

KIRTLINGTON PARISH COUNCIL

**Minutes of the Parish Council Meeting held in the Village Hall
on Tuesday 11th October 2016 at 7 p.m.**

Present: S Jenkins, Dr H Macbeth, D R Pratt (Chairman), Mrs R M Powles (Clerk),
D Richardson (from 7.45 p.m.), Cllr Ian Corkin (Cherwell District Council, until 7.40 p.m.)
In attendance: E King, G King (until 7.25 p.m.), Mrs P Harvey, M Harrison (until 7.30 p.m.)
Apologies: S Tylor

Agenda Item

Action

Cllr Pratt invited the co-owners of Ryefurlong, Mr E King and Mr G King, to speak on their proposals for development at this site.

Mr E King said that at the public event on 13th July concern about the scheme had been expressed particularly by residents of Woodbank and Hatch Way and as a result changes were proposed to the site layout. The garages would be further from Hatch Way, behind the new homes but close to them; the homes would be further from Hatch Way, with larger gardens. The pedestrian access from Mill Lane would be to the west of the vehicular access and there would be a stronger line of trees at the western boundary. In terms of style the proposal would reflect traditional rural homes with reference to vernacular details of local properties. A covenant would be offered to the Parish Council, to safeguard in perpetuity the use of the remainder of the site as agricultural land. "Pre-app" discussion had taken place with Cherwell District Council officers who had raised some concerns about linearity (the linear form of the village settlement) and connectivity (pedestrian access to village facilities). Mr King said he felt the proposal addressed both those points and an outline application would be submitted later that week and he therefore requested comments from the Parish Council ahead of the submission.

Cllr Pratt thanked the Kings for their presentation and said the Council noted the efforts which had been made as regards architectural style and public engagement. He said that given recent experience with applications by Gladman Developments the Council would have to be mindful of its previously stated concerns, and would necessarily re-iterate those points. The Council would need to consider the detail of the application as and when it became live and could not indicate any support.

Mr King said he felt the proposal differed significantly from the Gladman applications, for example in terms of scale and the offer of a covenant.

Cllr Macbeth asked what proportion of the homes would be social housing; Mr King said that no social housing was proposed and there was no planning requirement for this provision (as the total number of new homes was 10) but the intention was for a proportion of the new homes to be rented, with priority if possible to local families, and some of the homes were small. Cllr Pratt said that the rental on quality homes as proposed would be too high for many villagers or for those looking for a first home. Mr King said he felt the merit of this proposal was the quality of its design.

Cllr Pratt thanked the Kings for their presentation, and they left the meeting at 7.25 p.m. Cllr Pratt then invited Mrs Harvey and Mr Harrison for their comments. They were in agreement that they both felt the provision of affordable homes was more important than architectural style, and that they preferred the retention of agricultural land to development. Mrs Harvey and Mr Harrison left the meeting at 7.30 p.m.

Cllr Pratt invited Cllr Corkin to give his update on district matters. Cllr Corkin said that recent staff shortages had contributed to a downgrading of Horton Hospital (midwifery had been transferred to the John Radcliffe) and this was part of a wider review of the Horton, although the hospital was now recruiting to the maternity department. He advised that Cherwell DC provided a free dog-tagging service, to help dog-owners comply with legislation which required dogs to be both tagged and micro-chipped. From the full Council meeting on 17th October he expected to be a full member of the Planning Committee. Cllr Corkin left the meeting at 7.40 p.m.

Cllr Pratt referred Councillors back to the agenda and the remaining business of the meeting.

1. Minutes of the Parish Council meeting held on 13th September 2016

The minutes were signed as a correct record.

<p>2. <u>Matters arising from the minutes</u></p> <p>Thames Water / “pipe bursting”: Mr Twiddy (John D Wood) had forwarded emails confirming his efforts to arrange a site meeting with an engineer and was hopeful of a date in the not too distant future. Cllr Macbeth had tried to contact Mr Twiddy and had also asked Mrs Banks to do so because of her active interest in this subject.</p> <p>Speed indicator on the Heyford Road, new battery: Cllr Richardson was chasing a proforma invoice; Solagen would provide the new battery within two weeks of receipt of payment. He had attended a recent Oxford Airport meeting; movements were down by 11% and at present there were no plans for expansion.</p> <p>Website training: the Clerk and Mr Cooke hoped this would take place before the end of October.</p>	DR
<p>3. <u>Declarations of interest</u></p> <p>None.</p>	
<p>4. <u>Reports</u></p> <p>Cllrs Richardson and Jenkins had found the OALC training day for new councillors worthwhile. The Clerk said the OALC finance training day had provided a helpful overview of a council’s duties in the financial year.</p> <p>It was agreed that when a formal request was made to attend a Council meeting with a view to giving a presentation the published Agenda should give the speaker’s name and the topic under the relevant Agenda item heading.</p>	DP
<p>5. <u>Village Greens</u></p> <p>Landscaping to front elevation of the Coach House, South Green and at the side entrance to Manor House: Cllr Pratt had met the new owners who had advised that money had been set aside in an escrow account pending Mr Roskelly’s carrying out the Council’s request. Cllr Pratt would therefore write again to Mr Roskelly on behalf of the Council, to assist these efforts.</p> <p>Resurfacing of South Green tracks: A local authority could only borrow for capital outlay, not maintenance, and usually only for land or buildings; following the Clerk’s request for advice OALC was seeking guidance from NALC as to whether this project was capital outlay or maintenance. Applications for borrowing had to be submitted to OALC which then passed them to the Department for Communities and Local Government for approval. Cllrs Sadler and Pratt said that without a loan the Council could not afford the resurfacing at the quoted costs. Cllr Pratt therefore asked the Council to consider whether repairs would suffice, in the event that a loan was refused. It was agreed the tracks should be assessed with a view to commissioning repairs of sufficient quality to make full resurfacing unnecessary for a long time. Cllr Macbeth would approach Mr Gamage for advice; Cllr Jenkins would also approach a contractor; the Clerk would forward to Cllr Jenkins the title deed maps showing the extent of the tracks.</p>	
<p>6. <u>Village Hall, Sports Field and surrounds</u></p> <p><u>(i) Village Hall</u></p> <p>Cllr Pratt had attended the last meeting. KVHMC had mainly discussed the upcoming Fireworks event on 12th November but had confirmed the new dog waste bin would be installed soon. Mrs Hawkesworth would be liaising with Cherwell DC about the frequency of collection. The defective windows had been replaced under guarantee and the Committee was obtaining quotations for the UPVC soffits. The Clerk was asked to remind Cllr Tylor of the date of the fireworks so that he could pass this on to his neighbours.</p> <p><u>(ii) Sports Field</u></p> <p>Graveyard extension: Cllr Sadler reported that Mr Summerfield was still waiting for a response from the CofE authorities with regard to the Council’s planning queries.</p> <p>Cllr Macbeth reported that the junior football team had their own pitch space on the east side of the field, in a north-south orientation. She enquired whether the stile would be replaced and who would be responsible for the work and noted that an original reason for the positioning of the stile was to allow footballers quick access to balls which had gone over the fence. The Clerk would check whether the Council or the Park owners were responsible.</p>	RP RP

<p><u>(iii) Play Area</u></p> <p>Cllr van Loen recommended the picnic table, which had collapsed and been removed from the Play Area, was not replaced because use of the Play Area for picnics meant a large quantity of rubbish was left there. Cllr Pratt suggested a bench was installed instead; the Council agreed to the proposal and Cllr van Loen would gather information and prices for a three or four-seater fixed bench, for the next meeting. Cllr Pratt would ask Mr Draper if weedkiller could be applied to the weeds and nettles. Cllr van Loen said that Playdale would visit soon to stabilize some of the footplates on the wooden tower, which had come loose within the guarantee period.</p> <p>Some surface debris and weeds needed to be cleared at Roman Close; Cllr Pratt had not yet been able to contact Mrs Trudy Brock.</p>	<p>SvL</p> <p>DP</p> <p>DP</p>
<p>7. <u>Planning</u></p> <p>(i) Jersey Cottages site: The Clerk confirmed that Mr Twiddy (John D Wood) was seeking a meeting with Cherwell DC's Conservation Department.</p> <p>(ii) Mill Lane: Five households had contacted the Parish Council to express their concern about the safety of Mill Lane on Tea Room trading days, specifically in terms of visitor vehicles presenting a danger to pedestrians especially small children, and to horses, and the blocking of farming and private access to the fields on either side, and about the disturbance caused by the traffic itself. The households at Pigeon Lock had advised they were not inconvenienced on trading days. The Council noted that the success of the Tea Rooms meant it was now trading on a different basis from that presented to Cherwell District Council at the time of the planning application and this was due in large part to national advertising and social media publicity following receipt of the planning permissions. Councillors were of the view that normally it would be expected that a business owner had a responsibility to provide parking for a trading activity. In response to parishioners' concerns about access for emergency vehicles Oxfordshire Fire & Rescue had advised that a fire engine would be able to attend the properties in Mill Lane in an emergency even if large numbers of cars were parked there on Tea Room trading days although there might be a delay. The Council was unable for the present to suggest satisfactory alternative parking areas. It was agreed to discuss the matter again at the next meeting.</p> <p>(iii) Mid-Cherwell Neighbourhood Plan, Settlement boundary: Cllr Macbeth had provided for the Council's consideration the proposed Kirtlington village settlement boundary which had been submitted to the MCNP following advice from Miss Marsh and Ms Stobbs of Pegasus. She explained that the reason some significant properties were outside this boundary was because they were categorized as an "isolated house in its own land". The proposed boundary was ratified by the Council. The Chairman of the MCNP Forum, Martin Lipson, had asked NP parishes to advise whether by early December they might consider designating any land as "green spaces"; the Clerk had sent an interim reply to say that the Council would consider this while noting that much of the centre of the village already had protection in the form of Conservation Area status.</p> <p>(iv) Monthly planning application schedule (to be filed with the approved minutes):</p> <p>16/01935/F and 01936/LB (Foxtownsend Farmhouse, Heyford Road), conversion of barn into ancillary domestic accommodation; construction of new timber barn to service land; replacement of front and back door to house and installation of new gate: it was suggested the Council should consider fully the details of the two applications.</p> <p>16/00002/F, Sundown, Crowcastle Lane (subject of an appeal for non-determination): the Planning committee had agreed no further comments needed to be sent to PINS.</p>	
<p>8. <u>Correspondence</u></p> <p>Kirtlington School had written to request the Council's support for a steel barrier by the school gate to the road, following an inspection and recommendation by a Highways officer. The Council confirmed its support.</p> <p>Scottish & Southern Electricity had written to request permission to divert overhead cables opposite Sundown (Crowcastle Lane) which at present were routed via a telegraph pole on the verge owned by the Council alongside the Allotments; if the Council were in agreement SSE would arrange the drafting of wayleave consent. It was agreed the Clerk should enquire why this work was necessary.</p>	<p>RP</p> <p>RP</p>

9. Finance

Annual Return to 31st March 2016, conclusion of audit: BDO LLP had no significant issues to raise. The audit noted two minor issues: that grant monies had been included with the Precept sum in the statement of accounts, and that the location and purchase date had not been provided with the schedule of tangible assets. The Clerk would investigate the first, and confirmed that the tangible asset information was readily available. The Council accepted the audited accounts.

Monthly schedule of payments and receipts: the new payments were approved.

Ringfenced sums and Target Reserves: Cllrs Pratt and Sadler had met the Clerk to discuss the Council's target reserve sums and sums currently ringfenced for particular purposes (*details set out in the monthly Finance schedule*). They repeated views expressed at previous meetings (in particular 13th October 2015) in which it had been noted that for the foreseeable future a tennis court would not be built as it had not been possible to obtain a grant sum to match that offered by Viridor (£25,000). They proposed therefore that the two New Homes Bonus grants from Cherwell DC for the tennis court (in total £10,690) were un-ringfenced, and that the money be re-directed to benefit the parish by other means, and the proposal was agreed. With regard to the target reserve of £18,000 for the resurfacing of the South Green tracks, which had been based on quotations received earlier in the year, Cllr Pratt recommended this target was reduced and the work limited to repair only, or the Council obtain a loan (as noted in 5 above advice was being sought on whether the project was eligible for borrowing). With regard to the target reserve of £22,000 to cover a year's Precept, Cllr Sadler noted that the Council was likely to receive two more NHB grants which would assist with income requirements, and therefore he considered this target to be more than adequate. Cllrs Sadler and Pratt suggested that these adjustments reduced the combined ringfenced and target reserve sums to a more realistic figure which was closer to the budgeted cash at bank for 31st March 2017. The Council approved the recommendations.

OALC had drawn attention to a Government consultation on the possible extension from larger to smaller precepting authorities of the limitation of Precept increases to 2% unless a referendum were held. OALC and NALC opposed this extension. Cllr Sadler and the Clerk would draft a response to the consultation, opposing the imposition of the referendum principle.

Defibrillator: the Clerk expected delivery on 12th October and would liaise with Cllr Richardson about transfer to the Village Hall.

Pensions "auto enrolment" legislation: the Clerk had begun investigation of the Local Government Pension Scheme and (NEST, National Employment Savings Trust), as potential pension providers.

10. AOB

Leylandii hedge in village hall car park, due to be cut back: Cllr Pratt expected this to be done at the end of October.

Salt bins: Cllr Sadler confirmed that the contents of all four bins had solidified. The Clerk would contact the Highways department to arrange a re-fill.

Highways safety matters: Cllrs Richardson and Macbeth reported parishioner concerns at three locations: the Dashwood Mews exit onto the A4095 was frequently obscured by parked cars; visibility at the Troy Lane exit onto the A4095 was dangerous and could be aided by a mirror on the telegraph pole opposite the exit; vehicles parked outside Dolphin Cottage blocked the necessary visibility for traffic accessing the Bletchington Road from the A4095. The Clerk would contact the Highways department to request an inspection of the problems.

Cherwell DC, Local Enforcement Plan: hard copies had been circulated to the Council and in PDF form to Miss Marsh and Mr Kurgo.

The meeting closed at 9.45 p.m.

Signed ***D R Pratt*** Chairman

Date **8.11.2016**

RP

RS/
RP

DR/
RP

RP

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KPC MEETING 11th October 2016, Agenda Item 7

PLANNING - NEW INFORMATION FOR **OCTOBER** 2016 MEETING –

- 16/00002/F **Sundown, Crowcastle Lane** - Mr & Mrs N Perry
Rebuild to extend existing dwelling (resubmission)
KPC No change in the application details therefore previous comments unchanged: objection to scale and to negative impact on Silver Birch Cottage (light / shading), some concern about style in Crowcastle Lane setting.
CDC Planning Committee 4th August – would have refused permission - “By reason of its scale, form and siting, the proposal would cause significant and demonstrable harm to the character and appearance of the area” (modernist aesthetic not grounds in itself).
Appeal against Non-determination - APP/C3105/W/16/3151481, Start date 22nd Aug; determination by written evidence & site visit by Inspector;
KPC Planning Cttee agreed no need to submit further comment, no further info on Appeal decision date.
- 16/01446/F **5 East View Cottages** East View, Mr Mark Pitts-Tucker
Erection of part single storey part two storey side extension
KPC KPC **objection**.
CDC Gemma Magnuson. **PERMISSION REFUSED** – 16th Sept. Harm to character of No 5 and the character of this row of cottages in Conservation Area.
- 16/01578/F Harvest Barn, Vicarage Farm, Lince Lane, Mike Staniford
Detached garage/store block
KPC Has queried lack of information.
CDC Michael Sackey – is issuing a “reconsult” as original application was invalid.
- 16/01813/LB 1 South End Cottages Bletchingdon Road, Mrs Amanda Kelly
Replace front ground floor window, OX5 3HF
KPC No objection – emailed Mon 10th Oct
CDC Michael Sackey
- 16/00239/TCA Dryden Spinney Bletchingdon Road OX5 3HF, Mrs Sinclair
T1, T2 x Hazel - Fell to protect Ginkgo Bilbao and neighbours walls. T3 x Hazel - Reduce where it is growing over the house and touching the roof and shape rest of tree. |
KPC Objection (10th Oct) to the complete removal of T1 and T2, suggests they are coppiced and maintained as such in the future, in order to provide privacy but maintain the integrity of the wall.
CDC Rhodri Jones

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16/01889/TPO Rose Mount Station Road OX5 3HE, Mr Gavin Jones
 Fell 1 no. Eucalyptus (T1). Tree subject to TPO 06/2015
 KPC Comments due by Weds 19th Oct. (KPC first said no objection, March 2015. CDC applied a TPO; they re-applied and were refused.)
 CDC Rhodri Jones

16/01928/F Stable At Land Adj To Cockshot Copse, Park Farm, Akeman Street Kirtlington, Mr Charles Budgett
 Erection of new building for straw storage
 KPC *First response sent Mon 10th Oct – insufficient information in the application* as regards the size and
 type of structure, more information needed, also the structure should be beyond a 15 m buffer to
 protect the adjacent Ancient Woodland.
 Any further comments will be due by Weds 26th Oct (Mon 24th if RMP away from 25th)
 CDC Shona King

16/01936/LB Foxtownsend Farmhouse, Heyford Road – Mr Chapman
 Conversion of barn into ancillary domestic accommodation; construction of new timber barn to service
 land; replacement of front and back door to house and installation of new gate
 KPC Comments due 18th Nov (tbc)
 CDC Gemma Magnuson

16/01935/F Foxtownsend Farmhouse, Heyford Road – Mr Chapman
 Conversion of barn into ancillary domestic accommodation; construction of new timber barn to service
 land; replacement of front and back door to house and installation of new gate
 KPC Comments due 18th Nov (tbc)
 CDC Gemma Magnuson

KPC MEETING 11th October 2016

Agenda Item 9 - Financial report

Bank balances; payments for approval:

Bank statements at 29 Sept 2016

Current a/c at 29 Sept 2016	£40,928.52	<i>Includes both Precept payments at £11,368.68 + £11,000 and NHB for churchyd at £3,705 (received 31st March).</i>
Saver a/c at 29 Sept 2016	£3,436.52	<i>Includes 43p interest for last quarter</i>
	£44,365.04	
Unbanked cheques	<u>-£1,373.64</u>	<i>Includes two Ady Podbery payments totalling £1,095</i>
	£42,991.40	

October 2016 payments

BDO LLP	£	360.00	Audit fee for annual return to 31 March 2016
MEH Services	£	118.92	Sept mowing, fuel and replacement drive belt for Toro
Greenscape 10th Oct	£	144.00) Last two cuts of season
Greenscape 25th Oct	£	144.00	
Ady Podbery	£	384.00	Field mowing September
R M Bone	£	1,666.00	Clerk's salary 2nd quarter 11 July to 7 Oct 2016
TOTAL	£	2,816.92	

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Note on Ringfenced sums and Target Reserves

Ringfenced sums

Private donation for S Green tarmac reserves (ringfenced)	£ 500.00
New Homes Bonus payment (ringfenced sum for tennis court)	£ 6,925.00
Second New Homes Bonus payment (ringfenced sum for tennis court)	£ 3,765.00
Third New Homes Bonus payment (ringfenced for Churchyard extension)	<u>£ 3,705.00</u>
	£ 14,895.00

Target Reserves

South Green tarmac repairs (target)	£ 18,000.00
Elections reserve (target, now for 2018)	£ 1,500.00
One year's Precept (target)	<u>£ 22,000.00</u>
	£ 41,500.00
 Combined Ringfenced sums and Target Reserves	 £ 56,395.00
 Budget for actual cash at bank at 31st March 2017	 £ 29,000.00