

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Village Hall
on Tuesday 13th December 2016 at 7 p.m.

Present: Miss S van Loen, Dr H Macbeth, Mrs R M Powles (Clerk), D R Pratt (Chairman),
D Richardson, R Sadler
In attendance: Barry Wood (Cherwell District Council) until 7.15 p.m.;
W Twiddy (John D Wood & Co) until 7.40 p.m.; J East 7.45 p.m. until 9.15 p.m.

Agenda Item

Action

Cllr Pratt invited Cllr Wood to report on District Council matters. Cllr Wood referred to the Local Government Finance settlement which was about to go before Parliament. If the New Homes Bonus scheme continued Cherwell District Council would be in a satisfactory financial position; if it did not adjustments would be needed. Cllr Sadler commented that the NHB payments were an important part of the Parish Council's budgeting as the Precept was still below actual running costs. Cllr Wood left the meeting at about 7.15 p.m.

1. Apologies

S Jenkins, S Tylor, Cllr Ian Corkin (Cherwell District Council)

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

Cllr Macbeth declared a conflict with regard to Planning Application 16/02279/LB, should the application be discussed. Cllrs Pratt and van Loen declared a conflict with regard to Planning Application 16/02295/OUT, should the application be discussed.

Jersey Cottages site: Mr Twiddy had made an informal request to address the Council about this site and Cllr Pratt invited him to speak:

Mr Twiddy reported on a recent meeting with Planning officers at Cherwell District Council, at which he and Mr Cole (architect for the scheme) had discussed the revised proposals for the land at Jersey Cottages. He said he thought the District Council would be interested to know if the Parish Council considered this site to be superior to any other in the Parish. Parish Councillors recommended he referred to the minutes of the June 2016 meeting, and to published old maps of the central settlement. Mr Twiddy and Mr Cole proposed now to hold a second public event as evidence of public engagement, to show the changes made following the concerns raised at the time of the original proposals of 2015, before submission of the new planning application. The Parish Council suggested such an event should be held at the earliest opportunity in the New Year.

Meeting with Thames Water engineer: Mr Twiddy reported that while Thames Water said it had no records of customer complaints he had secured their agreement to keep the current file open until 23rd December and so he now needed to be able to contact parishioners affected by sewerage problems in order to present the evidence. Cllr Macbeth said she had already given him the outline of complaints and dates she had, but she hoped to be able to contact some further parishioners. Mr Twiddy left the meeting at about 7.40 p.m.

3. Approval of the Minutes of the Parish Council meeting held on 8th November 2016

The minutes were approved.

4. Progress reports

Speed indicator on the Heyford Road: Cllr Richardson had installed the new battery and the indicator was functioning normally.

Defibrillator: This had been installed and had been registered with the ambulance service. Cllr Richardson had a revised quote for the maintenance package which covered ten years. Mrs Shackleton hoped to organize a publicity evening at the Village Hall in the New Year.

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| <p>SSE Wayleave for underground cable works opposite Sundown, Crowcastle Lane: SSE had acknowledged the grant of wayleave consent and were due to pay the Council £192.</p> | |
| <p>Mr East entered the meeting room at about 7.45 p.m.</p> | |
| <p>OCC Highways: the Clerk had sent a second email to the new Liaison team on 31st October requesting an inspection of the three locations with visibility problems but had had no response. Mr Paul Wilson had sent an email to say he had found the salt in the salt bins to be usable. Cllr Sadler would check the bins again.</p> | RP/RS |
| <p>OALC training course on minuting meetings, attended by Cllr Pratt and the Clerk: the Clerk would forward a summary of the key points.</p> | RP |
| <p>Leylandii hedge, car park: the work to the hedge had not yet been re-scheduled.</p> | |
| <p>5. <u>District & County Councillor Reports</u></p> | |
| <p>Oxfordshire CC: the Clerk had forwarded Cllr Hallchurch's monthly report; no questions were raised.</p> | |
| <p>Cherwell District Council: as reported by Cllr Wood, above.</p> | |
| <p>6. <u>Website</u></p> | |
| <p>The Clerk had spoken to Ms Rowley who might be able to carry out content management and updates but who would not do this free of charge. <i>It was proposed</i> that the Council pay for streamlining the website and ongoing updates and the proposal was agreed. The Clerk would ask Ms Rowley to consider this and to indicate ball park costs for the Council to consider. Cllr Pratt thought the work might cost in the region of £800 to £1,000.</p> | RP |
| <p>7. <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 received an email letter from Dr and Mrs Blackwell but there was still no response from Mr Roskelly. <i>It was proposed</i> that the landscaping remain in situ, but that the Council should ask Dr and Mrs Blackwell to confirm that their gardeners would continue to maintain it, and to confirm they acknowledged the Council's ownership of the land up to the north elevation of the Coach House. <i>The proposal was carried</i> (three in favour, one against, one abstention).</p> | DP |
| <p>Resurfacing of South Green tracks: Mr Ayres had provided a quotation of £3,884 plus VAT. Cllr Jenkins had met Mr Vizzard and was awaiting that quote; <i>it was agreed</i> this second quote was necessary, for comparison.</p> | SJ |
| <p>8. <u>Village Hall, Sports Field and surrounds</u></p> | |
| <p><u>(i) Village Hall</u></p> | |
| <p>Cllr Pratt reported on the last Committee meeting. The Fireworks display had been profitable. Quotations had been obtained for the path, at about £12,000, but the project would not be taken further as the expense was too great.</p> | |
| <p>Car park trading, Gourdans' Steak Frites: the Council debated whether to give permission for Gourdans to trade in the car park on Wednesday evenings. It was suggested that if there was a local demand for the service it should be allowed, competition with local businesses notwithstanding, although it was noted that the portion cost was fairly high, so market forces might determine its longevity. Some Councillors were concerned about an expansion of this type of use of the car park. <i>Subject to the Council's first discussing the matter with KVHMC, it was proposed</i> to allow trading, with conditions: with reference to Gourdans' offer to pay, a sum of £30 or so should be paid to the Village Hall, Gourdans should collect all rubbish at the end of the trading hours, and should encourage their customers to take their meals home and not eat them in the car park, and the situation should be reviewed every three months. <i>The proposal was agreed</i>, and Cllr Pratt would liaise with KVHMC and Gourdans. <i>It was agreed</i> that similar conditions should apply to other food traders using the car park.</p> | DP |
| <p><u>(ii) Sports Field</u></p> | |
| <p>Stile replacement and Play Area fence repairs: Cllr Tylor had installed new posts at the Park side and so the fence was now very sturdy, and had rebuilt the stile. There were still weaknesses in the north-west short section of</p> | |

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| <p>fence alongside the hall and Cllr Pratt and Mr Draper would see whether they already had materials which would rectify this; if not, Cllr Pratt would have to buy some.</p> | <p>DP/ JD</p> |
| <p><u>(iii) Play Areas</u></p> | |
| <p>Sports Field Play Area - bench to replace picnic table: Cllr van Loen had investigated the cost of recycled plastic benches, without arms but with an anchor kit, and <i>requested permission to purchase</i> one 1.8 metres long if this was below £300. <i>The Council agreed</i> to the request.</p> | <p>SvL</p> |
| <p>Roman Close Play Area debris and weeds: Cllr Macbeth had left messages for Mrs Trudy Brock.</p> | <p>HM</p> |
| <p>Cllr Pratt thanked Cllr van Loen for her years of work on the village play areas.</p> | |
| <p>9. <u>Planning</u></p> | |
| <p>(i) CDC Consultation & Workshops– LP1 Partial Review (Oxford’s Unmet Housing Need): Cllr Macbeth reported on the workshop she had attended on 7th December:</p> | |
| <p>Cherwell DC had agreed to take 4,400 of the new homes needed for what was commonly described as the Oxford Overspill, in addition to its own ongoing housing supply commitment. Cherwell DC’s recommendation was that those sites should be as close as possible to Oxford, and this had the benefit of limiting an increase in traffic and commuting problems. The Oxford Growth Board had assessed chunks of the Oxford Green Belt against five Green Belt criteria and several areas failed to match at least two of those criteria. The District Council’s steer was therefore for development of those “failed” areas, while ensuring links by cycle routes and public transport. Also, large developments should contain sufficient of their own infrastructure.</p> | |
| <p>Cllr Macbeth summarised three essential questions for the Parish Council’s consideration:</p> | |
| <p>1. Does KPC agree Cherwell DC should prioritise sites adjacent to or as near as possible to Oxford for its load of Oxford's unmet housing needs? <i>Agreed unanimously.</i></p> | |
| <p>2. Does KPC support Cherwell DC in seeking sites that may fall in Green Belt in order to reduce the threat to more rural areas? <i>Agreed unanimously.</i></p> | |
| <p>3. As the Parish Council argues against factors which cause new stress to existing infrastructures, rural roads, and village communities does KPC support Cherwell DC's steer for developments large enough to include their own infrastructure? <i>Agreed unanimously.</i></p> | |
| <p>The Clerk then asked the Council if it was willing to leave to Cllr Macbeth and Miss Marsh to respond more precisely to each of the questions in the LP1 PR consultation document? <i>Agreed unanimously.</i></p> | <p>HM/ CM</p> |
| <p>Cllr Macbeth referred also to the simultaneous consultation, also covered at the workshop, on developer contributions (Community Infrastructure Levy), due to replace S106 contributions; broadly speaking, where housing was more expensive, developer contributions would be higher.</p> | |
| <p>(ii) Mid-Cherwell Neighbourhood Plan: Cllr Macbeth reported on the recent Forum meeting and the discussion of settlement outlines.</p> | |
| <p>Local Green Spaces: Cllr Macbeth and Miss Marsh had done further work on the initial list and would seek further advice from Cherwell DC about the various levels of protection already afforded by (for example) the Conservation Area. <i>It was proposed</i> that Cllr Macbeth and Miss Marsh submit the list to MCNP on behalf of the Council, before Christmas: <i>the proposal was agreed.</i></p> | <p>HM/ CM</p> |
| <p>Public Engagement meetings; publicity leaflets with summary of draft MCNP policies: Kirtlington’s public meeting would be on Saturday 28th January, 3 – 5 p.m. in the Village Hall. Cllr van Loen said she would be happy to help. Cllr Macbeth would organise the leaflet delivery, by email and requested that organisation of the event on 28th January be on the Council agenda for 10th January.</p> | <p>HM</p> |
| <p>(iii) Ryefurlong site: 16/02295/OUT – the application was now live. The deadline for public comments was 30th December and determination would be at Cherwell DC’s Planning Committee on 16th February. The Parish Council would discuss the application at its January meeting.</p> | |

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| <p>(iv) Thames Water: as above, page 1</p> <p>(v) Mill Lane:</p> <p>20 mph advisory signs: Cllr Pratt had obtained a quote from Archer signs at £92.95 (the Council had approved the purchase at the previous meeting). <i>It was proposed and agreed</i> to accept Mr Murray’s offer to contribute to the cost.</p> <p>Cllr Macbeth said the parish footpath warden had contacted the County Council’s Countryside team for advice on the cutting back of vegetation along bridlepaths and verges in order to provide parking areas.</p> <p>(vi) Monthly planning application schedule (to be filed with the approved minutes):</p> <p>16/02279/LB: Cllr van Loen confirmed she supported the other members of the Planning Sub-committee and had no objection.</p> <p>8. <u>Correspondence</u></p> <p>None.</p> <p>9. <u>Finance</u></p> <p>Draft Budget and Precept for 2017 – 2018: Cllrs Pratt, Sadler and the Clerk reported on their meeting on 14th December to consider the Budget for 2017 – 2018, and the annual Risk Assessment & Internal Audit review. Cllr Sadler noted that the Council should trade within its means in the current year. He and Cllr Pratt noted that the actual cost of running the Council was currently £27,000 to £28,000, and they suggested therefore a Precept increase to £24,000 which if a New Homes Bonus payment was allocated would accommodate the predicted expenditure.</p> <p>The Council considered <i>and approved nem con</i> the Draft Budget for 1 April 2017 – 31 March 2018. The Council considered <i>and approved nem con</i> the Precept proposal for 1 April 2017 – 31 March 2018 at £24,000 (2016 – 17 = £22,000)</p> <p>Assets: Cllr Sadler recommended a walking tour in April; the Clerk would provide a schedule.</p> <p>Risk Assessment and Internal Audit review: the Council would review this at its next meeting.</p> <p>Monthly schedule of payments and receipts: <i>the new payments were approved.</i></p> <p>As the formal business of the meeting was concluded Cllr Pratt addressed Mr East and informed him that due to pressure of time the Council had not been able to consider the suggestion made by Mr East and his brother in law at the November meeting (that a large development at Corner Farm might be acceptable if it included a new school). Mr East replied “don’t take too long, the offer won’t be open for ever... [there were] quite a few irons in the fire”. He referred to the extra traffic which he anticipated would be generated by the development of Upper Heyford and said that in his view that would make the Corner Farm site a safer location for a school. Mr East left the meeting at about 9.15 p.m.</p> <p>10. <u>Date of the next meeting</u></p> <p>This was confirmed as 10th January.</p> <p>Cllr van Loen submitted her letter of resignation from the Council and confirmed she would hand over any documents and items relating to the maintenance of play area equipment. She confirmed that David Whiteside of Playdale had carried out the repairs of the climbing frame under the guarantee.</p> <p>The meeting closed at 9.25 p.m.</p> <p>Signed <i>D R Pratt</i> Chairman</p> <p>Date 10/01/2017</p> | <p>DP</p> <p>RP</p> <p>RP</p> <p>SvL</p> |
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KPC MEETING 10th January 2017, Agenda Item 10

PLANNING - NEW INFORMATION FOR JANUARY 2017 MEETING –

- 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. Comment sent 14th December - *objection to lack of information ref foundations v/v tree root protection area.*
- CDC Shona King. Allowed addit time to 14th Dec because website did not display all the available information – full details provided subsequently. *Permission granted 14th Dec.*
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- 16/02053/F Foxtownsend Farm, Heyford Road - Mr David Bailey
Oak framed barn and machinery store
- KPC The Parish Council supports the comments by OCC Highways as regards use, namely that use should be limited to that specified in this application. No objection to the construction of this barn as such, in order to minimize the spread of urbanizing structures it would prefer a repositioning of the barn so that its eastern edge as currently shown becomes its western wall, thus moving it out of the paddock and into the service yard to the east.
- CDC Stuart Howden - *permission granted 22nd December.* Use limited to that described in D&A statement or for agricultural purposes. Samples of external wall and roof materials to be approved by LPA.
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- 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 25th Jan (for Case Officer by Fri 3rd Feb). Deadline for public comments was Friday 30th December.
- CDC Determination by Planning Committee, Thursday 16th Feb.
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- 16/02279/LB 1 South End Cottages Bletchingdon Road Kirtlington –
Remove existing rear extensions & store. New single storey extension to rear. Part remove internal partition.
New cloakroom in existing cupbd/larder space.
- KPC No objection email Tues 20th Dec; some concern about the increase in mass, but overall is an improvement on the existing rear extension.
- CDC Michael Sackey – *Application withdrawn* – Conservation Officer recommended refusal, Case Officer advised out of time for submission of revised plans.

16/02406/F Appletreewick Heyford Road Kirtlington
 Removal of existing white uPVC windows and installation of replacement double glazed aluminium windows to match the new approved extension

KPC No objection, Tues 20th Dec
 CDC Gemma Magnuson. *Decision due 25th Jan.*

16/00345/TCA Kirtlington Park Polo Club Akeman Street Kirtlington OX5 3JQ
 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 Comments submitted Tues 20th Dec: 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 6th Jan.*

16/00363/TCA The Pippins Bletchingdon 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 Comment by Weds 11th (Thurs 12th) January 2017
 CDC Rhodri Jones

KPC MEETING 10th January 2017

Agenda Item 12 - Financial report

1. Bank balances

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| Current a/c at 29 Dec 2016 | £35,616.87 | <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> |
| Saver a/c at 29 Dec 2016 | £3,436.95 | <i>Includes 43p interest for last quarter</i> |
| | £39,053.82 | |
| Unbanked cheques | <u>-£597.59</u> | <i>Includes repayment to K Cox of £500 for S Green track resurfacing</i> |
| | £38,456.23 | |

PTO for receipts and payments for approval

Receipts and payments for approval

January 2017 payments

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| R M Bone | £ 2,415.40 | Clerk's salary 10th Oct 2016 to week ending 6th Jan 2017, minus Employee NICs at £54.60 |
| HMRC | £ 61.00 | Employer's NICs for this period |
| The Garden Furniture Centre Ltd | £ 299.99 | Bench for Play Area |
| R M Bone | £ 71.60 | Reimburse gift for Ms Marsh |
| MCNP Forum | £ 460.00 | Contribution to administrator costs |
| CPRE | £ 36.00 | Annual membership |
| KVHMC | £ 11.00 | Room hire 13th Dec 2016 |
| PWLB | <u>£ 758.75</u> | Last loan repaymt, D- Debit, 7 th Feb |
| | £ 4,113.74 | |

Additional payment(s) possible before February meeting

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| Jake Williams | £ 510.00 | Work to leylandii hedge in village hall car park, new quote approved September |
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January 2017 receipt

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| S A Murray | £ 111.54 | Donation to cost of Mill Lane signs |
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