

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

**Present:** D R Pratt (Chairman), Mrs K Buckingham-Fry, S Jenkins, Dr H Macbeth, D Richardson, Mrs R Powles (Clerk)  
**In attendance:** Mr J East, Mrs J Shackleton  
 Cllr Griffiths (Oxfordshire CC), Cllr Corkin (Cherwell DC)

	Action
<p>1. <u>Apologies</u></p> <p>Cllrs, Sadler and Tylor (KPC)</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 13<sup>th</sup> February 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>Mrs Shackleton requested earlier publication on the village website of agendas and draft minutes.</p> <p>Mr East said the payment of £50 to Sustainable Kirtlington for Mr Gardner’s time and equipment hire in clearing cedar logs from the Sports Field was inappropriate as that timber was for sale to the community as firewood.</p> <p>4. <u>District &amp; County Councillor Reports</u></p> <p>Councillor Griffiths referred to the meeting on 8<sup>th</sup> March in Church Lane with Mr Mike Wasley of Oxfordshire CC Highways department, which she, Cllrs Pratt, Macbeth and the Clerk had attended. The Highways department would now consider the Parish Council’s request for the tarmac surface of Church Lane to be extended to the Church gate. The confirmation by OCC Highways in 2009 of its responsibility for the section was acknowledged during the meeting.</p> <p>County Councillor’s Priority Fund: Cllr Griffiths explained that her portion of funds under this scheme would be shared between six parishes (amounting to approximately £2,500 a year per parish, for two years). Parish Councils should write to her directly with a description of the project and estimates or quotations, which could be for a two-year project; she would wait to hear further from Kirtlington Parish Council on this.</p> <p>She confirmed that approval had been given on 26<sup>th</sup> February for the sites selected by Cherwell DC for the additional 4.400 homes required to meet its contribution to Oxford’s unmet housing need. Those sites were mostly in the Yarnton, Begbroke and north Oxford area.</p> <p>Cllr Griffiths queried what action had been agreed with regard to a 20mph limit outside the school. She confirmed the advice of Mr Wasley given at the time of the meeting to discuss Church Lane on 8<sup>th</sup> March that the Parish Council could arrange for advisory speed limit signs (e.g. “20 is plenty”) to be attached to existing Highways signage.</p> <p>Cllr Corkin outlined recent District Council matters: following the purchase of the Castle Quay 1 site in Banbury, the District Council had also purchased the Castle Quay 2 site as part of its regeneration project for the town. Council Tax had been pegged for the ninth year in a row. Of the three District Councillors who represented Kirtlington, only Cllr Wood was standing for re-election in May. Cllr Corkin was now a Trustee of Community First Oxon (formerly ORCC). He confirmed that Northamptonshire County Council was in difficulty, which might in due course affect its relationship with Cherwell District Council (South Northamptonshire District Council had no such difficulties). An independent review panel was now assessing the downgrade of maternity services at the Horton hospital.</p>	

<p><u>At Cllr Griffith's request Cllr Pratt brought forward Item 10:</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). This application was one of thirty-two submitted to the County Council, some by a trail-bikers' fellowship; it was noted that a local farmer confirmed the byway was only used by horse-riders and walkers. The only evidence so far submitted in support cited 19<sup>th</sup> century information. <b>The Parish Council confirmed</b> it would submit an objection similar to that of Middleton Stoney Parish Council and would copy its comments to Cllrs Griffiths and Corkin.</p> <p>5. <u>Progress reports</u></p> <p>Consumer Council for Water / Thames Water: following the Consumer Council for Water's request for additional information on 6<sup>th</sup> February, Thames Water had replied on 14<sup>th</sup> February. The Clerk had requested they forward some missing information and the Consumer Council for Water continued to liaise on behalf of the Parish Council. A large number of Thames Water's publicity leaflets, "Bin it, Don't Block it" would be delivered to the Clerk; Cllr Pratt noted that several councilors had already volunteered to circulate the leaflets to all central village properties.</p> <p>Highways / Road safety measures including Community Speedwatch scheme: Cllr Richardson had arranged with PC Webb for a training session for volunteers to be held on 12<sup>th</sup> April, and would make a room booking at the Village Hall. He would send a note to the Village News.</p> <p>A parishioner had initiated discussion on the Village Facebook page of whether the A4095 should be downgraded to a B-road. It was noted that the Parish Council had attempted to do this in the past but had failed. It was recommended that if the parishioner wished to engage the Council on this or any matter he or she should write to the Clerk. It was suggested (as at meetings in 2017) that the Council consider the purchase of visual display items as an aid to speed control. <b>It was resolved</b> to consider further at later meetings whether this or another project would be appropriate use of the County Councillor Priority fund. Cllr Macbeth confirmed that as far as MCNP was concerned, the developers Dorchester were considering the adverse effects of traffic on some of MCNP's member parishes, but Kirtlington had not been included as one of three parishes most affected, which she had queried.</p> <p>Cllr Macbeth reported that at a recent Parish Transport representatives' meeting there had been mention of a system of electronic recognition of volunteer drivers' vehicles for hospital parking, and that a wider review was being undertaken of public transport in the county.</p> <p>Cllr Richardson had recently attended an Oxford Airport Consultee meeting. With regard to the new 4,400 homes, there were also plans for a Park &amp; Ride near the airport, in the vicinity of Bladon and Woodstock.</p> <p>6. <u>Parish Council Assets</u></p> <p>War memorial: Cllr Buckingham-Fry had received a quotation of £25 for the repair of the adjacent low retaining wall, and had arranged an inspection by a stone-masonry company of the repair needed to the memorial base.</p> <p>White gates at approach to village, Bletchington Road, decorative state: Cllr Macbeth would make enquiries, with a view to arranging re-painting.</p> <p>Notice boards: Cllrs Jenkins and Richardson hoped to work on these during the Easter break.</p> <p>Additional mowing areas: It was proposed that the Parish Council no longer be responsible for the mowing of the smaller areas of land it owned, such as verges adjacent to South Green. Mr Cherry and Mr Draper had agreed to carry out any necessary servicing of the Toro mower, and would mow the areas of the Churchyard previously mown by Mr Harrison, and would trim any awkward corners of this area. <b>It was resolved:</b> to review the remaining areas (other than the Churchyard) and to reconsider the matter at a subsequent meeting.</p> <p>Works to improve water quality at the Pond: the Clerk reported that following an approach by KWACS Smiths of Bletchington had agreed to carry out the digger work. Smiths had costed the work at £1,250 plus VAT and would donate £500 of this sum; KWACS already had some funds and would raise the remainder, and so were able to donate £750 to the Parish Council. <b>It was resolved</b> that as the Parish Council owned the pond Smiths should invoice the Parish Council.</p>	<p>HM/ RP</p> <p>DR</p> <p>KBF</p> <p>HM</p> <p>SJ/ DR</p>
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<p>7. Defibrillator</p> <p>On 26<sup>th</sup> February a parishioner contacted the Clerk to advise that South Central Ambulance Service (SCAS) had not been able to provide the access code for the defibrillator when the parishioner had phoned SCAS in an emergency. An ambulance had arrived within a few minutes however. The Clerk had forwarded details of the access code difficulty to SCAS's defibrillator team, and the matter was now the subject of an investigation and a response would be issued within 25 working days. Information from SCAS's defibrillator team indicated that a patient had to be within 400 metres of a Defibrillator registered as a Public Access Device; the Clerk had written to SCAS to ask for details on how that distance was calculated; it appeared no answer would be provided until the formal investigation was complete. Cllr Richardson would make enquiries; Mrs Shackleton said she was aware of the incident and suggested Mr D Tracey (former divisional responder commander of West Oxfordshire's Ambulance Service, now retired) be contacted for advice.</p>	DR
<p>8. <u>Village Hall, Sports Field and Play Areas</u></p> <p>KVHMC meeting, January: Cllr Pratt reported on the February Committee meeting. The Council noted that the large grit bin requested by the Management Committee had been installed. <b><i>It was resolved</i></b> that Cllr Pratt could purchase further salt, at about £50. The Council noted that Gourdans Steak Frites were trading again from the Car Park; the Village Hall Treasurer had confirmed that their pitch payments were up to date.</p> <p>Play Area fence: Cllrs Jenkins and Richardson would work on this at the end of the month and would remove the older signage.</p> <p>Crown reduction work, Cedar trees: Sylva had reduced their quotation for this work. The Clerk had received further information from Sylva clarifying which branches required work, and could now submit the TCA. There was some progress in Sylva's provision of a replacement memorial bench for Mr Smith; the Clerk was continuing to liaise with Mr Smith's sister.</p> <p>Replacement Oak and tree guard: the Clerk had contacted J E Miller but had not yet had a response. It was suggested the Council could approach Cllr Tylor. The Council noted its thanks for the kind offer of the Village News team of a donation towards the cost of a tree, and a plaque for Lieutenant Colonel Shellard.</p> <p>Prevention of dog fouling on the Sports Field: the Council agreed that a further note on the continuing campaign should be submitted to the Village News.</p> <p>Use of the field, other than at Village Fete: the Village Hall bookings secretary, Mrs Allison, would be adding clauses to the terms of hire which would explain that hirers would not be allowed to let dogs on to the field. Mrs Allison had enquired as to the time frame in which the Parish Council was able to make decisions on bookings which involved use of the field and at present Cllr Pratt was handling those enquiries.</p>	DP SJ/ DR RP RP DP/ RP
<p>9. <u>Planning</u></p> <p>(i) MCNP: Cllr Macbeth reported that Cherwell District Council had agreed all the submitted documentation and so the adoption of the Neighbourhood Plan was moving to the next stages. She recommended that congratulations were due to all involved, with particular reference to the Chairman, Martin Lipson. Cllr Pratt would write to Mr Lipson.</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>	DP
<p>10. <u>Correspondence</u></p> <p>See above.</p>	
<p>11. <u>Finance</u></p> <p><b>Monthly schedule of payments and receipts:</b> the new payments and quotations were <b><i>approved</i></b>.</p>	



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

**Vine Cottage** South Green Kirtlington OX5 3HJ

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

CDC: **Permission granted 14<sup>th</sup> Feb (always stated as "no comments to make")**

**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 OX5 3HU

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 – **Permission granted 15<sup>th</sup> February**

**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 No objection, 14<sup>th</sup> Feb 2018.

CDC – **Permission granted 15<sup>th</sup> Feb**

18/00106/F & 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** Kirtlington OX5 3HW

KPC **Comments sent Tues 6<sup>th</sup> March – no objection but requests hand digging for footings of bin store to safeguard the RPA of the very large tree to the west.**

18/00258/LB | Repointing of existing stone elevations |

**The Old Vicarage** Church Lane Kirtlington OX5 3HJ

KPC **No objection (Tues 13<sup>th</sup> March)**

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

**Dashwood Cottage** South Green Kirtlington OX5 3HJ

KPC **Missing info from website – extra time allowed until (6<sup>th</sup> April) RMP requests Weds 28<sup>th</sup> March**

**At Tuesday 13th March – Akeman Spinney, no dates set for comments yet:**

18/00366/F | **Variation of condition 2 (plans) of 17/02158/F - minor layout alterations, minor**

**increases to sizes of houses and materials alterations |**

**Akeman Spinney** Heyford Road Kirtlington OX5 3HS

18/00323/F | Amendments to application 17/00229/F - To alter the pitch of the roof, raising the ridge slightly matching the adjoining property on the east elevation, making it more in character with the majority of the properties within this conservation village. Altering the size of the window on the south elevation to match the adjoining bedroom window of our existing property. |

**North Green Cottage** North Green Kirtlington OX5 3JZ

KPC comments due **Weds 4<sup>th</sup> April**

Latest Advertisement Expiry Date **Fri 5<sup>th</sup> April**

16/02295/OUT Land South West Of Woodbank, Mill Lane, Kirtlington = RYEFURLONG / Mr and Mr King  
Erection of 10 No dwellings

**PINS** **No decision at 13<sup>th</sup> March 2018**

## KPC 13th March 2018 - Agenda Item 11 - Finance

### Bank statements at 27 February 2018

Current a/c at 27 Feb 2018*	£30,714.13	includes second half of Precept at £12,000,
Saver a/c at 27 Feb 2018	£3,437.55	Unchanged since last statement
	<b>£34,151.68</b>	
Unbanked cheques	<u>-£1,236.00</u>	Jake Williams, Sylva, CKHMC
	<b>£32,915.68</b>	

### \* Receipts post 27th Feb bank statement

Thames Water	£ 160.00	GCS payment (goodwill)
Cherwell DC	£545.80	New Homes Bonus grant, 2017 - 18
HMRC	<u>£3,224.55</u>	VAT repayment (ref payments 1st Feb 2016 to 31st Dec 2017)
	£ 3,930.35	

### For approval: March 2018 payments

Community First Oxfordshire	£ 55.00	Annual subscription (no VAT)
OALC	£ 178.86	Annual subscription incl VAT
Glasdon UK	£ 225.80	Grit bin for Village Hall Car Park, incl VAT
Jake Williams	£ 80.00	Cut back ivy etc near War Memorial (per quote)
KVHMC	£ 12.00	Hazel Room hire KPC 13th Feb
R M Bone	<u>£ 21.99</u>	Re-imburse flash drive back-up (KPC laptop)
	£ 573.65	

### Quotations for approval

Sylva	£600	(plus VAT) - reduced quotation Cedar tree crown reduction, (was £720 plus VAT), Cherry picker is set at £300
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### For information:

#### Quotations accepted:

Ady Podbery, Sports field mowing	; £ 82.50	Per cut, increase from £81.50 per cut for 2017 (VAT extra)
Greenscape inspired	£ 120.00	Greens mowing and strimming, per visit, unchanged from 2017

Parish Council election costs: CDC Advice ref Kirtlington: Regarding costs for the election, if it is uncontested, i.e. 7 or less candidates, the cost to the parish council will be £39. If a contested election, i.e. 8 or more candidates, the maximum cost to KPC council will be £947.91. The target reserve in KPC's 2018-19 budget for a contested election was £1,500