

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Annual General Meeting of the Parish Council**  
**held in the Village Hall on Tuesday 9<sup>th</sup> May 2017 at 7.00p.m.**

**Present:** (Parish Council) D R Pratt (Chairman), Dr H Macbeth (Vice Chair), S Jenkins, Mrs R Powles (Clerk)  
 (Cherwell District Council) Cllr Ian Corkin (7.20 p.m. to 7.46 p.m.)  
**In attendance:** None

Agenda Item	
<p>1. <b><u>Election of Chairman and Vice-Chairman</u></b></p> <p>Cllr Macbeth proposed and Cllr Jenkins seconded that Cllr Pratt be re-elected as Chairman and this was resolved <i>nem con</i>. Cllr Pratt proposed and Cllr Jenkins seconded that Cllr Macbeth be re-elected as Vice-Chair and this was resolved <i>nem con</i>.</p> <p>2. <b><u>Parish Council Sub-Committees</u></b></p> <p>Finance: Cllrs Pratt and Sadler.          Planning: Mr Paul Kurgo would continue as a non-council members of the Planning Sub-Committee. It was <b>resolved</b> that Committee members would remain the same pending future responses from the other current members (Cllrs Jenkins and Richardson, Ms Marsh).</p> <p>3. <b><u>Parish Council Representatives</u></b></p> <p><b>Footpaths:</b> Cllr Macbeth with assistance from the two Parish Footpath Wardens, Mrs O Mason and Mrs R Lewis.  <b>Fuel and Wicker Trust:</b> Mr Jonathan Haynes remained the Parish Council appointed (“nominative) Trustee.  <b>Police liaison:</b> To be considered at the next meeting (currently Cllr Tylor).  <b>Play Area:</b> Cllr Jenkins  <b>Public Transport:</b> Cllr Macbeth, with volunteer assistance to be confirmed.  <b>Recreation / Sports Field:</b> Cllr Pratt  <b>School Endowment Trust:</b> Dr Grimshaw and Mr Eeley were happy to continue as the Parish Council appointed Trustees of the Kirtlington School Endowment Trust.  <b>Village Hall Management Committee:</b> Cllr Pratt would continue to attend the meetings and act as the main point of contact.  <b>Website:</b> Mr Charlesworth continued to provide the essential webmaster service.  <b>Airport liaison:</b> Cllr Richardson subject to points on which he had a conflict of interest.  <b>NAG:</b> As at the previous AGM: the Council noted that this group was of little relevance to the parish but it remained a co-signatory.</p> <p>4. <b><u>Apologies</u></b></p> <p>Cllr Carmen Griffin (Oxfordshire CC) ; R Sadler, D Richardson, S Tylor (Parish Council).</p> <p>5. <b><u>Declarations of Interest – pecuniary interests / conflicts of interest</u></b></p> <p>None.</p> <p>6. <b><u>Approval of the Minutes of the Parish Council meeting held on 11<sup>th</sup> April 2017</u></b></p> <p>The minutes were approved. With regard to Item 6 (County and District authority future structure) it was noted that while Cllr Hallchurch considered a single unitary authority would cost less to run this did not take into account the cost of changing from the current structure.</p> <p>7. <b><u>District &amp; County Councillor Reports</u></b></p> <p>Cllr Corkin confirmed that he had been elected on 4<sup>th</sup> May to Oxfordshire County Council to represent the Ploughley division. He reported that Cherwell DC continued to work with South Northants DC with good results and cost</p>	HM

savings since 2011. The Chief Executive of the combined districts, Sue Smith, had retired and would be replaced in July by Yvonne Reese. Planning permission had been granted for Bicester Retail Gateway, which would include Marks and Spencer. At Bicester and Banbury the Council was reducing rates on empty properties and using some locations as pop-up shops to encourage business enterprise. Work at Graven Hill was progressing and there was a new “plot shop” in Bicester; the availability of a new “coach house” style of property was about to be announced, with financial products for first time buyers. Cherwell DC had launched a Judicial Review of the Horton hospital decision but the topic was now in purdah because of the up-coming elections. The Council would be putting forward an alternative plan for north Oxfordshire’s healthcare. Cllr Corkin felt that a single unitary authority for the County would decrease the democratic nature of local government. As regards the effect of the General Election on 8<sup>th</sup> June on the unitary bid he thought it likely that any future government would want all participants to produce a workable compromise.

Cllr Pratt thanked Cllr Corkin and Cllr Corkin left the meeting.

It was **resolved** that Agenda Item 16 (Planning) be brought forward for immediate discussion.

16. Planning

- (i) MCNP For information: correspondence with MCNP about recent increased large container traffic (Reason Transport). Cllr Macbeth reported that the director of Reason Transport had confirmed the routing agreement with Heyford Park would be adhered to and that all drivers would be informed.

For information: Forum meeting Weds 17<sup>th</sup> May, Steeple Aston Village Hall, 7.30 p.m. (open to the public). Cllr Macbeth noted that green corridors, and specifically verges as green corridors would now be part of Kirtlington’s schedule of Local Green Spaces, and the Parish Council could therefore refer to this point in its response to the eventual consultation on Cherwell DC’s Local Plan Part 2.

**To consider:** Commissioning of traffic surveys of A4095 and Portway. Further to the discussion at the previous meeting (Agenda Item 14 (i)), it was **resolved** to proceed with the traffic surveys at these locations.

- (ii) Jersey Cottages – Application 17/00539/OUT

The Council noted the likely date of determination by Cherwell DC Planning Committee was Thursday 18<sup>th</sup> May.

The Council considered whether it wished to make a representation at the Planning Committee meeting, following its submission of comments supporting the application in principle. It was recommended that the Council should not take up any of the speaking time allocated to proponents of the application.

- (iii) Monthly planning application schedule – for information, to be filed with the approved minutes.

The Council resumed the Agenda schedule at Item 8:

8. Progress reports

**Consumer Council for Water:** The Council hoped to make a submission in the near future to register parishioner complaints about Thames Water.

**Website review:** Cllr Jenkins and the Clerk were due to meet on 15<sup>th</sup> May.

Islip Medical Practice meeting re Patient Participation Group – the meeting had been postponed but minutes would be circulated in due course.

Oxford Airports Consultative Committee meeting – Cllr Richardson had attended the recent meeting and had advised there was nothing of note for the Kirtlington area.

9. Highways safety, visibility mirrors

The Council noted research by Cllr Richardson on the benefits of visibility mirrors. It seemed the general consensus was that there was no evidence to suggest that mirrors made a positive contribution to road safety, and additionally

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there were concerns relating to maintenance and liability in the event of a collision; many local authorities did not support the use of mirrors in the highway due to a number of safety issues. It was *resolved* that the Council would continue its discussion of the matter at a later date.

A County Council Highways officer had advised visibility at the southern exit of Troy Lane was acceptable; the Clerk had sent thanks but had requested a further inspection.

10. Highways safety at School

The Council discussed suggestions from school parents for the improvement of highways safety at the school. It was resolved to seek advice from the County Highways department about the possibility of a 20 mph section at the school or over a longer stretch of road through the centre of the village; as part of this advice the Council should establish whether a 20mph zone would necessitate street lighting, and if so, whether its operating times could be limited to school drop off and collection times, as residents generally opposed street lighting. Advice should also be sought on the feasibility of a pelican (i.e. controlled) crossing although the Council noted its doubts about whether there was any suitable location and again the requirement for lights should be established. A zebra (i.e. uncontrolled) crossing was considered to be a hazard as children might rush across it without checking.

The Council noted that the School was better placed than the Council to find a new lollipop lady. The Council would check the existing flashing signage (by the Old Bakehouse and opposite the Pond) which warned drivers of the school; the signs were on a timer and were activated by pushing a button which could potentially be the responsibility of a parent.

11. Mill Lane

It was noted that on Tea Room trading weekends the level of customer traffic using the bridleway continued to be below that of the previous year, but the number of parked cars was still significant. Further monitoring was needed and the Council would consider again the need for additional signage in the light of its observations.

12. Parish Council Assets

Inspection of the Council's assets would be arranged for after the Annual Parish Meeting on 24<sup>th</sup> May.

13. Village Greens

Further to previous Council resolutions, the Council discussed the practicalities of installing timber bollards on South Green after Lamb Ale (weekend 10<sup>th</sup> to 12<sup>th</sup> June). It was suggested that the views of residents should be sought, and it was agreed to postpone further discussion until at least after Lamb Ale.

14. Mowing by Parish Council

It was noted that the Council's agreement that Mr Harrison mow the grass at the rear of the school at £22.50 per cut had been passed on to the school authorities but as yet there was no update on the matter.

15. Village Hall, Sports Field and surrounds

(i) Village Hall

Cllr Pratt had attended the recent Committee meeting. Mrs Hawkesworth would no longer check the Play Area bins – it was suggested that instead a parent might be found to carry this out.

Fees for car park trading: there was now a convenient arrangement for the collection of cash takings.

(ii) Sports Field

It was uncertain as to whether there would be any cricket matches this season but as the cylindrical mower used previously for the cricket square no longer functioned Cllr Pratt wondered if another could be located. At present however the Council did not wish to offer any funds for maintenance of the square.

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<p>Following a visit by the Community Services team a bonfire was needed to dispose of the raked up organic waste; it was agreed to liaise with Mr Draper and Mr Cherry). The Team was due to return, next week.</p>	DP
<p><u>(iii) Play Areas</u></p>	
<p>The new season's play bark for the Sports Field Play Area would be delivered on 18<sup>th</sup> May (subsequently postponed until 15<sup>th</sup> June).</p>	
<p>17. <u>Correspondence</u></p>	
<p>Cherwell DC Parish Liaison meeting, evening of Weds 14<sup>th</sup> June (changed subsequently to 21<sup>st</sup> June): the Parish Liaison team at Cherwell DC was inviting suggestions for Agenda topics. The Parish Council noted it normally sent representatives and expected the Agenda would include the local authority structure debate.</p>	
<p>18. <u>Finance</u></p>	
<p><b>Monthly schedule of payments and receipts:</b> the new payments were <i>approved</i>.</p>	
<p><b>The Council considered and approved:</b> the renewal of the annual Insurance Premium (Zurich) at £845.39 from 1<sup>st</sup> June 2017 and <i>resolved</i> that a modest additional sum could be paid if needed for items not already on the schedule; the Clerk would check the policy details and liaise with the Finance Subcommittee.</p>	RP
<p>The Council noted the receipt from Cherwell District Council of the Council Tax Reduction grant at £368.68. It was <i>resolved</i> that subject to feedback from KWACS this sum should be donated towards the planned maintenance work at the Pond.</p>	RP
<p>The Council noted the Government appointment of a new external auditor, for a five year contract, for the year commencing 1<sup>st</sup> April 2017; Moore Stephens East Midlands would take over from the current external auditor, BDO Stoy Hayward. BDO Stoy Hayward would complete the audit work for the year 2016 – 17.</p>	
<p>19. <u>Councillors' reports and items for future agendas</u></p>	
<p>CLr Macbeth reported that the Community Service team had attended on three Tuesdays and would next work at the Allotments. It was recommended that the Council ask for further assistance in July for more work to be done in the Churchyard, when the repair work to the Church should be complete.</p>	
<p>The Clerk would soon acquire a dedicated laptop for Parish Council work (approved at the Council meeting of 21<sup>st</sup> July 2015) and would circulate a new email when this was set up.</p>	
<p>20. <u>Date of the next meeting</u></p>	
<p>This was confirmed as 13<sup>th</sup> June.</p>	
<p>The meeting closed at 9.45 p.m.</p>	
<p>Signed <b><i>D R Pratt</i></b></p>	Chairman
<p>Date <b><i>13/6/2017</i></b></p>	

## KPC MEETING 9<sup>th</sup> May 2017, Agenda Item 16

### PLANNING

#### NEW INFORMATION FOR MAY 2017 MEETING –

- 17/00407/F      Foxtownsend Farm, Heyford Road – Mr David Bailey  
Single storey oak framed extension - re-submission of 16/02057/F  
KPC                *No objection.*  
CDC                Gemma Magnuson. *Permission granted 13<sup>th</sup> April.* Materials to match the existing, aperture details to be approved by CDC.
- 17/00426/F      Part two storey and part single storey side extension - re-submission of 16/01446/F | 5 East View Cottages East View Kirtlington  
KPC                Emailed comments 30<sup>th</sup> March: absence of the requested tree surveys, impact on adjacent trees cannot be assessed. Various concerns raised in previous application not addressed, although the use of materials has been. *Objection for the time being.*  
CDC                Gemma Magnuson. *Permission refused, 20<sup>th</sup> April.*
- 17/00087/TCA    Dashwood Cottage South Green Kirtlington, Mr Haydn Middleton  
Fell – 1 x conifer  
KPC                No objection but request replacement tree of suitable size for small garden and at least 5 m from property.  
CDC                *Permission granted 28<sup>th</sup> April.*
- 17/00553/F      18 Park Close, Mr Mat Otton-Goulder  
Single storey front extension, relocate front door and erect front porch and alterations to windows.  
KPC                *No objection email, 18<sup>th</sup> April.*  
CDC                Michael Sackey. Decision awaited.
- 17/00210/F      Annexe Adjacent The Old Vicarage, Church Lane - Mr and Mrs Rao  
Re-roofing, demolition of existing stone wall, erection of new stone wall with new double iron gates, and 3no new timber doors to garage and associated external works  
KPC                *As for 17/00211/LB, over.*  
CDC                Gemma Magnuson. Decision awaited.

- 17/00211/LB Annexe Adjacent The Old Vicarage, Church Lane - Mr and Mrs Rao  
 Refurbishment of existing cottage including; removal of existing ceiling and addition of new mezzanine bed platform, reroofing including upgrading of insulation at roof level, 2no. new rooflights. Demolition of existing stone wall and proposed new stone wall with new double iron gates, 3no. new timber doors to garage and associated external works
- KPC *Comments submitted Tues 18<sup>th</sup> April – various concerns and hopes conditions can be applied: would prefer retention of existing brick pavers plus matching/similar to remaining courtyard area, regrets rooflight on Church Lane elevation, hopes bat survey results (not due until after determination date) can be dealt with by condition. Use of annex/cottage to be restricted to ancillary to main dwelling, or if to be let, condition limiting resulting parking to on-site, not in Church Lane. Additional comment sent 19<sup>th</sup> April re need to protect bat roost.*
- CDC Gemma Magnuson. Decision awaited.
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- 17/00117/TCA Troy House Troy Lane, Mrs Bradley  
 Oak - Reduce large extending limb over the highway by 50% to best growth point. Remove two lowest dropping branches over the highway back to stem. Remove dead wood throughout crown.
- KPC *Email submitted Weds 19<sup>th</sup> April – no objection.*
- CDC Rhodri Jones. Decision awaited.
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- 17/00665/F The Old Vicarage Church Lane, Mr and Mrs Rao  
 Installation of new solar PVT panels to south facing roof slope and new stone slabs to existing parking forecourt
- KPC *Comments submitted Thurs 4<sup>th</sup> May – hesitation about installation of solar panels on Listed Building; objection to replacement of pavers in courtyard with flag stones.*
- CDC Gemma Magnuson. Decision awaited.
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- 17/00666/LB The Old Vicarage Church Lane, Mr and Mrs Rao  
 Internal alterations and refurbishment of existing house, including minor amendments to internal layout, alterations to floors and levels, amendments to doors, new fireplace surrounds and hearths, modernisation of existing kitchens and bathrooms, new solar PVT panels to south facing roof slope and new stone slabs to existing parking forecourt
- KPC *As for 17/00665/F - hesitation about installation of solar panels on Listed Building; objection to replacement of pavers in courtyard with flag stones.*
- CDC Gemma Magnuson. Decision awaited.
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- 17/00738/F Rose Mount Station Road Kirtlington, Mr & Mrs Jones  
 Extension to living room, bathroom and sun room to replace conservatory; re-roofed dormer windows
- KPC **Comments due by Weds 10<sup>th</sup> May**
- CDC Michael Sackey

**KPC MEETING 9<sup>th</sup> May 2017****Agenda Item 18 – Financial report****Bank statements at 28 April 2017**

<b>Current a/c at 28 April 2017</b>	£38,113.41	<b><i>includes first half of Precept at £12,000 and CTR grant of £368.68</i></b>
<b>Saver a/c at 30 Dec 2016</b>	£3,436.95	<i>Unchanged since last statement</i>
	£41,550.36	
Unbanked cheques	<u>-£599.20</u>	<i>Includes Ady Podbery and HMRC NICs</i>
	<b>£40,951.16</b>	

**Other receipt(s) post meeting on 11th April 2017**

MCNP Forum	£ 61.00	Reimburse printing for village public event
Kirtlington Village Hall	£ 50.00	"for Kirtlington Sports Assoc 2016 - 17" - i.e. pitch use

**May 2017 payments**

R M Bone	£ 7.80	Reimburse postage costs
KVHMC	£ 13.75	Room hire 11th April
Ady Podbery	£ 391.20	4 x mowing, sports field April
D R Pratt	£ 120.00	Reimburse payment to Greenscape Inspires 25th April
MEH Services	<u>£ 84.27</u>	Mowing, April and fuel at £49.27
	<b>£ 617.02</b>	

**Other payments due**

Greenscape Inspires	£120	per fortnightly cut as per season's contract
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