

KIRTLINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Village Hall
on Tuesday 14th February 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 7.13 p.m.)
In attendance: J East

Agenda Item	Action
<p>1. <u>Apologies</u></p> <p>R Sadler, Cllr Corkin (Cherwell DC).</p> <p>2. <u>Declarations of Interest – pecuniary interests / conflicts of interest</u></p> <p>Cllr Pratt declared a non-pecuniary conflict with regard to Planning Application 16/02295/OUT.</p> <p>3. <u>Approval of the Minutes of the Parish Council meeting held on 10th January 2017</u></p> <p>The minutes were approved.</p> <p>4. <u>District & County Councillor Reports</u></p> <p>None.</p> <p>(Cllr Tylor joined the meeting at 7.13 p.m.)</p> <p>5. <u>Progress reports</u></p> <p>Defibrillator: Cllr Richardson confirmed that Mrs Shackleton had organized a demonstration in the Village Hall for the evening of Thursday 16th February. The equipment would be checked monthly.</p> <p>SSE Wayleave for underground line by Sundown, Crowcastle Lane: SSE’s Regional Wayleave Officer had advised that work here might start 8 to 10 weeks from the end of January and the payment due to the Parish Council would be made in a similar timeframe.</p> <p>OALC Training course on Minutes and Meetings, 7th Dec 2016: the Clerk had circulated a summary of the main points, which Cllr Pratt had reviewed, and asked the Council to digest them.</p> <p>Leylandii hedge, car park: work had been scheduled for 11th February but was not complete: it was agreed to contact Jake Williams again.</p> <p>Roman Close Play Area debris and weeds: Councillors hoped to contact Mrs T Brock in the near future.</p> <p>6. <u>OCC Highways, Report on OCC inspection of visibility problems</u></p> <p>Cllr Richardson reported on the visit by Mr Egawhary (Oxfordshire CC, Highways senior technician) on 3rd February: he and Councillor Pratt had attended, with Mrs Hawkesworth and the Clerk. The visibility problems discussed were the exit from Dashwood Mews, the southern exit from Troy Lane and the blind spot for eastbound traffic at the west end of the Bletchington Road when vehicles were parked alongside the Dolphin Cottage section. Mr Egawhary had confirmed it was a criminal offence under the Road Traffic Act 1988 to park within 10 metres of a junction (as defined by a tangent from the approach to the exit) or elsewhere on the public highway in a way which caused an obstruction and thereby a hazard by limiting visibility. Any member of the public could report such an offence to the Police and Police who attended a reported incident would issue a penalty notice to the owner of the vehicle. However, double yellow lines would not be of real assistance in as much as a penalty notice would only be issued if the Police visited the site. The cost of double yellow lines (for one or multiple sections in the village centre) would be in the region of £3,000 plus VAT. Mirrors to aid visibility would cost about £600 each and the Police would need to be satisfied that they did not reflect light in a way which endangered traffic.</p>	<p>RP</p> <p>HM</p>

<p>The Council considered the purchase of mirrors to aid visibility, how to deal with illegal parking, and side-widening:</p>	
<p>It was resolved: Cllr Richardson would contact suppliers of mirrors to arrange visits to assess the three sites and advise; a note would be drafted, citing the relevant statutes, which residents of Dashwood Mews could put on the windscreens of illegally parked cars; the Clerk would contact Mr Sheehan of OCC to request the side-widening (removal of grass encroaching on the pavement) of the Oxford Road pavement alongside Turnpike Cottages.</p>	DR RP
<p>7. <u>Website</u></p> <p>Cllr Jenkins had contacted Mr Lee Jones who had worked on the Woodstock Bowls and Tennis Club website, about work to update the Kirtlington village website. He and the Clerk would need to meet to discuss the Kirtlington site before matters could be taken forward with Mr Jones.</p>	SJ/ RP
<p>8. <u>Village Greens</u></p> <p>Pond Clearance: the Clerk reported on correspondence between Cllr Sadler and KWACS: KWACS were in need of funding because of the scale of the work but would need to provide further information before the Council could consider a request.</p>	
<p>Lamb Ale 9th – 12th June: <i>it was resolved</i> to issue the annual invitations to Hebborn’s & the stallholders to provide the funfair.</p>	RP
<p>South Green tarmac resurfacing, Mon 20th / Tues 21st Feb, from 8 a.m.: Cllr Pratt had circulated warning notes to residents and had liaised with the school. Mr Powles had written to ask if Mr Ayres could carry out additional repairs, which Mr Powles would pay for, at the section by West House where vehicles needing to avoid the parked cars were eroding the surface; it was recommended he contact Mr Ayres direct.</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 January; Cllr Pratt would attend the February meeting.</p>	
<p>Cherwell DC new street trading policy: Cherwell DC had confirmed the policy applied to private as well as public land from 13th February 2017, thus traders using the Village Hall car park needed a License at £1,120 for 12 months. It was thought probable that both Gourdans and the Codfather were correctly licensed. It was resolved that the Clerk should advise Cherwell DC’s Licensing Team of the use by Gourdans and the Codfather, for Cherwell DC’s records.</p>	RP
<p>Fees for trading at Village Hall car park: Cllr Pratt advised that he had spoken to the Codfather team and agreed fees of £15 for January and February, and £20 from March, as this was what they paid for other venues. Cllr Richardson confirmed that the Village Hall was now invoicing Gourdans Steak Frites. It was recommended that the fees for Gourdans Steak Frites should be lowered to match those for the Codfather and Cllr Pratt would liaise with the Village Hall committee.</p>	DP
<p>Village Hall User Survey: Cllr Richardson highlighted three recurrent questions arising from the responses to the survey: a wish for better lighting in the Car Park; the use of the Village Hall as the venue for a blood-donor drive; a wish for the Islip medical practice to re-instate its weekly surgery. The Council noted that night-time lighting would be a planning matter and the Clerk would forward details of the original permission. There was no objection to a blood-donor drive and it was noted that the withdrawal of the Islip surgery had been at the practice’s request and re-instatement was unlikely.</p>	RP
<p><u>(ii) Sports Field</u></p>	
<p>Play Area fencing: Cllr Tylor would repair the gaps at the southern end of the Play Area which needed extra wire netting; it was hoped this could be done before April.</p>	ST
<p><u>(iii) Play Areas</u></p>	
<p>Sports Field Play Area - bench to replace picnic table: the Clerk would press for a delivery date.</p>	

<p>Play Area bins: Mrs Hawkesworth had offered to sort recyclable material from the bins and Ms van Loen would continue to change the bags until someone was found to replace her; Cllr Pratt would thank Mrs Hawkesworth. He would enquire at the next Village Hall Committee meeting whether one of the regular groups using the Play Area could also help.</p>	DP
<p>10. <u>Planning</u></p> <p>(i) Mid-Cherwell Neighbourhood Plan:</p> <p>Cllr Macbeth had attended the Forum meeting on 18th January, and had circulated a summary. Fifty-six parishioners had signed the attendance sheets at the public engagement meeting in the Village Hall on 28th January, and twenty-one had filled in the questionnaires. Cllr Macbeth thought this level of attendance was about average for such meetings in the participating parishes. She would take part in the Kirtlington section of the “Heritage” tour on 22nd February. She said work was continuing on the MCNP policies, and additional policies were being considered, including on light pollution, on linkage of footpaths and on trees and hedgerows.</p> <p>Local Green Spaces shortlist: Cllr Macbeth referred to the second suggested list and plan for designation which she had circulated previously. <i>It was resolved</i> that this list and plan should be submitted to MCNP as drafted. With regard to the submission to Cherwell DC’s Planning Policy department it was noted that consultation on Local Plan (Part 2) Options was postponed until mid-March at the earliest.</p> <p>(ii) Ryefurlong, 16/02295/OUT – 10 new dwellings south west of Woodbank, off Mill Lane:</p> <p>The Parish Council’s formal objection had been submitted on 25th January. Cherwell DC’s Planning Committee would determine the application on 16th February, and the recommendation was for approval. The Parish Council would speak at the Committee hearing.</p> <p>(iii) Jersey Cottages, revised proposals: the promoters had organised a drop-in event for the public at the Village Hall on 19th January. The architects had forwarded (14th February) a summary of comments from those attending.</p> <p>(iv) Thames Water: Cllrs Pratt and Macbeth had ascertained that a formal complaint should be sent to the Consumer Council for Water, not Offwat, and this would be done shortly.</p> <p>(v) Mill Lane, installation of 20 mph advisory signs: Cllr Pratt was waiting for suitable weather; Cllr Jenkins offered to help.</p> <p>(vi) Monthly planning application schedule: for information, to be filed with the approved minutes.</p>	HM
<p>11. <u>Correspondence</u></p> <p>25a bus service: Cllr Macbeth reported on correspondence with a parishioner about recent interruptions and delays in the service. The Managing Director of Thames Travel had investigated and it seemed the problems had been reduced, albeit not fully resolved. It was noted that new, wider, buses were in use, which might cause increased difficulty for other road users in the country lanes, especially oncoming traffic.</p>	DP/ SJ
<p>Local Authority structure debate: The Council considered whether to respond to the County Council’s online survey, which invited responses to the Council’s proposal for a single unitary authority to replace the current multi-layered local government structure in the county. <i>It was resolved</i> to submit a response which opposed the County Council’s proposal. The Clerk would put up on a public notice board the County Council’s poster and the press release from Cherwell DC which opposed a single unitary authority.</p>	RP
<p>12. <u>Finance</u></p> <p>New Homes Bonus allocation of £3,705: Cherwell DC had approved expenditure on the tarmac repairs at South Green. The last NHB sum would be in March 2018 at about £546.</p> <p>Monthly schedule of payments and receipts: the new payments were <i>approved</i>.</p>	

Annual Financial Risk Assessment and Review of Internal Audit, for year ending 31st March 2017:

The Council reviewed and adopted the Risk and Financial Management Assessment and *approved and adopted* the Review of the effectiveness of the Internal Audit. With regard to the Financial Risk Assessment, as mentioned previously, an inspection tour of the Council's assets would be organised in April. With regard to the Internal Audit, Mr Rice, who acted as Internal Auditor for the Council, had confirmed he would be happy to carry out additional checks if a member of the Council or a member of the public suspected a fraud, or if the Council was not able to agree on the expenditure of a significant sum.

13. Councillors' reports and items for future agendas

Oxford Airports Consultative Committee meeting, 1st February: Cllr Richardson had attended. Aircraft movement was down and there was nothing to report which affected the parish.

Cllr Macbeth hoped Community Service work could recommence in March, for example to clear Betty Bull's Lane, redistribute gravel at South End and consider work in the Churchyard and she invited suggestions for other work.

14. Date of the next meeting

This was confirmed as 14th March.

The meeting closed at 9.00 p.m.

Signed ***D R Pratt*** Chairman

Date ***14/03/2017***

KPC MEETING 14th 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 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. 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 20th Dec
CDC Gemma Magnuson. *Permission granted 25th 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 6th Jan, no further information at 14th 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 28th Nov: no objection.
CDC Michael Sackey – *Permission granted 17th 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 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 *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 31st 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, drainage of surface water from new flat roof. Also planning consideration: 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 3rd to 14th 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 14th February 2017

Agenda Item 12 - Financial report

Bank statements at 30 January 2017

Current a/c at 30 Jan 2017	£31,772.94	<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 30 Dec 2017	£3,436.95	<i>Unchanged since last statement</i>
	£35,209.89	
Unbanked cheques	<u>-£61.00</u>	
	£35,148.89	

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
	£	164.08	

* - 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.