

**KIRTLINGTON PARISH COUNCIL**  
**Minutes of the Parish Council meeting**  
**held in the Village Hall on Tuesday 13<sup>th</sup> February 2018 at 7.00p.m.**

**Present:** D R Pratt (Chairman), S Jenkins, Dr H Macbeth, D Richardson, Mrs R Powles (Clerk)  
**In attendance:** Mr J East

	Action
<p>1. <u>Apologies</u></p> <p>Cllrs Buckingham-Fry, Sadler and Tylor (KPC), Cllr Corkin (Cherwell DC), Cllr Griffiths (Oxfordshire CC).</p> <p>2. <u>Declarations of Interest – pecuniary interests / conflicts of interest</u></p> <p>None.</p> <p>3. <u>Approval of the Minutes of the Parish Council meeting held on 9<sup>th</sup> January 2018</u></p> <p>The minutes were approved.</p> <p>The Chairman exercised his discretion to invite any members of the public present to speak. <i>(The total time allowed would be ten minutes, limited to three minutes per speaker, and there would be no further opportunity to speak).</i></p> <p>Mr East said he wished the Council luck with their aim of controlling dogs on the sports field.</p> <p>4. <u>District &amp; County Councillor Reports</u></p> <p>No District or County Councillors were present.</p> <p>Cllr Griffiths' County report to Parishes (February): Cllr Macbeth referred to the Councillor Priorities Fund which would allow for (potentially) £2,000 per parish for parish council Highways needs and community group projects. Cllr Macbeth also asked that the Parish Council flag up for future discussion with the County Highways authorities and Cllr Griffiths a major infrastructure project, namely a link between the A40 (from the Witney end) to the A34, to ease traffic load from the west, which badly affected Kirtlington and other settlements east of the Woodstock roundabout. Councillors noted that when the A34 flyover had been relocated several years ago the opportunity to construct a slip road from the A34 to the A40 had been missed. It seemed there would be no impact on the School following the problems at Carillion.</p> <p>5. <u>Progress reports</u></p> <p>Consumer Council for Water / Thames Water: following Thames Water's email letter of 11<sup>th</sup> January, Parish Councillors, the Clerk and a parishioner had met Thames Water representatives on 17<sup>th</sup> January. A goodwill payment would be made to the Parish Council in recognition of the poor handling of the Parish Council's written complaint of 2015. During the meeting the Thames Water representatives were advised that a Lanes engineer on behalf of Thames Water, following a camera survey of the main sewer had reported to a parishioner that problems were to be expected as the pitch fibre pipework was blistering. However, Thames Water's representatives stated that having examined other camera footage their view was there was no problem with the pitch fibre pipework. Therefore at the meeting it had been noted that there was disagreement on this point, and the Parish Council had requested sight of the camera reports that the Thames Water representatives referred to.</p> <p>The Consumer Council for Water had written to Thames Water on 6<sup>th</sup> February to request further information; Thames Water would have until 16<sup>th</sup> February to respond.</p> <p>Community Speedwatch scheme: some twelve volunteers were now available and so Cllr Richardson had ordered the speedgun (speed detector) and had contacted Thames Valley Police to arrange a training session, which would be held on 13<sup>th</sup> or 14<sup>th</sup> March. He would make further enquiries of the County Council about the comparison of traffic flow surveys (as carried out by OCC for several MCNP parishes, including Kirtlington, as well as a small survey by volunteers along Bletchington Road), having first raised this at the Parish Liaison meeting at Cherwell DC's offices in November.</p>	DR

<p>Overhanging Ivy and vegetation encroaching on the pavement near the Old Post Office (off South Green): Mr J Williams' quotation to cut back, at £80: <b><i>The Council approved</i></b> the quotation.</p> <p>Grit/Salt bins refills: Mr Wilson at OCC Highways had said he would chase up the Council's request.</p> <p>Large salt bin at Village Hall Car Park: Cllr Pratt reported that the Village Hall Management Committee had requested the Parish Council to provide a large grit bin for the Car Park. The Clerk would forward up to date information on the Glasdon models purchased previously by the Council. It was suggested KVHMC should purchase the salt. There was space within the Village Hall for the storage of some salt.</p> <p>It was noted that the Council would not assist with the costs of any notice boards needed by KVHMC, or vice versa, as the Council's and the Committee's requirements differed.</p>	
<p>6. <u>Parish Council Assets</u></p> <p>War memorial: feedback was due from a stonemasonry company and dry stone wallers who had been asked to assess the repairs needed to the Memorial and the adjacent low retaining wall.</p> <p>Works to improve water quality at the Pond: OCC Highways had blocked off one of the three surface water gullies and installed catch-pits behind the other two other gullies to trap polluted run-off from the road. The same team had formed a bund (raised earth bank) to help create a small sacrificial pond at the southern end into which any road run off would flow. The remaining stages of the work as reported by KWACS would be potentially to plant reeds or similar plants which would filter the pollution in the sacrificial pond, and works to the outlets. This would entail the draining of the pond, scheduled for the autumn, albeit the works to the outlet may go ahead sooner. KWACS recommended that any repairs needed to the pond wall should be done when the pond is drained; the Clerk had suggested to KWACS that KPC would wish to discuss how costs for the wall repairs would be apportioned between KWACS and KPC. A section of Mr Foster's garden wall (to the north of the pond) had collapsed: it was suggested that KWACS liaise with Mr Foster about when he wished to repair his section.</p> <p>Obstruction of public access to South Green: the Council noted that a box hedge adjacent to End Cottage on South Green was obstructing pedestrian access from the pavement alongside End Cottage to the Green (statute regarding access to Registered Village Greens requires this access to be unrestricted). <b><i>It was resolved</i></b> to write to the property owner to request removal of the obstruction.</p> <p>Land adjoining South Green, acts of ownership on Parish Council-owned land: letters had been sent to the householders concerned, reminding them of the Parish Council's freehold title absolute.</p>	<p>RP</p> <p>RP</p>
<p>7. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVHMC meeting, January: Cllr Pratt reported on the January Committee meeting and referred to the request for a grit bin. He would ask Mr Draper and Mr Cherry if there was a snow pusher which could be attached to the tractor.</p> <p>'No Parking' sign by the gate to the Park from the Car Park: this had been installed.</p> <p>Play Area fence: Cllrs Jenkins and Richardson recommended the replacement of four to six posts at a minimum. It was resolved that for the present only those posts should be replaced; Cllr Pratt could supply some, and Cllrs Jenkins and Richardson would repair sections of wiring if needed at this stage. Cllr Pratt asked if the materials cost (not labour) for repairs to the whole fence could be assessed later in the year.</p> <p>Snow damage to Cedar trees in Sports Field, and Holm Oaks (by Car Park) 10<sup>th</sup> December: Sylva had carried out the remedial work to the damaged branches of both Cedars on 1<sup>st</sup> February. When one of the branches was removed it had bounced in an arc and had destroyed the memorial bench for Mr Richard Smith; Sylva had undertaken to replace the bench and the Clerk was liaising with Mr Smith's sister.</p> <p>Crown reduction work, Cedar trees: Sylva had inspected both Cedars and recommended crown reduction to reduce the end loading on the extended branches; the weight of the foliage on the long branches made them susceptible to further damage. <b><i>It was resolved</i></b> to accept the recommendation and the quotation of £720 plus VAT a day plus hire of a cherry picker at £300 plus VAT for one day. Sylva advised the work to both trees should be complete in one day.</p> <p>Removal of Cedar stump and two Holm oak stumps: <b><i>It was resolved</i></b> to accept the quotation from Jake Williams for the removal of a Cedar stump (left after the felling of a Cedar some time in the past) and the two Holm oak stumps adjacent to the Car Park, at £430.</p>	<p>DP</p> <p>SJ/ DR</p> <p>RP</p> <p>RP</p>

<p>The Council considered the purchase of an Oak and a tree guard to replace the two Holm oaks planted in memory of Colonel Shellard. The Clerk would forward details of costs. It was not known if there had been a memorial plaque but Mr Hunter, who had planted the Holm oaks, had suggested to the Clerk that this would be a fair gesture.</p>	<p>RP</p>
<p>Prevention of dog fouling on the Sports Field:</p>	
<p>An article had been published in the Village News and letters had been sent to the managers of the adult and junior football teams, asking them to ensure that guests at matches did not bring dogs. The Council noted that public reaction seemed to be supportive. The matter of monitoring dog activity after dark might not have a solution.</p>	
<p>It was noted that the publicity campaign about dog fouling should be continued in March (<i>c.f.</i> January 2018 minutes: “<i>It was recommended</i> that the Council mount a publicity campaign which should include blanket coverage of all routes of communication, including social media and flyers through all letterboxes”).</p>	
<p>Use of the field, other than at Village Fete: Deerhound Dog club: the Council noted that this club had booked the Sports Field annually in recent years, but otherwise the Village Fete was the only occasion when dogs were allowed on the field. <b><i>It was resolved</i></b> that as the Deerhound owners had proved to be extremely careful to control their dogs, no complaints had been received and only a limited area close to the Village Hall was used, that the Council had no objection to this booking, but that the exact spatial requirement of the field should be reported to the Council. However, it was noted that this should not set a precedent. It was resolved that all non-village bookings of the field should be passed to the Council for consideration in the first instance; the Clerk would write to the Village Hall bookings clerk.</p>	<p>DP/ RP</p>
<p>Play Area sign: it was agreed that two old signs should be removed, two newer signs (including the one on the gate) should be retained as they stated clearly that dogs were prohibited there.</p>	<p>SJ/ DR</p>
<p>8. <u>Planning</u></p>	
<p>(i) MCNP: Cllr Macbeth reported that the Neighbourhood Plan was nearing completion. A vote had been taken by email on the Caulcott non-coalescence zone and Option A had been submitted. Kirtlington had not been included in a traffic survey for Dorchester in the list of member parishes most affected by traffic, and representatives of the villages listed would be invited for discussions. Cllr Macbeth had commented on the omission of Kirtlington and had been reassured by the Chair of the forum that she would be kept informed, but had heard nothing further about this.</p>	
<p>(ii) Monthly planning application schedule – the Council <b><i>noted</i></b> the report (to be filed with the approved minutes).</p>	
<p>Application 16/02295/OUT – Ryefurlong site appeal against refusal of permission: the Planning Inspectorate’s decision was not yet available.</p>	
<p>9. <u>Correspondence</u></p>	
<p>Oxfordshire County Council Rights of Way Consultation, amendment of status of right of way (from Restricted Byway to Byway open to All Traffic - BOAT): current restricted byway from Lower Heyford Rd to Portway junction (west of Slade Farm): Cllr Macbeth reported that the application for change of status had been submitted by a trailbikers association seeking routes off main roads. It appeared that the applicants might claim use by motor vehicles before 2006. <b><i>It was resolved</i></b> to submit a formal objection to the application. Councillors would liaise further with parishioners with direct knowledge of the area affected before finalising the submission to the County Council by the deadline of 20<sup>th</sup> March. Cllr. Griffiths would be kept informed.</p>	<p>HM</p>
<p>Community First Oxon (CFO), Kirtlington area “Community Profile”: the draft submitted to the Parish Council had been reviewed and an updated draft had been returned to CFO.</p>	
<p>Lamb Ale 2018: invitation letters had been sent to Hebborns and the independent stallholders.</p>	
<p>10. <u>Finance</u></p>	
<p>Future options for Sports Field and Greens mowing: further to the discussion of this matter at the previous meeting, it was noted that there would be additional annual costs (diesel) associated with the lease of a fairway mower, and additional strimming work on the Greens (currently carried out by Greenscape Inspires) to be undertaken by the volunteers which had not been taken into consideration. <b><i>It was resolved</i></b> to retain the status quo, so an external contractor would continue to mow the Sports Field and an external contractor would continue to mow the Greens.</p>	

The use of the Toro mower would be discussed further at a later date.

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

11. Councillors' reports and items for future agendas

For information:

Franklins Fish & Chips: the owners of this mobile service would be visiting several locations in the village centre on Tuesdays but would not trade from the Village Hall Car Park.

Parish Council elections Thursday 3<sup>rd</sup> May: Cherwell DC had scheduled a briefing evening for Clerks on Tuesday 6<sup>th</sup> March; the Clerk would attend.

County and parish footpath wardens: Mrs Mason and Mrs Lewis had stepped down and it was hoped they would be able to find replacements for their roles.

Travellers at junction with Heyford Road. Thames Valley Police and the County Traveller Liaison officer were still monitoring the use of the verge at this location.

County Councillor OCC meeting clash with Parish Council meetings: Cllrs Griffiths and Corkin frequently were obliged to attend a meeting at OCC the same evening as Kirtlington Parish Council meetings; Cllr Griffiths had suggested she would be happy to meet the Parish Council at a mutually convenient time, to provide an update and discuss anything of concern to the Parish Council.

Village Facebook page: it was suggested that a member of the Parish Council should perhaps assist with moderation of the content, and the matter would be discussed further.

Agenda items for next meeting:

Dog fouling on Sports Field: publicity campaign /prevention measures

Maintenance of verges and overgrown pavements / other outdoor maintenance tasks

Church Lane, gravel and grass section between tarmac and Church gate: request to OCC Highways for made-up surface.

12. Date of the next meeting

This was confirmed as 13<sup>th</sup> March. The meeting closed at 9 p.m.

Signed ***D R Pratt*** Chairman

Date **13.03.2018**

RP

RP

**Agenda Item 8 (ii) – monthly Planning application schedule**

**17/02273/F** | Loft conversion incorporating dormers to the east and west roof slopes; replace existing flat roof with new pitched roof and new porch |

**Dryden Spinney**, Bletchingdon Road

KPC – no objection, Thurs 14<sup>th</sup> Dec. Observation: style is contemporary, some may think not in keeping with Conservation Area, however, other recent contemporary additions/extensions nearby.

CDC – Permission granted 9<sup>th</sup> Jan. Conditions include obscured glazing to two bedrooms.

17/00444/TCA | T1 x Cupressus macrocarpa - Fell and replant with a smaller species tree. |

**Vine Cottage** South Green

KPC: No objection, hopes the replacement will be of an indigenous species (18<sup>th</sup> Jan).

CDC: Decision awaited

**18/00016/TCA** | T1 x Horse Chestnut - To carry out a localised end weight reduction of eastern side of crown reducing the peripheral crown by up to 3m back to suitable growth points, to include reducing the low limb extending North. |

**Portway House**, Heyford Road

KPC comment There are some concerns that the proposed works may result in large wounds, which may have a detrimental effect on the overall health of the tree, as Horse Chestnuts are susceptible to infection/canker. It would be good to know if the works are intended for the benefit of the tree.

CDC: Decision awaited.

17/02402/F | First floor extension above garages and internal alterations |

**Nivram 11 Park Close** Kirtlington

KPC = No objection 3<sup>rd</sup> Jan.

CDC – Permission granted 22<sup>nd</sup> January, no new windows/apertures without permission (retain satisfactory appearance of development and safeguard neighbour amenity)

17/02227/F | Two storey side extension

**13 Bletchingdon Road**

KPC – no objection email Weds 20<sup>th</sup> Dec

CDC permission granted 31<sup>st</sup> Jan 2018

17/02237/F | Single storey rear extension and alterations |

**3 Hatch Way** Kirtlington

KPC = No objection

CDC - Permission granted 31<sup>st</sup> January

**18/00026/TCA** | G1 x 5 nos Garden Conifers - Fell and replace with six or seven Stilted Hornbeam trees

**The Bramblings** Heyford Road OX5 3HS

KPC comment by Weds 14<sup>th</sup> Feb 2018.

RP requested missing photo, 31<sup>st</sup> Jan and 12<sup>th</sup> Feb.

CDC Further information/decision awaited.

18/00111/F | Conversion of existing attic space to form bedroom and bathroom and construction of 3 dormer windows. |

**Dashwood Cottage, South Green**

KPC COMMENTS BY Mon 5<sup>th</sup> March

18/00106/F | New store adjacent to stone masonry wall, extended lead roof porch over back door, and new rooflight above second floor corridor |

**Flights Mill, Mill Lane**

KPC Comments by Mon 5<sup>th</sup> March

18/00107/LB | New store adjacent to stone masonry wall, extended lead roof porch over back door, and new rooflight above second floor corridor

**Flights Mill, Mill Lane**

KPC Comments by Mon 5<sup>th</sup> March

***CDC website: no additional new validations for February at 13<sup>th</sup> Feb.***

**KPC 13th February 2018 - Agenda Item 10 - Finance**

**Bank statements at 29 January 2018**

Current a/c at 29 Jan 2018	£31,251.11	<i>includes second half of Precept at £12,000, CTR grant of £368.68 and £50 Sustainable Kirt rent for Gravel Pit field</i>
Saver a/c at 29 Jan 2018	£3,437.55	<i>60p interest on 4th Dec 2017</i>
	£34,688.66	
Unbanked cheques	<u>-£412.42</u>	<i>KWACS donation for pond/CPRE/HMRC NICs</i>
	<u>£34,276.24</u>	

**For approval: February 2018 payments**

Jake Williams	£ 360.00	<i>(quote was £280) Clear Cedar brush; remove 2 Holme Oaks in grassed area by VH car park Reimburse KPC stationery items &amp; wine purchase (non KPC planning team) Room hire 9th Jan (shows price increase) John Gardner labour &amp; kit/fuel to clear cedar logs from sports field Remedial work to snow-damaged Cedars (incl VAT)</i>
R M Bone	£ 113.96	
KVHMC	£ 12.00	
Sustainable Kirtlington	£ 50.00	
Sylva Trees Ltd	<u>£ 864.00</u>	
	£ 1,399.96	

**Quotations for approval**

Jake Williams	£ 80.00	<i>Cut backoverhanging ivy near War Memorial/Old Post Office Prune back Cedars to reduce canopy weight, 1/2 day to 1 day, Day rate £720 + cherry picker at £300 (VAT is additional)</i>
Sylva Trees	£ 1,020.00	
Jake Williams	£ 430.00	<i>Remove 1 Cedar stump playing field, 2 Holm Oak stumps by Car Park</i>

**For information:**

VAT claim (Feb 2016 - Dec 2017)	£ 3,244.55	<i>submitted 9th February</i>
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