

## KIRTLINGTON PARISH COUNCIL

### Minutes of the Annual Council meeting held in the Village Hall on Tuesday 12<sup>th</sup> May 2015

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

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

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

#### 2. Parish Council Sub-Committees

Finance: Cllrs Pratt and Sadler. A third member would be confirmed at a later meeting.  
Planning: Cllr Pratt proposed that Miss Christine Marsh and Mr Paul Kurgo be elected as non-council members of the Planning Sub-Committee and this was agreed *nem con*. Cllr Pratt suggested that Cllr van Loen would be able to continue as the council member and this could be confirmed at a later meeting.

#### 3. Parish Council Representatives

**Footpaths:** Cllr Macbeth

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

**Police liaison:** to be determined (previously Cllr Tylor).

**Play Area:** Cllr van Loen

**Public Transport:** Cllr Macbeth with volunteer assistants to be confirmed.

**Recreation / Sports Field:** Cllr Pratt

**School Endowment Trust:** Dr Grimshaw was happy to continue as the Parish Council appointed Trustee of the Kirtlington School Endowment Trust. Mr Eeley had previously indicated he would be happy to be replaced if a replacement could be found; Cllr Sadler and the Clerk would liaise with Mr Eeley.

**Village Hall Management Committee:** to be determined. Cllr Sadler had resigned from the Committee and Cllrs Sadler and Kennedy were not able to continue as the Council representatives. It was suggested Mr Waterhouse should investigate the legal implications of the trustee status of the KPC representative on the Village Hall Management Committee as it was thought a Parish Council representative, being a trustee, would need to provide continuity in terms of attendance.

**Website:** Cllr Charlesworth would continue to provide essential updates but a volunteer webmaster was needed. Cllrs Sadler and Macbeth would make enquiries.

**Airport liaison:** Cllr Sadler

**NAG:** The Council noted that this group was of little relevance to the parish but it remained a co-signatory.

**Welcome Pack:** Cllr Kennedy hoped to be able to contribute.

#### 4. Minutes of the meeting held on 14<sup>th</sup> April 2015

The minutes were signed as a correct record.

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#### 5. Matters arising from the minutes

Highways: Cllr Macbeth would meet Mr Monger of the Highways team on 13<sup>th</sup> May, to discuss sundry repairs including the uneven paving outside the Oxford Arms.

Tipping west of Golf Course: OCC had advised the Environment Agency were seeking to take action against the individual responsible for the tipping.

Blocked drain by Long Kensome, South Green: Cllr Pratt said this seemed to have been cleared.

Fence at sports field to north side of Village Hall: following the earlier temporary repair the same fence section had collapsed again.

**6. Declarations of interest**

None.

**7. Reports**

Cllr Charlesworth confirmed that Gigaclear had overcome their earlier routing problems and might be able to begin connecting households from late July.

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

- (i) Village Hall: Cllr Macbeth would attend a meeting with Mrs Hawkesworth, Mr Harrison and the new Chairman of KVHMC to discuss bin provision. Cllr Pratt had spoken to the Fish & Chip shop manager and it had been agreed that the van staff would clear their boxes and debris from the Play Area and Field bins at the end of the Thursday evening sales. The Council discussed whether it should continue its policy of opposing the siting of a bottle bank in the Village Hall car park. It was suggested that the Village Hall offer customers the option of a bottle receptacle, for a fee, which the Village Hall would remove after the customer's event. Cllr Macbeth agreed to pass on this suggestion at her meeting.

Cllr Sadler confirmed that Mrs Jo Richardson had been elected as the new KVHMC Chairman.

- (ii) Sports Field: The Clerk had circulated details of waste bin types and would narrow the options to those with the same capacity as outside the Oxford Arms but a larger aperture.

(iii) Play Area fundraising: Cllrs van Loen and Pratt had continued their work on grant applications. Cllr Charlesworth suggested ORCC might be able to help. Cllr Kennedy hoped to organise a picnic day at the Polo Club and she and Cllr van Loen hoped to meet organisers of the Art Festival to be held in the Church in September. It seemed the Lamb Ale silent auction could be used for the fundraising effort but there were practical difficulties which made a stall at the village fete unlikely. The Palm Court and Pimms concert on 10<sup>th</sup> May had raised about £950.

- (iv) Other - tennis court: Cllr Pratt was working on an application to the National Lottery and was sending further information to Viridor. Cllr Charlesworth had provided evidence of community support.

**9. Village Greens**

Cllr Pratt would re-instate the no-parking signs after Lamb Ale. Council members and the Clerk hoped to discuss fairground access points with Hebborn's over Lamb Ale, with regard to bollard locations. At this year's Lamb Ale the stallholders would arrive on Sunday, a day after Hebborn's.

**10. Planning**

- (i) Mid-Cherwell NP: Working groups timetables were due to be confirmed in the coming weeks.
- (ii) Cherwell Local Plan part 2. Consultation on this had begun and comments on matters to include were required by 8<sup>th</sup> June.
- (iii) Gladman application 14/01531/OUT , Public Inquiry at Bodicote House, 14<sup>th</sup> – 17<sup>th</sup> & 21<sup>st</sup> – 22<sup>nd</sup> July - no update.
- (iv) Gladman application 1402139/OUT (permission refused) – no update.
- (iv) Monthly planning schedule: see schedule, to be attached to the approved minutes.

**11. Correspondence**

Youth Club: Cllrs Pratt and Charlesworth suggested that the Council offer a donation of £250 and request that club members provide some kind of service in return which would be of benefit to the community.

Request for bench on North Green: Mr Duncan Thomas had written to ask permission to install a bench on North Green in memory of his wife. The Council agreed to the proposal and Cllr Pratt would reply to Mr Thomas.

Burial space: Cllr Sadler reported the PCC would set a meeting date in the near future.

**12. Finance**

Annual Return to 31<sup>st</sup> March 2015: The Council confirmed Clerk as RFO for the purposes of the Annual Return. The Council should approve the Annual Return at its next meeting.

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

**13. Annual Parish Meeting, 8 p.m. Thursday 14<sup>th</sup> May**

Councillors would arrive at 7.40 p.m. to set up tables and chairs.

**14. A.O.B.**

Cherwell DC Parish Liaison meeting, Wednesday 10<sup>th</sup> June: Cllrs Pratt and the Clerk would attend; Cllr Macbeth might be able to attend.

The Clerk advised that OALC had not yet scheduled a planning training course for 2015.

Signed ***D R Pratt*** Chairman

Date **9.6.15**

## KPC MEETING 12<sup>th</sup> May 2015

### Agenda Item 10 - Planning report

#### **NEW INFORMATION FOR MAY 2015 MEETING**

Name Mr and Mrs Chacksfield, 15/00420/LB  
Location Flights Mill, Mill Lane  
Proposal Works to wall behind AGA in kitchen, install AGA vent fan; remove concrete foundations behind Dovecote and behind boathouse  
Parish Council *No objection email 15<sup>th</sup> April (KPC mtg 14<sup>th</sup> April)*  
CDC *Decision awaited end May*

Name Mrs Kitty Cox 15/00080/TCA  
Location Dairy Cottage South Green  
Proposal Fell willow  
Parish Council *No objection email Fri 10<sup>th</sup> April*  
CDC *No comments of objections, 24<sup>th</sup> April*

Name Mrs Hannah Cole 15/00107/TCA  
Location Chequers, Heyford Rd  
Proposal Fell laburnum  
Parish Council *No objection email sent 5<sup>th</sup> May*  
CDC *Decision awaited*

Name Mr and Mrs Lay  
Location 5 Park Close  
Proposal Erect single storey front and rear extensions, to include living accommodation in roofspace of front Extensions, and dormer window  
Parish Council *Comments due by Weds 13<sup>th</sup> MAY*

Name Ms Claire Beany  
Location 25 Oxford Road  
Proposal Single storey side and rear extension  
Parish Council *Comment due by Weds 27<sup>th</sup> May*

## KPC MEETING 12<sup>th</sup> May 2015

### Agenda Item 12 - Financial report

#### 1. ACCOUNTS STATUS

Current a/c at 30 April 2015	£38,208.27	Includes New Homes Bonus payments x 3, CDC first precept payment for year KVHMC x 3, goal posts donation, OALC and ORCC subs
Subtract unbanked chqs	£450.80	
	<u>£37,757.47</u>	
Saver a/c at 27 March 2015 (statements only quarterly)	<u>£3,433.91</u>	40 p interest for Dec – March.

#### 2. PAYMENTS / RECEIPTS

##### April 2015 receipt notified post KPC mtg

Cherwell DC	£10,368.68	First precept payment, 1st April 2015 (full year £20,000)
Donations	£230.60	Fundraising for Play Area slide - Clothes Sale 12th April

##### May 2015 - new payments for approval

KVHMC	£9.60	Room hire 14th April
Mike Gilbert Planning Ltd	£540	Incl VAT
Greenscape Inspires	£120	Mowing 28th April
Ady Podbury	£693.60	Mowing field in April
MEH Services	£102.93	Mowing and fuel
R M Bone	£131.01	Reimburse stamps and printer consumables
M&M Builders	£474	Bus stop hardstanding
Aon UK Ltd	£1,402	KPC general insurance cover - annual premium
TOTAL	<u>£3,473</u>	

##### May 2015 receipts

Palm Court & Pimms concert, 10 <sup>th</sup> May	£1,205	Fundraising profit for Play Area slide
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#### 3. Note for June KPC

The Council must approve the ANNUAL RETURN for 2014 – 15

The Council should confirm Clerk as RFO for the purposes of the Annual Return.