

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held in the Village Hall**  
**on Tuesday 8<sup>th</sup> November 2016 at 7 p.m.**

Present: S Jenkins, Miss S van Loen, Dr H Macbeth, Mrs R M Powles (Clerk), D R Pratt (Chairman),  
D Richardson, R Sadler, S Tylor,  
**In attendance:** J East and S Dickens (until about 8.30 p.m., Item 10)  
**Apologies:** Cllr Ian Corkin (Cherwell District Council)

**Agenda Item**

**Action**

1. Minutes of the Parish Council meeting held on 11<sup>th</sup> October 2016

Cllr Pratt *proposed* alterations to the draft minutes:

**Item 6 (i)**, “twice-yearly emptying” *should be replaced by* “frequency of collection”;

**Item 9**, “(Cllrs Pratt and Sadler) repeated views expressed at previous meetings 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 for the very large sum needed because of the landscaping required to level the site” *should be replaced by* “(Cllrs Pratt and Sadler) repeated views expressed at previous meetings (in particular 13<sup>th</sup> 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).

*The alterations were agreed* and the minutes were signed as a correct record.

2. Matters arising from the minutes

**Speed indicator on the Heyford Road, new battery:** the battery had been delivered and Cllr Richardson hoped to install it later in the week; Cllr Jenkins offered to help.

**Website training:** Mr Cooke had met Mr Charlesworth but they had concluded that Mr Cooke’s computer software did not allow Mr Cooke to carry out some updating tasks. The Clerk would liaise with Mr Charlesworth about a possible additional website manager.

**OCC Highways:** the Clerk had emailed the new Liaison team on 31<sup>st</sup> October: as regards the Council’s request for an inspection of the three locations with visibility problems she was awaiting a response but Mr Paul Wilson had confirmed he would inspect and refill the salt bins.

3. Declarations of interest

None.

4. Reports

Cllr Richardson had attended the OALC training day on planning and had found it very interesting.

5. Village Greens

**Landscaping to front elevation of the Coach House, South Green** and at the side entrance to Manor House: Cllr Pratt had written to Mr Roskelly requesting a response by 31<sup>st</sup> October and confirmation that the reinstatement work be carried out by 30<sup>th</sup> November, but had not received a reply.

**Resurfacing of South Green tracks:** OALC had forwarded advice from NALC that this project should satisfy the criteria for a loan, as it could reasonably be described as capital outlay (by including some enhancement of an existing asset) and because the Council proposed to meet part of the cost from its own resources. Cllrs Pratt and Sadler considered however that repair work of sufficiently long-term quality would be preferable to full resurfacing. Cllr Macbeth provided the contact details of a contractor recommended by Mr Gamage (Mr Ayres); Cllr Jenkins hoped to arrange a meeting with Mr Vizzard and would contact Mr Ayres.

DR  
RP

SJ

<p>6. <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. Two Duke of Edinburgh award students would refurbish the timber sign-posts on South Green and Cllr Pratt would apply a reflector paint to the signs to improve visibility at night. Cllr Sadler commented that the parish notice boards were also all in need of refurbishment, and that this had been noted some time ago. A “hot office” facility would be offered at the Hall from January, at a moderate rental cost. The proposals for the path from the church and to Molly Minns Lane had been discussed, but Cllr Pratt and Mr Draper had concerns about the width and surface; Cllr Pratt would liaise with Mr Cherry and Mr Draper and report to the Hall Committee.</p> <p><u>(ii) Sports Field</u></p> <p><b>Stile replacement and Play Area fence repairs:</b> Cllr Pratt referred to his correspondence with Mrs Nicholson. The main north-south fence with the Park and therefore the section at the Play Area were the responsibility of the Parish Council but Mrs Nicholson had offered help with the cost of the fence works and supported the replacement of the stile. Cllr Tylor offered to construct a replacement stile, and said he proposed to install a new parallel fence (posts and wires) on the Park side of the Play Area, to protect the existing fence from the cattle. Cllr Pratt thanked him and suggested the Council should contribute to cost of the post and wire fencing.</p> <p><u>(iii) Play Areas</u></p> <p><b>Sports Field Play Area - bench to replace picnic table:</b> Cllr van Loen reported prices of recycled benches ranged from £350 to £650 plus VAT. She recommended a fixed bench about 2 metres long without arms, and would make further investigations as Cllr Macbeth could provide details of cheaper recycled plastic benches. Cllr van Loen did not know if any weedkilling had been done; Cllr Pratt would make enquiries.</p> <p><b>Roman Close Play Area debris and weeds:</b> it had not been possible to contact Mrs Trudy Brock; Cllr Macbeth would try to do so.</p>	<p>DP</p> <p>ST</p> <p>SvL DP</p> <p>HM</p>
<p>7. <u>Planning</u></p> <p>(i) <b>Ryefurlong site:</b> no planning application had been validated to date.</p> <p>(ii) <b>Jersey Cottages site:</b> no update on whether the promoters had met with Cherwell DC’s Planning Department.</p> <p><b>Meeting with Thames Water engineer:</b> no update.</p> <p>(iii) <b>Mill Lane, visitor parking on Tea Room trading days:</b> The Clerk had telephoned Mr D’Anger of Oxfordshire Fire and Rescue Services to clarify his earlier advice on emergency access: Mr D’Anger confirmed that a fire engine would be able attend an emergency at the Mill Lane properties; the situation was similar to that frequently encountered in the county’s market towns, meaning that officers had the statutory power to take a decision on the day to get to the site of a fire, and doing so might entail some damage to parked vehicles such as broken wing mirrors. He had also spoken to one of the Mill Lane residents who had been concerned that the lane’s surface would prevent emergency access and had advised that the lane was sufficiently sound for access. He had offered to attend a Parish Council meeting if the Council wished for further advice.</p> <p><b>Mill Lane advisory 20 mph sign(s):</b> Mr Murray had written to the Council to advise that the sign at the east end of Mill Lane had been vandalised, and offered a contribution to the cost of a more substantial replacement. Cllr Pratt noted his thanks for this offer and <i>proposed he investigate the supply of two more robust signs</i>, as one was needed each side. <i>The Council agreed</i> to the purchase of the two signs.</p> <p><b>Mill Lane verges and hedgerows:</b> Mr Mason had written to the Council to express his concern at the cutting back of verges and hedgerow growth in several places along the south side of Mill Lane towards Pigeon Lock (after the last entrance into the quarry) which he considered more than was necessary to enable vehicles to pass up and down the lane. He hoped this would not continue because it would have an adverse impact on habitat provision for wildlife in this part of Mill Lane. The Council noted it had no responsibility for maintenance aspects of Mill Lane. It was suggested the County Council’s Countryside team might be able to advise.</p>	<p>DP</p>

(iv) **Mid-Cherwell Neighbourhood Plan:** Cllr Macbeth and Miss Marsh had attended the Forum meeting on 9<sup>th</sup> November. The new NP policies were subject to fine-tuning but would be circulated when finalised; member Parish Councils would then have to approve them. The Parish Council would have to inform the Forum before Christmas if it wished to have any Local Green Spaces designated via the Neighbourhood Plan, so this should be addressed at the December Council meeting.

**Designation of Local Green Spaces:** the Clerk had contacted Cherwell DC's Planning Policy department for advice. Mr Wong had advised that an application for designation was made by writing to the Policy department and providing a location plan with a red outline of the site. This could be done via the NP but could equally be done during the forthcoming 6-week public consultation on Local Plan Part 2 (LP2), commencing in mid-January, and he recommended the latter route. He had also advised that the District's new "SHLAA" (assessment of suggested sites for development) would be published for consultation at the same time but would take the form of a Housing and Economic Land Availability Assessment, HELAA. The District Council's assessment of any site put forward for the HELAA (for example, by a developer in response to a "call for sites") would not be known until publication of the document, in early January.

*Cllr Macbeth proposed* that the Parish Council assess possible areas for designation as Local Green Spaces and submit the same information to both MCNP and Cherwell DC and *the proposal was agreed*.

Cllr Sadler commented that John Howell MP had mentioned the importance of Neighbourhood Plans recently in Parliament.

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

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: the Council recommended that the details of the previous applications and permissions should be reviewed before the submission of comments.

16/00002/F, Sundown, Crowcastle Lane (subject of an appeal for non-determination): as yet no date was set for a site visit or the PINS determination.

SSE request for wayleave consent to divert overhead cables opposite Sundown: SSE had advised that as they had been served notice with regard to the "oversailing" wires they were obliged to act. *The Council agreed* the wayleave should be granted.

## 8. Correspondence

**Payment of allowances to Councillors,** Cherwell DC annual request for information: *the Council agreed* to maintain the status quo, meaning no allowances would be paid.

**Cherwell DC Review of Number of Parish Councillors,** CDC enquiry of 13<sup>th</sup> October, response deadline 21<sup>st</sup> October: the Clerk referred to previous advice from Cherwell DC that seven Councillors was the appropriate number for a population up to 1,000 (Kirtlington's electorate was of the order of 800), and that a Parish Council should consider whether it was easy to fill vacancies. Cllrs Pratt, Macbeth and Sadler had advised there was no need to increase the number from seven, and the Clerk had replied to Cherwell DC accordingly.

## 9. Finance

**Audited Accounts to 31<sup>st</sup> March 2016, BDO LLP minor issue note:** see Financial report to be filed with the approved minutes.

**Risk Assessment and annual Budget meeting:** the Clerk would liaise with Cllrs Pratt and Sadler to set a date.

**Government consultation on imposing referendum on Councils for Precept increases over 2%:** Cllr Sadler and the Clerk had drafted comments which had been copied to OALC and NALC, opposing the imposition of the referendum principle.

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

CM/  
HM

RP

RP/  
RS/  
DP

**Defibrillator and external cabinet:** these had been delivered on 4<sup>th</sup> November and would be installed at the Village Hall. Cllr Richardson confirmed he was happy with the detail of the invoice (sum included in the schedule of payments).

10. AOB

Cllr Pratt asked Mr East if he wished to say anything. Mr East said his brother-in-law, Mr Dickens, would speak on their behalf.

Mr Dickens referred to the family's acquisition of Corner Farm in 1984, and the approach some four or five years ago by the Housing Association Greensquare, in connection with a possible affordable housing development. Visits by the Greensquare representative had ceased but commercial developers started to approach the family, and Cherwell District Council published its 2014 SHLAA. Since the dismissal of the two appeals by Gladman Developments developers were continuing to approach the family. The family was uncertain as to how it should move forward and therefore wished to ask the Parish Council if it might support any development of the site. Mr Dickens cited the example of the recent development at Bletchington; he and Mr East suggested that as the Council was concerned with the Primary School's inability to take more pupils a development at the Corner Farm site could perhaps include a new school.

Cllr Pratt said he did not know what the Council's views might be; Cllrs Sadler, Pratt and Macbeth thought the Council would need time to consider how to respond. Mr Dickens and Mr East said they were not expecting an immediate answer. Mr East and Mr Dickens left the meeting at about 8.30 p.m.

**Leylandii hedge, Village Hall car park:** the work to reduce the hedge height had been postponed.

**Heyford Road, drivers' view of speed indicator:** Cllr Pratt thanked Cllr Tylor for his quick action in cutting back overhanging branches which were obscuring drivers' views of the Heyford Road speed indicator.

**MCNP Forum School Rep:** Cllr Macbeth reported that Mr Clifford had taken on the role of School Rep for the parish at MCNPF.

The meeting closed at 8.45 p.m.

Signed ***D R Pratt*** Chairman

Date **13.12.2016**

## KPC MEETING 8<sup>th</sup> November 2016, Agenda Item 7

### PLANNING - NEW INFORMATION FOR NOVEMBER 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; determination by written evidence & site visit by Inspector;  
KPC Planning Cttee agreed no need to submit further comment. At 7<sup>th</sup> November no dates set for site inspector or determination .
- 16/01578/F      Harvest Barn, Vicarage Farm, Lince Lane, Mike Staniford  
Detached garage/store block
- KPC              Objection email 2<sup>nd</sup> Nov: incursion into agricultural land, impact on rural setting, impact on amenity (views over open countryside), scale is too big, has the appearance of a precursor of a new dwelling; supports comments by Dr Grimshaw and Kirtlington Golf Club and refers to the original 1997 planning restrictions.
- CDC              Michael Sackey
- 16/00239/TCA    Dryden Spinney Bletchington 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 & touching the roof & shape rest of tree.
- KPC              Objection (10<sup>th</sup> 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              Permission granted 27<sup>th</sup> October.
- 16/01889/TPO    Rose Mount Station Road OX5 3HE, Mr Gavin Jones  
Fell 1 no. Eucalyptus (T1). Tree subject to TPO 06/2015
- KPC              Email *objection 20<sup>th</sup> October, insufficient evidence that the tree is causing the alleged damage*, recommends a camera examination to establish whether blockage of the main sewer or the tree is the cause of the damage.  
*(KPC first commented on this proposal as no objection, March 2015. CDC applied a TPO; they re-applied, KPC objected, CDC refused permission, July 2015)*
- CDC              Rhodri Jones. Decision due 14th Nov.
- 16/00290/TCA    Conditia North Green  
T1 x Walnut Tree – Remove, fire-damaged
- KPC              Objection email 2<sup>nd</sup> Nov – the tree is substantially fine and should be allowed to recover from the fire damage, however KPC will monitor the walnut at The Old Forge which suffered greater damage but might survive.
- 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	<i>First response sent Mon 10<sup>th</sup> Oct</i> – 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.
	(Further information provided –w/c 24 <sup>th</sup> October) - any further comments will be due by Mon 14 <sup>th</sup> Nov: KPC planning committee indicates: repeat objection and considers the new information still insufficient.
CDC	Shona King. Forwarded additional information w/c 24 <sup>th</sup> Oct.
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 by 5 p.m. 10 <sup>th</sup> Nov
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 by 5 p.m. 10 <sup>th</sup> Nov
CDC	Gemma Magnuson
16/02053/F	Foxtownsend Farm, Heyford Road - Mr David Bailey Oak framed barn and machinery store
KPC	Comments due by Tues 15 <sup>th</sup> Nov
CDC	Stuart Howden
16/02057/F	Foxtownsend Farm, Heyford Road - Mr David Bailey Single storey oak framed extension,
KPC	Comments due by Tues 15 <sup>th</sup> Nov - no objection from KPC planning committee so far
CDC	Gemma Magnuson

## KPC MEETING 8<sup>th</sup> November 2016

### Agenda Item 9 - Financial report

1. **Audited accounts to 31<sup>st</sup> March 2016** – BDO LLP minor issue note: that grant monies were included with the Precept sum instead of with Other Receipts: The sum in question was £368.68 Council Tax Reduction grant paid by Cherwell DC with the Precept monies. The CTR grant is currently paid by CDC to parish councils which have had the number of properties in the parish subject to Council Tax reduced by a change in Council Tax rules. KPC has received this grant for the past three years but may not get it in future: CDC may not continue to get a grant from Government for a reduced tax base and CDC votes annually on how to distribute any money it receives from the Government.

### 2. Bank balances; payments for approval:

#### Bank statements at 28 Oct 2016

Current a/c at 28 Oct 2016	<b>£36,993.44</b>	<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 28 Oct 2016	<b><u>£3,436.52</u></b>	<i>No change on previous statement</i>
	<b>£40,429.96</b>	
Unbanked cheques	<b><u>-£395.00</u></b>	<i>Includes one Ady Podbery payment at £384</i>
	<b>£40,034.96</b>	

**PTO for receipts and payments for approval**

**(receipts; payments for approval)**

**October receipt**

MCNP Forum           £ 67.28           Re-imburement for printing flyers first run only

**October 2016 payments post KPC mtg**

Solagen Ltd           £ 226.80           Replacement battery for Speed Indicator (approved KPC mtg 13th Sept)

**November 2016 payments**

R M Bone	£ 6.99	Reimburse meetings notebook
KVHMC	£ 11.00	Room hire 11th Oct
OALC	£ 84.00	Training x 2 places incl VAT           Minutes & meetings; RMP and DP to attend
MEH Services	£ 58.58	Mowing on 5th Oct plus fuel
Cherwell DC	£ 96.10	Empty dog bins summer period
WEL Medical Ltd	£ 1,658.10	Defibrillator & cabinet, delivered 4th November. Includes 276.35 VAT. KVHMC to advise of installation costs.
Ady Podbery	£ 192.00	Mow field October (2 cuts only)
	<b>£2,106.77</b>	

**Additional payment(s) expected before KPC December meeting**

Jake Williams	£ 510.00	Work to leylandii hedge in village hall car park, new quote approved September
KVHMC	£ 11.00	Room hire 13th Sept