

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held in the Village Hall**  
**on Tuesday 10<sup>th</sup> January 2017 at 7 p.m.**

**Present:** S Jenkins, Dr H Macbeth, Mrs R M Powles (Clerk), D R Pratt (Chairman),  
D Richardson, S Tylor (from 7.35 p.m.)

**In attendance:** Ian Corkin (Cherwell District Council) until 7.25 p.m.; J East

**Agenda Item**

Action

Cllr Pratt opened the meeting by addressing Mr East with reference to the question raised by Mr East and his brother in law at the November meeting as to whether the Parish Council might discuss and support a development at Corner Farm if it included a new school and acknowledged that Mr East wanted to know the Parish Council's view. Cllr Pratt said that as Cherwell District Council had fought two appeals about the site, which were both dismissed, it would not be appropriate for this site to be on the Parish Council's agenda for discussion until the District Council had reported on all their current and ongoing Local Plan consultations (Part 1 Partial Review and Part 2). Mr East said he would like to know if the Parish Council was in favour of the suggestion or not as a proposal such as this would need lengthy preparation. Cllr Pratt advised that for the Council to answer this there would have to be a formal resolution.

**It was resolved *nem con*** that as Cherwell District Council had fought two appeals at this site which were both dismissed, and taking into account the extent of village responses against those applications to develop the site, the Parish Council would not support another application at Corner Farm in whatever format.

Mr East indicated that given the Council's opinion his family would now consider different avenues.

1. Apologies

R Sadler.

Cllr Pratt invited Cllr Corkin to report on District Council matters at this early stage of the meeting.

Cllr Corkin said he expected the MCNP to comment on an application at the site of the Southern Bombstore at Upper Heyford (16/02269/HYBRID), to include the construction of B1 type employment units and a storage building some 18 metres in height. A traffic management plan would probably be required, channeling traffic from Ardley to Junction 10.

The future of the Horton Hospital was still being discussed with an NHS report to be published later in January. Cherwell DC had put considerable effort and funding into a consultation on the matter including the question of car-parking provision at NHS hospitals in the County – car parking was notoriously difficult at the John Radcliff for example and access to the Horton would alleviate this.

The District's recycling centres would stay open but Viridor proposed to close Ardley. He recommended the Parish Council contact its County Councillor if it was concerned about this.

Parking enforcement had not been in operation in the County for some time but there was now exploratory discussion about its re-introduction if Cherwell DC could fund a police officer; this might mean that where parishes had been advised previously that yellow lines to prevent parking on certain roads would not be possible that situation might change.

With regard to the recent consultation on Oxford's Unmet Housing Need he said that the required housing would very likely fall near Kidlington and in areas bordering Oxford. Cllr Corkin left the meeting at 7.25 p.m.

2. Declarations of Interest – pecuniary interests / conflicts of interest

Cllr Pratt declared a non-pecuniary conflict with regard to Planning Application 16/02295/OUT.

<p>3. <u>Approval of the Minutes of the Parish Council meeting held on 13<sup>th</sup> December 2016</u></p> <p>The minutes were approved.</p> <p>4. <u>District &amp; County Councillor Reports</u></p> <p>As reported by Cllr Corkin, above.</p> <p>5. <u>Progress reports</u></p> <p><b>Defibrillator:</b> Cllr Richardson advised that there would be no installation cost. He had obtained a revised invoice for the maintenance package (£383.94 including VAT) to include a familiarization DVD at an additional £10. <i>The Council approved payment.</i></p> <p><b>OCC Highways – salt bins:</b> Cllr Richardson offered to check the salt supply in the bin in Park Close. There was still no response to the request to inspect the three locations with visibility problems.</p> <p><b>Leylandii hedge, car park:</b> the Council would contact Mr Williams to request the work be done before the bird nesting season which started officially in March.</p> <p>6. <u>Vacancy</u></p> <p>(Cllr Tylor joined the meeting at 7.35 p.m.)</p> <p>Cherwell DC had confirmed on 6<sup>th</sup> January that the Parish Council could co-opt to fill the vacancy. Cllr Richardson said Dr Alice Burley was interested in the post and hoped to attend a meeting in the near future to find out more.</p> <p>Planning Sub-committee: <i>It was resolved</i> that Cllrs Richardson and Jenkins become members of the Planning Sub-Committee.</p> <p>7. <u>Website</u></p> <p>Ms Rowley would submit quotations for work to streamline the website and carry out ongoing updates.</p> <p>8. <u>Village Greens</u></p> <p><b>Landscaping to front elevation of the Coach House, South Green</b> and at the side entrance to Manor House: Cllr Pratt had written to Dr and Mrs Blackwell before Christmas.</p> <p><b>Resurfacing of South Green tracks:</b></p> <p>Mr Vizzard had provided a quotation at £3,100 plus VAT, excluding a small part of the track leading to the footpath to the school. <i>It was resolved</i> to accept Mr Ayres' quotation which included this section, at £3,884 plus VAT. Cllr Pratt would liaise with Mr Ayres and Cllr Jenkins offered to help with a letter to residents, when the start date was confirmed. The Council thought the work should be done if possible during the half-term week commencing 13<sup>th</sup> February.</p> <p>9. <u>Village Hall, Sports Field and surrounds</u></p> <p><u>(i) Village Hall</u></p> <p>There had been no KVHMC meeting in December.</p> <p><b>Car park trading, Gourdans' Steak Frites:</b> Following the Council's letter setting out its conditions for trading Gourdans Steak Frites had requested a lower payment to KVHMC for January and February because trading was lower in winter months. <i>It was resolved</i> that for January and February the charge would be £20, increasing to £30 from March, with quarterly reviews and trading hours should be from 5.30 p.m. to 8.30 p.m. only. <i>It was confirmed</i> that similar conditions should apply to other food traders using the car park.</p>	<p>RP</p> <p>RP</p> <p>DP</p> <p>DP</p>
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(ii) Sports Field

**Stile replacement and Play Area fence repairs:** Cllr Pratt thanked Cllr Tylor for his work to the fence and for the replacement stile. Cllr Tylor said he would be doing more work here and would check the gaps at the southern end of the Play Area which Cllr Pratt said needed extra wire netting.

(iii) Play Areas

**Sports Field Play Area - bench to replace picnic table:** Ms van Loen had forwarded a quotation of £299.99 including VAT for a 1.8 m recycled plastic bench. *The Council approved payment.* Cllr Jenkins and others offered to install the bench.

**Roman Close Play Area debris and weeds:** Cllr Macbeth had not been able to reach Mrs Trudy Brock.

10. Planning

(i) **CDC Consultation & Workshops– LP1 Partial Review (Oxford’s Unmet Housing Need):**

For information: the Parish Council’s formal comments had been submitted on 5<sup>th</sup> January, and circulated to Council members.

(ii) **Mid-Cherwell Neighbourhood Plan:**

For information: Designation of Local Green Spaces via MCNP: Cllr Macbeth and Ms Marsh had submitted details to MCNP on behalf of the Parish Council, before Christmas.

To consider: to confirm the Council’s decision (meeting of 8<sup>th</sup> November 2016) to submit the *same* list to Cherwell DC at the time of the Consultation on Local Plan (Part 2) Options: *it was resolved* to do this and to liaise as needed with Cherwell DC’s Planning Policy department and MCNP.

To consider: MCNP Draft Policies (in the public domain since December via MCNP website), circulated in advance of the meeting): *it was resolved* to support the completion of the Neighbourhood Plan on the basis of the draft policies. The signed resolution would be delivered to MCNP; a copy would be filed with the Parish Council minutes of this meeting.

Public Engagement meeting, Saturday 28<sup>th</sup> January, 3 – 5 p.m., Village Hall: it was agreed the leaflets advertising the meeting and its purpose would be circulated to parishioners over the coming weekend.

(iii) **Ryefurlong site:** 16/02295/OUT – 10 new dwellings south west of Woodbank, off Mill Lane:

The Council considered whether it would support the application or object. Cllr Tylor declared a non-pecuniary conflict arising from his family’s interest in the potential development proposal at Jersey Cottages and did not take part in the discussion or the vote.

*It was resolved* to object to the application, for reasons which included the use of agricultural land outside the recognized settlement footprint, harm to the historic linear settlement pattern, access problems in relation to North Green, the Pound and Mill Lane (a bridleway), urbanisation of those areas, the presumed high cost of the dwellings which with their size and the lack of social housing provision was inappropriate for the community, and the potential for outline permission to allow development of unknown scale and type once the principal of development was established. The Council noted that its comments should be consistent with comments made in relation to previous proposals off Lince Lane (Station Road), specifically with regard to the historic linear character of the village. It was noted during the meeting that no archaeological survey had been submitted. The Planning Sub-committee would compile the formal response for submission by 25<sup>th</sup> January.

(iv) Jersey Cottages, revised proposals: for information: the promoters had organised a drop-in event for the public on Thursday 19<sup>th</sup> January, 5.30 p.m. – 8.30 p.m. in the Village Hall.

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<p>(v) <b>Thames Water:</b> the Council considered the drafting of a formal letter to Offwat. It was noted that at on multiple occasions over the last year or more parishioners and potential developers who contacted Thames Water were told that Thames Water had no record of problems or complaints in the village with regard to the sewerage infrastructure. Councillors were also aware of water supply problems, namely that water pressure was inadequate at peak times, specifically before the morning rush-hour. <i>It was resolved</i> to write formally to Offwat and to refer to this correspondence when commenting on planning applications for larger developments.</p> <p>(vi) <b>Mill Lane, 20 mph advisory signs:</b> the signs had been delivered and the Council noted its thanks to Mr Murray for his donation, for the full cost.</p> <p>(vii) <b>Monthly planning application schedule:</b> for information, to be filed with the approved minutes.</p> <p>11. <u>Correspondence</u></p> <p>None.</p> <p>12. <u>Finance</u></p> <p><b>Expenditure of NHB allocation of £3,705:</b> Cherwell DC had confirmed an NHB allocation of £3,705, payable at the end of March, subject to the submission of a proposal of expenditure on a project of benefit to the community. <i>It was resolved</i> that the repair of the South Green tracks should be this project, as the parish as a whole used the tracks to access the facilities at the Village Hall and adjoining areas.</p> <p><b>Precept request for 2017 – 2018</b> (Minutes of the meeting of 13<sup>th</sup> December 2016, Agenda Item 9): <i>it was agreed</i> that specific mention should be made of this in the next edition of the Village News.</p> <p><b>Monthly schedule of payments and receipts:</b> <i>the new payments were approved.</i></p> <p><b>Cheque signatory:</b> as Cllr van Loen had resigned, <i>it was resolved</i> that Cllr Jenkins would replace her as the third signatory.</p> <p>Risk Assessment and Internal Audit review: the Council would review this at its next meeting.</p> <p>13. <u>Date of the next meeting</u></p> <p>This was confirmed as 14<sup>th</sup> February.</p> <p>The meeting closed at 9.15 p.m.</p> <p>Signed <b><i>D R Pratt</i></b> Chairman</p> <p>Date <b>14/02/2017</b></p>	<p>HM</p> <p>RP/ DP</p> <p>RP</p>
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## KPC MEETING 14<sup>th</sup> February 2017, Agenda Item 10

### PLANNING - NEW INFORMATION FOR FEBRUARY 2017 MEETING –

- 16/02295/OUT Land South West Of Woodbank, Mill Lane, Kirtlington = RYEFURLONG / Mr and Mr King  
Erection of 10 No dwellings  
KPC Comments due Weds 25<sup>th</sup> Jan (for Case Officer by Fri 3<sup>rd</sup> Feb). Deadline for public comments was Friday 30<sup>th</sup> December.  
CDC *Determination by Planning Committee, Thursday 16<sup>th</sup> Feb. Recommendation: approval. KPC to speak as objector.*
- 16/02406/F Appletreewick Heyford Road  
Removal of existing white uPVC windows and installation of replacement double glazed aluminium windows to match the new approved extension  
KPC No objection, Tues 20<sup>th</sup> Dec  
CDC Gemma Magnuson. *Permission granted 25<sup>th</sup> Jan.*
- 16/00345/TCA Kirtlington Park Polo Club Akeman Street  
T 1 x Horse Chestnut - Fell & replant with Cooper Beech; T 2 x Horse Chestnut - Reduce height by 3 meters & reduce side branches to blend & maintain the Trees' shape; T 3 x Maple - Reduce in height by 3 meters & reduce side branches to blend & maintain the trees shape. Remove major deadwood over 2 inches in diameter  
KPC Subject to assessment of degree of infection and assessment of risk of falling limbs, Horse Chestnuts to be allowed time to be treated / recover; insufficient evidence to warrant scale of work to Maple.  
CDC Rhodri Jones. *Decision due 6<sup>th</sup> Jan, no further information at 14<sup>th</sup> Feb.*
- 16/01478/F 19 Gossway Fields OX5 3HQ - Michele Campbell –  
AMENDMENTS - Two storey side part rear extension and proposed new chimney. The previous proposal (August) was partly on amenity land hence required a change of use and additional fees. The new proposal would be within the existing residential curtilage.  
KPC KPC email 28<sup>th</sup> Nov: no objection.  
CDC Michael Sackey – *Permission granted 17<sup>th</sup> Jan.* Conditions to safeguard the privacy of neighbouring properties – no new first floor apertures, the new first floor rear- facing opening must be obscure glazed.
- 16/00363/TCA The Pippins Bletchington Road Kirtlington OX5 3HF – Ms Anthea Harrison  
T1 x Copper Beech - Reduce overall circumference of crown canopy by up to 2.0m in branch length, raise canopy height of secondary branches to 4.0m to balance and shape, remove dead or suspect wood.  
KPC Objection.  
CDC Rhodri Jones. *Permission granted 24th January.*
- 17/00042/TCA Park Farm, Akeman Street – Mrs R Budgett,  
Five day notice of intent – remove dead oak tree near road at Morston Bungalow  
CDC *Permission granted 31<sup>st</sup> Jan, tree confirmed as dead, requirement to replant.*

16/02557/F Kirtlington Post Office Stores 1 Troy Lane  
Single storey rear extension  
KPC  *Holding objection until building control concerns are resolved, ref existing kitchen extension, use of new section of rubble construction garden wall (under separate ownership), drainage of surface water from new flat roof. Material planning matter: north elevation of new extension should be built in original stone, to match existing wall (West View to north is a listed building).*  
CDC Determination postponed from 3<sup>rd</sup> to 14<sup>th</sup> February. Michael Sackey.

17/00064/F Knotty Ash 14 Park Close - Mr Patrick Connolly  
Provision of new garage with gym/office over  
KPC Comments awaited  
CDC Michael Sackey

17/00043/F Winterlake Springwell Hill - Mr and Mrs Eilbeck  
Two storey and single storey extensions to the property together with the provision of dormers in the front elevation and alterations and additions to the range of outbuildings  
KPC Comments awaited  
CDC Gemma Magnuson

17/00015/F Bramley Cottage Heyford Road Kirtlington OX5 3HS - Mr & Mrs Willcock  
Single storey rear extension  
KPC Comments awaited  
CDC Michael Sackey

17/00087/F Swallows Rest Troy Lane - Mr and Mrs P Furner  
Two storey side extension  
KPC Comments awaited  
CDC Gemma Magnuson

17/00061/F Coppers Heyford Road Kirtlington Kidlington OX5 3HL - Mrs Tribe  
Removal of existing uPVC lean-to conservatory, erection of single storey extension  
KPC Comments awaited  
CDC Michael Sackey

17/00229/F North Green Cottage North Green - Mr & Mrs Matt Queralt  
Two storey extension to side/rear  
KPC Comments awaited  
CDC Michael Sackey

**KPC MEETING 14<sup>th</sup> February 2017**

**Agenda Item 12 - Financial report**

**Bank statements at 30 January 2017**

<b>Current a/c at 30 Jan 2017</b>	<b>£31,772.94</b>	<i>Includes both Precept payments at £11,368.68 + £11,000 and NHB for churchyd at £3,705 (received 31st March). and Village Hall donation for Defibrillator</i>
<b>Saver a/c at 30 Dec 2017</b>	<b>£3,436.95</b>	<i>Unchanged since last statement</i>
	<b>£35,209.89</b>	
Unbanked cheques	<b><u>-£61.00</u></b>	
	<b>£35,148.89</b>	

**PTO for receipts and payments for approval**

## Receipts; payments for approval

### February 2017 payments

KVHMC	£	11.00	Room hire Jan KPC mtg
KVHMC	£	23.00	Hall hire for MCNP event 28th Jan
HMRC	£	54.60	Employee's NICs for quarter ending 6th Jan 2017*
Celia Hawkesworth	£	6.80	Reimburse biscuits for MCNP event 28th Jan
Helen Macbeth	£	61.00	Reimburse printing costs for MCNP event 28th Jan
R M Bone	£	<u>7.68</u>	Reimburse postage, 12 x 1st class stamps
	£	<b>164.08</b>	

\* - sum deducted from salary payment to R M Bone, 10 January 2017

### Additional payment(s) possible before March meeting

Jake Williams	£	510.00	Work to leylandii hedge in village hall car park, new quote approved September
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**For information** (per previous meeting): Last NHB sum from Cherwell DC will be March 2018, £546.