

**KIRTLINGTON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held in the Village Hall  
on Tuesday 13<sup>th</sup> September 2016 at 7 p.m.**

**Present:** S Jenkins, Dr H Macbeth, D R Pratt (Chairman), Mrs R M Powles (Clerk),  
D Richardson, S Tylor (from 7.40 p.m.), Cllr Ian Corkin (Cherwell District Council,  
until 7.45 p.m.)

**In attendance:** W Twiddy (John D Wood & Co), David Coles (David Coles Architects)  
(both until 7.40 p.m. only)

**Apologies:** Miss S van Loen, R Sadler

**Agenda Item**

**Action**

Cllr Pratt invited Mr Twiddy and Mr Coles to speak as otherwise they would have to wait until the Agenda item on Planning.

Mr Twiddy said that with regard to his contact as a parishioner with Thames Water, he had made several telephone calls and Thames Water had re-issued a job number for the reported sewerage problem and Mr Twiddy was still pressing for a site meeting with an engineer, attended by a member of the Parish Council, at which he hoped “pipe bursting” could be debated.

Mr Twiddy then spoke about revised proposals for development of the land adjacent to Jersey Cottages. The number of newbuilds was reduced from 30 (proposed in the summer of 2015) to 20 with the option of leaving the existing four properties untouched. Improvements were also suggested to the exterior of Home Farm and an adjacent building. Mr Coles (architect for the scheme) said the intention was to reduce the physical and aesthetic impact of the scheme, so for example the entrance should be subservient to that of the main Park gate; the setting of Home Farm should be fully respected and so a village green area would be created here; he referred to the previous existence of Town Green at the site; the properties would be a mix of sizes and materials with reference to the vernacular style found elsewhere in the village. Mr Twiddy emphasised that the landowners wished to retain all the woodland area, in order to be able to protect it as long term amenity, thus the trees would only be subject to works or alteration at the access point as required by safety and visibility. Details of a pelican crossing would be confirmed later but Mr Twiddy hoped to avoid any additional light pollution; repairs to the boundary wall as an important feature would also be confirmed later. Mr Coles said the intention was to offer several smaller homes, and 13 properties would be for private ownership and 7 would be social housing; it was not possible to offer more than 7 as social housing for cost reasons.

Cllr Pratt asked who would maintain the new green area; Mr Twiddy anticipated sale proceeds contributing to a management fund, to be operated by a management company. Cllr Macbeth said the Council would be mindful of points it had made at recent planning appeals, such as the current strain on the school’s capacity and street lighting. She said the village lacked 2 and 3-bedroom properties and hoped the properties would be sufficiently varied in size to provide these. Mr Twiddy suggested the plans could be adapted to offer flats or bungalows. Cllr Macbeth also hoped ample parking would be provided, which would realistically reflect the number of bedrooms per house, and Mr Twiddy confirmed he hoped the numbers of visibly parked cars would be limited, perhaps by imposing a limit on the number of cars each property could have.

Cllr Pratt thanked Mr Twiddy and Mr Coles for their efforts in responding to the Council’s concerns, including the Council’s comments made in relation to the original planning application of 2015.

Mr Twiddy said that to date details of elevations had not been worked on, and no approach had been made to the District Council, and in particular the Conservation team, as it had been thought important to liaise fully with the Parish Council in the first instance. The Parish Council confirmed it had no objection to an approach now being made to the Conservation team at Cherwell DC. Mr Twiddy and Mr Coles left the meeting at 7.40 p.m.

WT

Cllr Pratt invited Cllr Ian Corkin to report on District Council matters. The first plots were now on sale at the self-build site at Graven Hill and Cherwell District residents could still apply. The properties included social housing and part of the project's work was on the provision of new mortgage products. The County Council's and District Councils' devolution proposals were on the back-burner as Whitehall had no wish for the matter to be progressed especially as the two sides disagreed; however the two reports (Grant Thornton and PwC) had highlighted areas where savings could be made. District job fairs were being held in various locations including Bicester (28<sup>th</sup> September); Age UK was holding an event in Bicester on 30<sup>th</sup> September. Cllr Pratt asked if Cherwell DC provided loan facilities for capital projects such as the resurfacing of the South Green tracks; Cllr Corkin thought the appropriate body might be the PWLB but would make enquiries. Cllr Corkin left the meeting at 7.45 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 12<sup>th</sup> July 2016

The minutes were signed as a correct record.

2. Matters arising from the minutes

Speed indicator on the Heyford Road: Cllr Richardson reported a new battery could be purchased at £165 plus VAT, and that he could fit it. The Council agreed to the cost.

3. Declarations of interest

Cllr Tylor with regard to any mention of the development proposal at the Jersey Cottages site.

4. Reports

Cllr Macbeth had attended a Public Transport Reps meeting during the summer and noted that the County Council no longer supported these meetings except in the provision of a room. The County Council had referred again to its new "Comet" service, which allowed small groups of people to rent a school minibus at a low cost. Details would be forwarded to the Village News for its next edition.

5. Village Greens

Landscaping to front elevation of the Coach House, South Green and at the side entrance to Manor House: Cllr Pratt suggested the Council meet the new owners, now resident, when it was ready to commence the resurfacing of the tracks. He had written to Savills in August setting out again the Council's request for removal of the landscape features; Savills had forwarded this to Mr Roskelly and his solicitors but there had been no further communication from Mr Roskelly.

Resurfacing of South Green tracks: a "crowd funding" request for donations had been published in the Village News. A parishioner had pledged £500 if the Council approached its target sum (£18,000). Cllr Pratt raised for consideration the possibility, also mooted by Cllr Sadler, that the Council obtain a loan for the work.

6. Village Hall, Sports Field and surrounds

(i) Village Hall

Cllr Pratt had attended the July meeting. Discussions were ongoing with regard to the external sign and a path around the field. The recent dog-walking fun run had raised funds for the purchase of a dog bin by the gate to the Park; Cllr Richardson said the funds should also cover one year's bin-emptying fees.

(ii) Sports Field

Cllr Macbeth noted that the football pitch had been turned round; it was confirmed that there had been no liaison with the Council before this was done. Cllr Macbeth asked where the junior pitch now was and asked for confirmation that the junior teams were happy with the arrangements. It was noted that the site of the cricket square was now within/under the new football pitch position.

DR

RP

DP

Graveyard extension: there was no update. Thieves had stolen lead from the Church roof on the night of 25<sup>th</sup> August and had made a second attempt in the early morning of 27<sup>th</sup> August.

(iii) Play Area

Cllr Pratt confirmed that the Picnic Table had collapsed; it had been removed and taken to the dump. Cllr van Loen had suggested that it was not replaced; it was agreed that a Council discussion about whether to replace it would be postponed until she was next able to attend.

Annual safety inspection: the Clerk reported that RoSPA had issued good reports on the two play areas. Some surface debris and weeds needed to be cleared at Roman Close; Cllr Pratt would contact Mrs Trudy Brock and the Council confirmed that funding of up to £200 could be offered again for the maintenance of the Roman Close play area.

DP

7. Planning

(i) Jersey Cottages site: as above.

(ii) Mill Lane: Councillors and residents had taken photographs each weekend over the summer to record the additional number of vehicles parked along Mill Lane and in the Pound and North Greens areas as a result of the Tea Room trading on alternate weekends. Generally over 60 vehicles were parked at any one time on those days, with the overall number of visitor vehicles on those days often exceeding 80. The Council expressed its concern that a fire engine or ambulance would not be able to access the Mill Lane properties. It was generally considered that a gate across Mill Lane with access restricted to residents and services would not be a practical solution. It had been suggested that the Council hire a vehicle counter/speed recorder. Cllr Pratt suggested the fire and ambulance services should be approached for advice, and it was agreed to discuss the matter further at the next meeting.

(iii) Mid-Cherwell Neighbourhood Plan: Cllr Macbeth noted that while the traffic and transport group had succeeded in retaining the 25A bus service, this being funded by S106 money, she was not sure how long that funding would continue. She reported that the group was also looking at footpaths and cycle paths, including at the former airbase and the canal towpath. MCNP member villages were generally against easements for traffic flow but favoured impediments, particularly because of the heavy southbound traffic from Banbury and surrounding villages. The use of 20 mph zones was being discussed although if these required street lighting, they would not be acceptable in Kirtlington because parishioners opposed streetlighting. 40 mph stretches on approach roads had also been discussed and Cllr Macbeth asked the Council for its views, subject to the caveat that it seemed improbable that such a speed limit could be policed. The Council supported a 40 mph speed limit on Akeman Street but it was suggested that a 40 mph limit on Portway by the entrance to Slade Farm would be ignored. With regard to the definition of settlement boundaries requested for the Mid-Cherwell Neighbourhood Plan, Cllr Macbeth reported that a line to delineate such a boundary should indicate the existing built settlement (thereby showing the area relevant for in-fill), whereas where a member parish wished to restrict or prevent development beyond the current built settlement then reference should be made to specific criteria. She reminded the Council that its criteria had been set out briefly in the minutes of the June 2016 meeting.

(iv) Monthly planning application schedule (to be filed with the approved minutes):

(v) Application 16/00002/F, Sundown, Crowcastle Lane: this was now the subject of an appeal for non-determination, and the Clerk would ask the Planning committee if they wished to make further comments by the PINS deadline of 21<sup>st</sup> September.

RP

8. Correspondence

In response to the letter from Islip surgery which asked for views on how the practice could communicate best with patients, the Clerk had passed on Councillors' views that a parishioner might perhaps be found who could act as a representative and who could use the village website to convey practice news, but it would not be possible for a Councillor to be a representative.

9. Finance

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

Defibrillator: over the summer Cllrs Sadler, Macbeth and Richardson had recommended the Parish Council purchase the defibrillator and associated equipment. Having agreed at the June meeting it would own the equipment the Council formally agreed to the purchase at an overall outlay of about £1,800 including installation. The Clerk would contact Mr Tracy who had secured the discount agreement with the supplier, to initiate the purchase.

RP

Pensions “auto enrolment” legislation: this required an employer to enrol its staff in a pension scheme if the salary (for 2016 – 17) exceeded £833/month or £9,996 p/a. The Council might or might not pay the Clerk as much as this sum in 2016 – 17. Below that threshold (to about £5,800 p/a) if a member of staff requested it the employer was subject to the same requirement. The date for enrolment if obligatory was July 2017 and the Council should choose a pension scheme around New Year 2017. Cllrs Pratt and Sadler proposed that the Council should enrol and this was agreed. The Clerk would investigate the Local Government Pension Scheme and HMRC’s off-the-shelf scheme (NEST, National Employment Savings Trust) set up by the Government in conjunction with the auto-enrolment legislation, in the first instance.

RP

10. AOB

The Clerk had met Mr Cooke in August to work on updates to the website. She and Mr Cooke would ask Mr Charlesworth for specific training on management of the site as currently it was not possible to carry out several editing functions. Mr Cooke had made reference to the popularity of the village Facebook page as a very active source of information, which currently had about 435 members.

RP/RC/  
AC

Cherwell DC was due to publish the final version of its Local Enforcement Plan; the Clerk would circulate copies of the document when it was received.

RP

Cllr Pratt asked if the Council supported the purchase of a dog bin for the footpath link from Hatch Way to the Pound. It was decided this would not be of any significant benefit.

The meeting closed at 9.30 p.m.

Signed ***D R Pratt*** Chairman

Date **11.10.16**

## KPC MEETING 13<sup>th</sup> September 2016, Agenda Item 7

### PLANNING - NEW INFORMATION FOR **SEPTEMBER** 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 4<sup>th</sup> 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 22<sup>nd</sup> Aug; to be determined by written evidence and site visit by Inspector; any additional comments by KPC to be submitted to PINS by Weds 21<sup>st</sup> Sept.
- 16/00940/F      Parkview Bletchington Road - Mr and Mrs de Villiers  
Erection of single storey extension and demolition of existing ancillary accommodation
- KPC              Email 6<sup>th</sup> July: no objection in principle but perhaps the low wall at the front of the property could be replaced by a hedge to soften the appearance at this approach to the Conservation Area.
- CDC              Permission granted, 18<sup>th</sup> July.
- 16/01081/F      Park Farm, Akeman Street — Mr James Budgett  
Two-bay extension to existing grainstore.
- KPC              Email 6<sup>th</sup> July – no objection on the assumption it remains an agricultural building.
- CDC              Permission granted 2<sup>nd</sup> August. Use for agriculture and no other purpose whatsoever
- 16/01250/F      Kirtlington Church of England School, Heyford Road  
Single Storey extension to form lobby
- KPC              No objection email sent Friday 29<sup>th</sup> July
- CDC              Stuart Howden. Permission granted 11<sup>th</sup> August.
- 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 submitted comments 19<sup>th</sup> August – objection:  
“The design and materials are out of character with the existing row of Victorian cottages. We would prefer the single storey extension to match the two storey extension of 2001 using traditional windows. The modern triangular window on the side of the extension is very much out of character with the row of cottages. Also, the brickwork should match the original house and 2001 extension rather than the proposed lime washed wood cladding above a brick plinth.”
- CDC              Gemma Magnuson. Decision date uncertain – neighbours have complained to CDC about inadequate notification and publicity by CDC.
- 16/01478/F      19 Gossway Fields OX5 3HQ - Michele Campbell  
Two storey side part rear extension and proposed new chimney
- KPC              Shelley comment to CDC 30<sup>th</sup> Aug – no objection.
- CDC              Michael Sackey. Decision awaited, due 27<sup>th</sup> Sept.
- 16/01578/F      Harvest Barn, Vicarage Farm, Lince Lane, Mike Staniford  
Detached garage/store block
- Paul and Christine queried lack of info – RP phoned CDC 5<sup>th</sup> Sept – the application is invalid, KPC should not have been sent the papers.

## KPC MEETING 13<sup>th</sup> September 2016

### Agenda Item 9 - Financial report

#### Bank balances; payments for approval:

##### Bank statements at 26 August 2016

Current a/c at 26 Aug 2016	£30,541.60	<i>As stated previously: sum includes first Precept payment for yr 16-17 at £11,368.68 and NHB for churchyd at £3,705 (received 31st March).</i>
Saver a/c at 29 June 2016	£3,436.09	<i>No update since last quarter</i>
	<b>£33,977.69</b>	
Unbanked cheques	<u>-£308.00</u>	<i>Includes Greenscape for 30th Aug and 13th Sept</i>
	<b>£33,669.69</b>	

##### September 2016 payments

Helen Macbeth	£	67.28	Reimburse printing for MCNP flyers (Bicester Print), 11th Feb (paid in cash, MCNP can refund KPC)
David Richardson	£	67.28	Reimburse printing for MCNP flyers, 12th Feb (paid by Mastercard), MCNP can refund KPC
Helen Macbeth	£	4.00	Reimburse stationery for MCNP village publicity, 22nd Feb (paid in cash)
	£	<b>138.56</b>	
Kirtlington Village Fete	£	20.00	Replacement for lost cheque (fee for KPC stand)
R M Bone	£	16.36	Reimburse postage of Audit docs; springback binder for Minutes
KVHMC	£	11.00	Hazel Room 12th July
Playsafety Ltd	£	163.80	Annual inspection 2 x play areas
MEH Services	£	60.00	Greens mowing July
MEH Services	£	30.00	Greens mowing August
Ady Podbery	£	807.00	Field mowing July, Weed & feed, supply herbicide, Flail mow Gravel Pit field July
Ady Podbery	£	<u>288.00</u>	Field mowing August
	£	<b>1,534.72</b>	