial report**

### **1. ACCOUNTS STATUS**

Current a/c at 30 May 2014	£43,194.73	Includes CDC New Homes Bonus payment, CDC first half of precept, VAT reclaim incl Village Hall refurb bills to date, TOE2 grant of £5,000 for VH. Barlow & Sons, CDC Land Search, Banbury Turf, Ady Podbery, Green Scythe Ltd
Subtract unbanked chqs	£3,369.05	
	<u>£39,825.68</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**

#### **ADDITIONAL MAY 2014 PAYMENTS (approved previously)**

Trudy Brock	£200	Roman Close community garden
Ady Podbery	£645.60	April field mowing
Green Scythe Ltd	£600	Renovation of cricket square

#### **JUNE 2014 PAYMENTS**

Barclaycard Commercial	£711	Graffiti Magic paint for Sports Wall
KVHMC	£9.60	Room hire 13 May
MEH Services	£241.89	Mowing, May
Greenscape In-spires	£100	Trial mowing
Ady Podbery	£613.20	Sports field mowing + repair to junior football pitch
Ady Podbery	£97.50	Grass seed for junior football pitch
Goddard Electrical Services	8,082	Village Hall re-wire and new light fittings etc
D R Pratt	£126.62	Reimburse cost of supplies for painting sports wall
C J Powles	£7.44	Reimburse 12 x 1st class stamps
<b>Total</b>	<b>£9,989.25</b>	