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| KIRTLINGTON PARISH COUNCIL **Minutes of the Annual Council Meeting (AGM) of the Parish Council**  **held in the Village Hall on Tuesday 8th May 2018 at 7.00 p.m.** Present: S Jenkins (from 7.14 p.m.), Mrs R Powles (Clerk), D Pratt (outgoing Chairman, until 7.20 p.m.), D Richardson (duly elected Chairman), R Sadler;Cllr Carmen Griffiths (Oxfordshire CC, until 7.14 p.m.) **In attendance**: Mrs J Shackleton (until Item 11) |

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| Cllr Pratt invited Cllr Griffiths to report on County matters. The Highways department had acquired a new « dragon patcher » for more cost-effective surface repairs. The County Council had agreed the fund available to its Councillors for expenditure by parishes on Highways needs and community group projects and criteria would be finalised the following week. Potholes would be excluded but other repairs would be suitable. As a separate matter the Highways department had been allocated its budget for the new Financial Year and so she would soon meet Mr Paul Wilson to discuss parishes’ pressing Highways needs. The Kirtlington Church Lane surface improvements should take place in four to six weeks’ time and were additional to any requests which Kirtlington PC might put forward. The long depression in the A4095 northbound from the Hatch Way turning to past the War Memorial was discussed ; this infilled utilities’ channel had deteriorated further recently and was considered dangerous ; it was suggested the channel may have been cut by BT Openreach. The Parish Council would establish if that was the case and whether there was still a means of communication with whichever utilities company had been involved. Cllr Griffiths asked that she be copied in on any communication with the County Highways department.  Cllr Griffiths left the meeting at 7.14 p.m. ; Cllr Jenkins arrived at 7.14 p.m.  1. **Election of Chairman and Deputy Chair**  Cllr Pratt expressed his thanks to all those with whom he had worked since his election to the Council in 2006 and invited nominations for the role of Chairman. ***It was resolved*** that Cllr Richardson be elected Chairman.  ***It was resolved*** that the role of Deputy Chair would be voted on at a meeting when all elected Councillors were present.  Cllr Pratt offered to continue to assist with tasks, such as maintaining the white paint markings on the South Green tracks.  Cllr Pratt left the meeting, and Cllr Richardson opened discussion of the other Council roles for the coming year.  2. **Parish Council Sub-Committees**  The Council noted that on 24th April Cherwell DC had declared an uncontested Parish Council Election, and that the elected Parish Councillors (Kate Buckingham-Fry, Stuart Jenkins, David Richardson and Richard Sadler) could co-opt to the three vacancies. The Council would consider co-option further, at later meetings.  Sub-Committee Membership ***was resolved*** as follows:  ***Finance Subcommittee***: Cllrs Richardson and Sadler (confirmation of any additional members should wait until a later meeting)  Cheque signatories:  Mr Pratt would be replaced in due course but would continue until the Council informed Barclays that he was to be replaced; Cllr Jenkins and Mrs Powles continued as signatories. Cllr Richardson offered to be a signatory.  ***Planning Sub-Committee:*** Ms Christine Marsh and Mr Paul Kurgo would continue as non-council members. Cllr Jenkins would continue as the Parish Council’s member, with possible occasional assistance from Cllr Richardson if necessary.  3. **Parish Council Representatives / other roles**  Roles ***were resolved*** as follows:  ***Footpaths:*** Dr Macbeth would maintain her interest in the village footpaths, and until KPC was at full numbers was happy to continue reports to KPC.  ***MCNP Forum reps (5 needed):*** Dr Macbeth and Ms Marsh continued; Cllr Richardsom was potentially able to help re transport; 2 other reps would be confirmed at a later meeting / until KPC had co-opted to the vacancies.  ***Police liaison:*** Cllr Richardson  ***Play Area:*** Cllr Jenkins  ***Public Transport:*** Dr Macbeth would maintain her interest in the bus provision and until KPC was at full numbers was happy to continue reports to KPC; Mrs Shackleton was also happy to continue.  ***Recreation / Sports field:*** Cllr Sadler, plus assistance from Cllr Jenkins  ***Village Hall Management Ctee:*** Cllr Richardson would be the Parish Council’s representative. Cllr Sadler would liaise with Mrs Nicola Allison re bookings involving the sports field.  ***Website***: Mr Alex Charlesworth continued with technical involvement and vital posts.  ***Village Facebook:*** Cllr Buckingham-Fry, with Ms Anna Kennedy.  ***Airport Liaison:*** Cllr Richardson subject to points on which he had a conflict of interest.  ***Fuel and Wicker Trust:*** Dr Macbeth had confirmed Mr Jonathan Haynes was happy to remain the Parish Council appointed (“nominative”) Trustee for the next year; he and the other two trustees were still progressing the sale of one of the plots of land from which the Trust income arises (a field in Ambrosden, currently rented to a farmer).  ***School Endowment Trust:*** The Clerk would write to Mr Eeley and Dr Grimshaw to ask if they were happy to continue as the Parish Council appointed Trustees of the Kirtlington School Endowment Trust.  4. Apologies  Cllr Buckingham-Fry, Cllr Corkin (Cherwell DC)  5. Declarations of Interest – pecuniary interests / conflicts of interest  None.  6. Approval of the Minutes of the Parish Council meeting held on 10th April 2018  The minutes were approved.  7. District & County Councillor Reports  Cllr Griffiths’ comments are reported above.  With regard to projects which might qualify for County Councillor funding Cllr Sadler offered to inspect road surfaces in the village centre and the War Memorial was also mentioned, as one of the Council’s “assets”.  8. Progress reports  Thames Water / Consumer Council for Water (CC4W), update: the Clerk reported that Thames Water had sent its goodwill payment of £50 for Village Hall and would report further by 10th May. Mrs Banks had provided details of sewage flooding (private properties on the Heyford Road near the School and by Turnpike Cottages) over the weekend of 14th/15th April; this information had been sent to CC4W, Thames Water, and Cherwell DC’s Public Health Dept.  To note: delivery of Thames Water “Bin It Don’t Block It” leaflets / other community information ; Dr Macbeth was co-ordinating this task, to be undertaken by Parish Councillors in the next few days.  Highways / Road safety measures:  Community Speedwatch – Cllr Richardson confirmed that Dr Macbeth had attended the volunteer training on 12th April. An outdoor “practical” training session would be organised and Cllr Richardson would liaise with PC Webb to identify the best sites, and a rota would be organised.  Compulsory 20 mph section through village – OCC had not yet replied to Dr Macbeth’s request for information on costs; Cllr Sadler confirmed that research showed that pollution levels increased when speed was restricted. It was suggested that a reduction in the speed limit might be appropriately discussed at a public meeting in order to gauge village opinion on factors such as pollution and cost. Evidence gathered from Speedwatch sessions should also form part of the material to be discussed.  Travellers, Akeman Street: the travellers had moved on to a site nearer Weston-on-the-Green.  For information: Oxford-Cambridge Expressway: Oxfordshire County Council had circulated a summary of its response to Highways England; the County Council required greater detail on the route to be proposed before it was able to comment fully.  9. Parish Council Assets  War memorial: one quotation had been received for the repair needed to the memorial base; a second quotation was awaited.  Notice boards: Cllr Jenkins would work on these the following week.  Mowing of footpath Hatch Way to Pound: further enquiries were being made of residents. It was suggested that as the ground was uneven and possibly unsuitable for a domestic lawnmower, maintaining a rough pathway was appropriate, to keep the worst of the nettles away from the main path.  Greens verges mowing areas: ***it was resolved*** that Greenscape Inspires should in principle include the verge in front of Dashwood Cottage (South Green) in their fortnightly cuts, and so the Clerk should establish whether this would increase the cost.    **To consider further:** replacement White Gates, Bletchington Road – further investigation was needed, including information on costs. In 2009 OCC Highways had approved the location, design and dimensions but it was not known if Highways would insist now on a like-for-like replacement. Recycled plastic was considered suitable because of its durability and ***it was resolved*** any replacements should be white.  Works to improve water quality at the Pond:  the further works by Smiths of Bletchington had started on 30th April and were nearly complete. With regard to the repairs needed to the Pond wall it should be established if the Pond would be drained later in the year.  7. Defibrillator  The formal response from South Central Ambulance Service on the Parish Council complaint of 26th February had been received. SCAS admitted errors but their report left uncertainty on several points. Cllr Richardson would reply with a formal request for clarity, which was needed so that the Council could advise parishioners on exactly how SCAS would respond to requests to access the defibrillator, and whether there would still be a 400 m radius limit on access. He would draft an update for the forthcoming Village News.  11 Village Hall, Sports Field and Play Areas  For information: the KVMHC AGM would be held on Monday 21st May, at 7 p.m.  For information / update**:** Play Area fence – the extent of the repairs needed would be established shortly.  For information: TCA for crown reduction works (2 x Cedars) – work would go ahead as Cherwell DC had made no objection by 7th May.  For information / update: Removal of cedar stump, holm oak stump / holm oak root ball – the work had been delayed further by the wet weather.  Broken bench commemorating Mr Richard Smith; the arboriculturalists now had the replacement bench but a date for its installation had not yet been confirmed.  For information (update): prevention of dog fouling on the Sports Field – Cllr Sadler advised no dog faeces had been found here in the past six weeks so it seemed that recent publicity was being effective.  ***For further******consideration:*** use of Sports Field, other than at Village Fete – Cllr Sadler would liaise with Mrs Allison (Bookings Clerk) about bookings, including by sports teams, and Cllr Sadler would keep the Parish Council informed as needed. He, Mrs Allison and Mr Draper and Mr Cherry had met to discuss the arrangements, as requests had been received from teams outside Kirtlington which potentially could be accommodated. Currently KVHMC gave the Council a percentage of booking fees; a possible differential in the pitch fee cost for outside teams was suggested.  Repairs to the tractor shed roof: Cllr Sadler advised this shed held the tractor and the Toro ride-on mower and other equipment. Repairs were needed urgently to the leaking roof and ***the Council confirmed*** it had therefore already ***accepted*** the quotation of £1,100 from M & M Builders. The Toro would need repairs later in the summer.  Dog bin by kissing gate to Park – Cllr Richardson would make enquiries as to who was responsible for the costs and maintenance.  12. Planning  (i) MCNP: the public consultation on the Neighbourhood Plan was live and would close on 19th June.  (ii)Monthly planning application schedule – the Council *noted* the report (to be filed with the approved  Minutes). The Planning Subcommittee had objected to the variations at Akeman Spinney (18/00366/F) as  these would entail an increase in the footprints of the properties.  13. Correspondence  Councillors noted recent comments on the village Facebook page about rubbish left at the Quarry.  Village Fete Programme – the Fete Committee had offered a half page free of charge, for a note thanking Mr Pratt and Dr Macbeth for their years of work on the Parish Council.  14. Finance  **Monthly schedule of payments and receipts:** the new payments were ***approved***.  Bank Account signatories: above, Item 3.  Approval and adoption of Annual Governance and Accountability Return (AGAR) 2017 – 2018: the Council would consider the AGAR at the June meeting.  15. Data Protection legislation  The Council noted the advice circulated earlier from OALC, that a proposed amendment to the GDPR bill now meant smaller councils would probably be exempt from the need to appoint a Data Protection Officer. The Clerk reported that helpful pro bono advice had been received from Computer Pro. It was advisable that renewed consent for the retention of personal data should be obtained if it was uncertain whether it had been obtained previously in a GDPR compliant way.  17. Date of the next meeting  This was confirmed as Tuesday 12th June.  18. Date of the Annual Parish Meeting  This was confirmed as Wednesday 23rd May, at 6.30 p.m.  19. Councillors’ reports and items for future agendas  *Minor matters of information not elsewhere on the agenda (not for debate/decision) and items for future agendas.*  *For information:* (none)  *Agenda items for future meetings:*  Co-option of Councillors to the Council vacancies  Clearance of verges & pavements in village centre / other outdoor maintenance tasks – possibly assistance from  residents / volunteers (previously Mr Pratt had hoped to co-ordinate)  Molly Minns lane leaves – update needed on progress with Community Service team, updated also needed on other potential Community Service team tasks (previously Dr Macbeth had hoped to co-ordinate)  Bench to west side of South Green - wire brushing needed  Toro mower: insurance provider (currently Aon, Zurich cover renewal was due 30th July 2018)  Churchyard extension  Churchyard wall repairs: liaison with KWACS was needed, as the PCC requested a Hedgehog hole here.  (Autumn) Replacement Oak tree + treeguard for the two Holm Oaks commemorating Col Shellard  The meeting closed at 9.30 p.m.  **Signed D.M.RICHARDSON Chairman**  **Date 12TH JUNE 2018** | RP  RS  All  DR  KBF  SJ  RP  All/  KBF  RP  DR  RP  DR  RP  KBF  RP |

**KPC 8th May 2018 Planning update (Agenda item 12)**

**Akeman Spinney – revisions (Akeman Spinney, Heyford Road)**

**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**

KPC Objection, Weds 25th April. Further revisions published on 26th April – KPC sent further comments but no change to position.

CDC officer – Stuart Howden. **No published decision at 8th May**

**18/00323/F |** Amendments to application 17/00229/F - Alter pitch of roof, raise ridge slightly to match adjoining property to east, making it more in character with majority of properties within conservation village. Alter size of window on south elevation to match adjoining bedroom window of existing property. |

**North Green Cottage, North Green**

KPC Objection email sent 28th March – loss of parking/loss of small property/ still apply as for 00229.

CDC **Permission granted 2nd May**. Obscured glazing and 30 degree ventilation stays to side and rear windows at first floor to protect neighbour privacy, access and parking areas to be kept clear at all times and used only for stated purposes.

**18/00095/TCA** | T1, T2 x Cedars - Crown reduction up to 3.0m. |

**Playing Field, South Green,** Kirtlington

KPC KPC is applicant and so has not submitted comments

CDC Patrick Prendergast / KPC may carry out works if it hears nothing from CDC by 7th May.

**18/00486/F** | Demolition of rear conservatory and erection of a single storey extension |

**The Cottage On The Green, South Green**, Kirtlington OX5 3HJ

KPC comments sent Weds 2nd May – (per Paul Kurgo) – extension proposals seem acceptable but insufficient information on size and type of tree to be removed, so unable to comment properly.

CDC John Gale / Decision awaited (16th May)

**18/00156/DISC** | Discharge of condition 4 (folding screen details) of 17/01415/F |

**1 South End Cottages** Bletchingdon Road

KPC No objection (Weds 2nd May )

CDC Michael Sackey - decision awaited (23rd May)

**18/00474/TPO |** Copper Beech - Reduce extending growth ends of south facing scaffold stem by up to 3 metres in branch length to suitable unions of secondary branch. Reduce overall crown circumference only by up to 2 metres in branch length and in proportion to the trees natural shape. Remove dead or suspect wood - Subject to TPO 11/2004. |

**Copper Beech Cottage, South Green** Kirtlington OX5 3HJ

**KPC comments sent 17th April:** remove deadwood and reduce weight at compression fork only to minimise future damage; crown reduction is unnecessary, and extent of deadwood has not been quantified.

CDC Patrick Prendergast – decision awaited.

**18/00121/TCA** | T1 x Beech - Remove x2 smaller diameter lower branches overhanging property, remove x2 lower north facing branches overhanging Park Close, reduce x3 extending north facing branch ends by up to 2.5 metres in length, Judiciously thin the remaining canopy, i.e. primarily the removal of overcrowded, undesired patterns of growth, dead or suspect wood T2 x Cherry - Reduce overall height of tree by up to 2.5 metres in branch length (to previous), reduce in proportion the remaining canopy spread to the trees original symmetrical shape, remove dead or suspect wood where required |

**Chequers, Heyford Road** Kirtlington

KPC – comments due by Mon 14th May

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| **KPC 8th May 2018 - Agenda Item 14 - Finance** | | | | |  |  |  |  |  |
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| **Bank statements at 27 April 2018** | | |  |  |  |  |  |  |  |
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| **Current a/c at 27 April 2018\*** | | **£29,845.00** |  | *includes VAT repayment of £3,224.55 and CDC NHB grant of £545.80.* | | | | | |
|  |  |  |  | *Excludes first half of Precept at £12,000 and CTRS grant at £368.68,* | | | | |  |
|  |  |  |  |  | *and Thames Water £50* | | |  |  |
| **Saver a/c at 27 April 2018** | | **£3,439.26** |  | *Unchanged from last statement* | | |  |  |  |
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|  |  | **£33,284.26** |  |  |  |  |  |  |  |
| Unbanked cheques |  | -£598.57 |  |  |  |  |  |  |  |
|  |  | **£32,685.69** |  |  |  |  |  |  |  |
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| **Receipts** |  |  |  |  |  |  |  |  |  |
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| Thames Water |  | 50 |  | 25th April, Donation to KVHMC, ref distribution of BIDBI leaflets | | | | |  |
| Cherwell DC |  | 368.68 |  | 30th April, CTRS grant for 2018 - 2019 | | | |  |  |
| Cherwell DC |  | 12000 |  | 2nd May - first half of Precept 2018-19 | | | |  |  |
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| **Quotations to note** | |  |  |  |  |  |  |  |  |
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| **M&M Builders** |  | **£ 1,106.00** |  | **Materials and labour, repair Tractor Shed roof, VAT extra** | | | | |  |
| Harri-Stone |  | £ 650.00 |  | War Memorial - replace concrete flaunching & repoint, plus VAT | | | | | |
| Harri-Stone |  | £ 3,700.00 |  | War Memorial - replace concrete flaunching with Portland stone base | | | | | |
|  |  |  |  |  | with weathered chamfer & repoint, plus VAT | | | |  |
| Harri-Stone |  | £ 960.00 |  | War Memorial - repaint inscriptions if required, plus VAT | | | | |  |
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| **For approval: May 2018 payments** | | |  |  |  |  |  |  |  |
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| **Zurich Municipal** |  | £ 859.95 |  | Insurance premium (general council cover) - renewal from 1st June | | | | | |
| MCNP Forum |  | £ 460.00 |  | Contribution to Admin costs for 2018 - 2019 (per M Lipson note of Dec 2017) | | | | | |
|  |  |  |  |  | NB To date no request for payment received | | | |  |
| Greenscape Inspires | | £ 120.00 |  | mowing w/c 21 May | |  |  |  |  |
| Greenscape Inspires | | £ 120.00 |  | mowing w/c 4 June | |  |  |  |  |
|  |  | **£ 1,559.95** |  |  |  |  |  |  |  |
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| ***Payments made since April KPC, previously approved*** | | | | |  |  |  |  |  |
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| Greenscape Inspires | | £ 120.00 |  | mowing w/c 23 April | |  |  |  |  |
| Greenscape Inspires | | £ 120.00 |  | mowing w/c 7 May | |  |  |  |  |