

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

**Present:** Ms Trudy Brock (from 8 p.m.), Mrs K Buckingham-Fry, S Jenkins, Mrs R Powles (Clerk), D Richardson (Chairman)

**In attendance:** Mr and Mrs A Banks (until 8 p.m.), Mr J Draper, Mr J East  
 Thames Water representatives (until 8 p.m.): Mr J Maw (*Area Performance Manager*) Mr M Peapell (*Customer Liaison*), Mr H Thomas (Local Government Liaison)

	Action
<p>1. <u>Apologies</u></p> <p>Cllr Griffiths (Oxfordshire CC); it was not known whether Cllr Corkin (Cherwell DC) could attend.</p> <p>2. <u>Declarations of pecuniary interests / other conflicts of interest</u></p> <p>None.</p> <p>3. <u>Approval of the Minutes of the meeting held on 16<sup>th</sup> October 2018</u></p> <p>The minutes were approved.</p> <p>Cllr Richardson thanked the parishioners present for their attendance and brought forward Agenda Item 6.</p> <p>6. <u>Thames Water / Consumer Council for Water (CC4W), update</u></p> <p>Cllr Richardson exercised his discretion as Chairman to invite members of the public to speak. Mr East asked if it would be possible to address points to the Thames Water representatives; Cllr Richardson replied that would be acceptable subject to the agreement of Thames Water. The Thames Water representatives were content with this and Mr Thomas, Mr Maw and Mr Peapell introduced themselves.</p> <p>The main points discussed were as follows:</p> <p>(i) Repair to section of main FWS (Foul Water Sewer): Mr Thomas advised that Thames Water had secured about £40,000 to carry out approximately 220 (continuous) linear metres of re-rounding and/or re-lining of the main pitch fibre sewer under the A4095 from a point level with the Oxford Arms and extending southwards to about the exit of Troy Lane back onto the A4095. It was hoped this work would be carried out over a period of about a week, via manholes, without the need for a road closure. The Parish Council acknowledged this to be a very good step.</p> <p>(ii) Public engagement event: Mr Thomas and his colleagues committed to hold a public drop-in session ahead of this repair at which questions could be addressed; in this way they hoped to improve communication about their current work and to provide an explanation of how they would service Kirtlington sewer functionality in the future. The Parish Council acknowledged such a public event would be very much appreciated</p> <p>(iii) CCTV surveys of further FWS sections: The Parish Council and parishioners present commented that while this was welcome the steps were reactive, not pro-active, and offered no future-proofing; the Parish Council and parishioners present suggested a full (CCTV) survey should be undertaken of the whole length of the main sewer, at the same time as the re-rounding/re-lining. It was suggested this would be cost effective and to the benefit of Thames Water and Thames Water committed to carry out further CCTV surveys. Cllr Richardson said he hoped a further meeting (such as the public drop-in session or at a future meeting with the Parish Council) would provide a clear explanation of the recent failures and a decision on the extent of a CCTV survey. Mr Thomas said he hoped those questions could be discussed at the proposed drop-in session and perhaps with a pre-meeting with KPC and those parishioners present this evening. Mr Draper raised the question of the effect of lateral sewers feeding into the main sewer, and suggested those effects were not quantified or recognised and that pitch fibre pipework of this age was unable to accommodate flow from the laterals. Mr East said that until about forty years ago Kirtlington had its own pump station, south of the copse to the south of Gossway fields, and he suggested that the pitch fibre installation of the 1950's had been taken to that point.</p>	

<p>Cllr Richardson thanked the Thames Water representatives and the parishioners present for their time and contribution to the discussion; the Thames Water representatives and Mr and Mrs Banks left at 8 p.m.</p>	
<p>Cllr Brock arrived at 8 p.m.</p>	
<p><i>The Council resumed the Agenda from Item 4:</i></p>	
<p>4. <u>District &amp; County Councillor Reports</u></p>	
<p>Cllr Griffiths' November report had been circulated previously.</p>	
<p>County Councillors' Priority fund (Highways or community group project): Cllr Richardson would submit a reminder to the Village News requesting suggestions from parishioners for suitable projects.</p>	DR
<p>5. <u>Progress reports</u></p>	
<p>Gravel Pit field hedge trimming: Mr C Budgett had arranged for his contractor to carry out this work on 30<sup>th</sup> October; the Clerk had emailed thanks and the Council also recorded its thanks to Mr Budgett.</p>	
<p>First Aid and defibrillator training: Cllr Brock hoped to set a date in February and was waiting for a response from South Central Ambulance Service.</p>	TB
<p>7. <u>Highways / Road safety measures:</u></p>	
<p>Compulsory 20 mph section through village: Cllr Richardson would include mention of this in his article for the Village News on the County Councillors' Priority Fund, as a potential future aim.</p>	DR
<p>Parking outside Shop: the Council noted that there was no evidence of worn road markings for a bus stop here and that as there had previously been no resolution to have a bus stop marked out and it seemed not all were in favour, the matter would not be pursued at this state.</p>	
<p>Other road markings: Cllr Richardson reminded the Council that information on worn white road markings should be reported to Cllr Griffiths and Mr Wilson at OCC Highways.</p>	All
<p>8. <u>Parish Council Assets</u></p>	
<p>Gravel Pit field, rent: the Clerk would write to Sustainable Kirtlington to remind them that the annual license fee for use of the corner area was due by 24<sup>th</sup> November.</p>	RP
<p>War memorial: Cllr Buckingham-Fry had resubmitted a grant application.</p>	
<p>White gates, Bletchington Road: Cllr Buckingham-Fry reported that it was possible to paint some of the coloured recycled plastic options white and would obtain further information.</p>	KBF
<p>Damaged notice board, entrance to Gossway Fields: Cllr Richardson would contact Mr Darke.</p>	DR
<p>End of season date for mowing contracts (Greens, Sports Field): the road closure in early November had prevented Mr Podbury from mowing the sports field as planned; he hoped to be able to do this at a later date. Greenscape Inspires (Mr Greenslade) had carried out the last Greens cut of the season on 6<sup>th</sup> November.</p>	
<p>Salt bins: OCC Highways had invited requests for the annual refill of the salt bins (Cllr Griffiths' November newsletter) and Councillors would check the four bins (Gossway Fields, Oxford Close, Hatch Way, Park Close). The bin in the Village Hall car park should also be checked but the Clerk would confirm whether a refill of this bin was in fact the Parish Council's responsibility.</p>	All/ RP
<p>Central village footpath checks for surface safety, obstructions, etc: Cllrs Richardson and Brock offered to help with this.</p>	DR/ TB
<p>9. <u>Village Hall, Sports Field and Play Areas</u></p>	
<p>KVMHC Committee: Cllr Richardson reported that the Fireworks display had been very profitable in spite of concerns about the weather. Sustainable Kirtlington (represented by Mrs Hawkesworth) were keen to reinforce the environmental sustainability of the Hall and hoped to install solar panels on the roof. The Council noted that after the</p>	

<p>October Parish Council meeting Mrs Hawkesworth had written to request permission to make a funding application for solar panels, and the deadline for the submission of that application was before the November Parish Council meeting. The Clerk had advised Mrs Hawkesworth there could be no objection to a funding application but had queried whether planning permission would be needed. Mrs Hawkesworth had advised that the advice she had received from Cherwell District Council was that she should apply for a Lawful Development Certificate and that planning permission would not be necessary, and had submitted the funding application. The Parish Council noted that as some might dislike the visual impact of solar panels in this position in the Conservation Area it would be preferable if a planning application was made in the normal way, as this would allow public consultation.</p>	
<p>Sports Field fence alongside Park: a number of fence posts had been replaced here and it was assumed Sam Tylor was responsible; the Clerk had sent a note of thanks and the Council also recorded its thanks.</p>	
<p>Play Area fence, replacement: Cllr Jenkins thought it might be possible to obtain quotations from Mr Matt Giles and Mr Podbury.</p>	SJ
<p>Sports field non-mowing maintenance and outfield maintenance: Cllrs Jenkins had met Mr Draper and discussed the main tasks involved and thanked Mr Draper for his time. The most urgent matter for attention was the Toro mower; he suggested other general maintenance aspects should also be discussed in the coming weeks. It was established that the shipping container was currently used as storage by the sports clubs; it was suggested the Council might wish to review this use at a future date.</p>	SJ/ DR
<p>Shade trees for (Sports Field) Play Area; commemorative tree for grassed area alongside Car Park: Cllr Buckingham-Fry presented the cost and size options from several suppliers. <b><i>It was resolved</i></b> to purchase a Wild Cherry, a Bird Cherry and an Oak from Buckingham Nurseries, and heavy duty timber stakes. Cllr Buckingham-Fry hoped to organise a planting date in the coming weeks.</p>	KB/ SJ/ DR/ RP
<p>Churchyard wall repairs: Zac Coles had provided a quotation at £1,210. <b><i>It was resolved</i></b> to accept Mr D Butler's quotation of £517.60.</p>	
<p>The Council again noted its thanks to Revd Bob Wilkes for his work to improve the War Memorial area before the Armistice Day events.</p>	
<p>10. <u>Planning</u></p>	
<p>(i) Mid Cherwell Neighbourhood Plan (MCNP): the next Forum meeting would be held on 28<sup>th</sup> November and the Clerk would contact Dr Macbeth, Miss Marsh and Mr Kyte to establish who could attend.</p>	
<p>(ii) Monthly planning application schedule – the Council <i>noted</i> the report (to be filed with the approved Minutes).</p>	
<p>(iii) Oxford's Unmet Housing Needs, Examination by Planning Inspector: following the Pre-Hearing Meeting on 28<sup>th</sup> of September 2018 the Inspector had written to Cherwell District Council to say that in his view the unmet need could constitute an exceptional circumstance which would justify an alteration to Oxford's Green Belt boundaries, and that he was content for the Main Hearing to proceed on the basis that Cherwell DC's share of that need was the 4,400 homes which had been previously proposed, as a working assumption. A date for the Hearing had not been set.</p>	
<p>(iv) Oxford-Cambridge Expressway: Weston on the Green Parish Council would host a meeting for Parish Councils on 20<sup>th</sup> November; the Clerk and Cllr Richardson might be able to attend.</p>	
<p>11. <u>Correspondence</u></p>	
<p>NHS England, ref Pharmacy provision: the determination of the Bicester Rural Controlled Locality Area included Kirtlington.</p>	
<p>Sustainable Kirtlington request for two raised beds next to the Village Hall; <b><i>it was resolved</i></b> that the Parish Council had no objection and that Sustainable Kirtlington should liaise with the Village Hall Management Committee as to a site.</p>	
<p>12. <u>Finance</u></p>	
<p>Monthly schedule of receipts and payments: the Council <b><i>approved the payments</i></b> (schedule as presented to the meeting, to be attached to the approved Minutes).</p>	
<p>OALC training course, Internal Audit, 10<sup>th</sup> January, at £45 per delegate; it was resolved the Clerk would attend; Cllr Richardson might also be able to attend.</p>	

13. Date of the next meeting

This was confirmed as Tuesday 11<sup>th</sup> December.

14. 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:*

Cllr Jenkins repeated his offer of previous meetings to carry out maintenance of the Sports Field outfield area; it was hoped others could be found to assist.

*Agenda items for future meetings:*

December / January: Parish Council budget 2019 – 2020 – preparation and adoption.

The meeting closed at 9.30 p.m.

**Signed**                      D.M. RICHARDSON                      **Chairman**

**Date**                      11 DECEMBER 2018

18/00265/TCA | T1 x Mature Cherry Tree - Reduce overall crown height and spread by up to a maximum of 30% (2-3m) and formatively prune to shape. Remove deadwood, clean out crown of any unwanted crossing branches and remove stubbed branches left as a result of previous poor pruning. |

**2 Turnpike Cottages** Oxford Road

KPC No objection

CDC Permission granted 23<sup>rd</sup> October

18/00276/TCA | T2 x Field Maple, T9 x Beech - Remove limb overhanging road back to main stem. T4 x Elm, T12 x Ash, T13 x Ash - Fell. T11 x Beech - Crown reduce fork over highway side by 2.5m. |

**OS Parcel 0965 West Of Park Farm Cottages And North Of Kirtlington Park** Akeman Street Kirtlington

KPC No objection

CDC No objection, 30<sup>th</sup> October

18/00191/TCA | T1 x Lime - Fell T2 x Walnut - Reduce away from roadside by up to 2.0m |

**Trinity Lodge, Bletchingdon Road** (built in former grounds of Nutlands)

KPC Objection, 13<sup>th</sup> Aug.

CDC TPO No 08/2018 confirmed on both trees, 31<sup>st</sup> October.

18/01613/F | Loft conversion |

**13 Roman Close** Kirtlington

KPC No objection

CDC Determination 15<sup>th</sup> November.

18/00285/TCA | T1 x Yew - Reduce tree in height by up to 5.0m and create curved top. T2 x Pear - Reduce tree in height by up to 1.5m, reduce side branches to blend and maintain natural form. T3, T4 x Yew - Crown reduce in height by up to 3.0m, reduce side branches to blend and maintain trees natural forms. |

**Manor House** South Green

KPC No objection

CDC Split decision: Provisional TPO imposed on T1 (Yew), 31<sup>st</sup> October. Work permitted to T2, T3 and T4.

18/01771/F | Removal of existing front porch. Construction of new front porch. Removal of conservatory.

Construction of single storey extension. Partial conversion and alterations to garage. |

**11 Hatch Way** Kirtlington OX5 3JS

KPC No objection

CDC Determination 6<sup>th</sup> December.

18/01327/F | Reinstating door to north elevation; replacement windows and doors to north elevation; erection of door canopy to north elevation |

**Maundon (correctly: MAURDON) Cottage**, South Green

KPC No objection

CDC Permission granted, 9<sup>th</sup> November. Canopy slate to match slate on existing building.

**Winterlake** Springwell Hill Bletchingdon OX5 3HG

Ref. No: 18/01750/F | Received: Mon 08 Oct 2018 | Validated: Mon 08 Oct 2018 | Status: Awaiting decision

18/01750/F | Demolition of existing dwellings and erection of a replacement dwelling | Winterlake Springwell Hill Bletchingdon OX5 3HG

KPC No objection

CDC Determination Mon 3<sup>rd</sup> December

**Winterlake Previous permission, for information:**

17/00974/F | Demolition of existing dwelling and erection of a replacement dwelling | Winterlake Springwell Hill Bletchingdon OX5 3HG

**18/00299/TCA** - G1 x Beech screen - Reduce overall height of screen by approximately 3.5 metres (30%), reduce south facing lateral spread of remaining screen by up to 3 metres in branch length, prune to shape & contain. T2 x Holly - Remove x 6 lower branches and balance height of crown. G3 x 2 nos Leyland cypress screen - Raise canopy height by up to 2.5 metres. | Oxford Arms

**Oxford Arms Troy Lane** Kirtlington OX5 3HA

*KPC comments by Weds 14<sup>th</sup> November*

**18/00300/TCA** | G1 x 4 nos Sycamore - Crown thin of 20%, to include removal of epicormic growth up to 6.0m. T2 x Sycamore - Fell to ground level as shading conservatory, surface root damage. T3 x Horse Chestnut - Crown lift up to 4.0m above ground level; secondary branches only. T4 x Hawthorn (dead) - Fell to ground level. T5 x Birch - Crown lift to 3.0m; removing 2 x lowest branches. T6 x Apple - Carry out annual prune. T7 x Sycamore - Remove epicormic growth up to 5.0m. T8 x Hawthorn - Fell to ground level as suppressed tree with poor form. | 5 The Chestnuts Kirtlington

**5 The Chestnuts** Kirtlington OX5 3UB

*KPC comments by Tues 20 November*

**18/01832/F** Erection of greenhouse

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

*KPC comments by Weds 21<sup>st</sup> November*

18/01884/TPO | To lift the lower branches of the lime tree in the front garden of the property to approx 3m above ground level. Thin the canopy and reduce the height by approx 2m. Tree causing light issues to property. Tree subject to TPO 8/2018 |

**Trinity Lodge** Bletchingdon Road Kirtlington OX5 3HF

*KPC comments by Mon 26<sup>th</sup> November*

18/00317/TCA | Yew - Reduce overall height of screen by up to 2 metres. Prune or trim side by up to 1 metre to contain & shape |

**Oxford Arms** Troy Lane Kirtlington OX5 3HA

*KPC comments by Mon 26<sup>th</sup> November*

18/01885/TPO | To lift the lower branches of 2 No lime trees at the front entrance of property to approx 3m above ground. Thin out the canopy to max of 30% and reduce the height by approx 2m to allow extra light into the property and keep trees maintained - subject to TPO 37/1989 |

**Oldbury** Bletchingdon Road Kirtlington OX5 3HF

*KPC comments by Thu 29 November*

18/01890/F | Two storey rear extension |

**Foxtownsend Lodge South** Heyford Road Kirtlington OX5 3HS

*KPC comments by (not given at 12<sup>th</sup> Nov. )*

*CDC Determination 26<sup>th</sup> December.*

**At Tuesday 13<sup>th</sup> November 2018 – no further validations or decisions**

## KPC 13th November 2018 - Agenda Item 12 - Finance

<b>Current a/c at 29 Oct 2018</b>	<b>£41,846.03</b>	<b><i>Includes both Precept receipts at £24,000, Fete donation at £1,000, earmarked CTRS grant £368.68, earmarked NHB grant £545.80; Includes £900 expenditure and £750 receipt for Pond work.</i></b>
<b>Saver a/c at 29 Oct 2018</b>	<b>£3,442.69</b>	<i>unchanged from previous statement</i>
	<b><u>£45,288.72</u></b>	
Unbanked cheques	<u>-£510.00</u>	<i>All Ady Podbery</i>
	<b><u>£44,778.72</u></b>	

### Payments post October KPC

Greenscape Inspires	£ 150.00	Last Greens cut of season, 6th Nov. (approved DM/SJ)
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### For approval: November 2018 payments

Ady Podbery	£ 99.00	Mow Sports Field October (one cut)
KVHMC	<u>£ 12.00</u>	Room hire 16th October
	£ 111.00	

### For consideration - quotations

MG Building Contracts <i>(as presented at October KPC)</i>	£ 720.00	Repair two sections churchyard wall, subject to VAT
Z Coles	£ 1,210.00	Rebuild two sections churchyard wall incl waste removal, no VAT

### Additional payment for approval

OALC Internal Audit course, BURFORD, 9.30 for 10 a.m., ends 12.30. £45 plus VAT per delegate  
Afternoon course on "becoming an Internal Auditor" BURFORD, 1.30 p.m., £45 plus VAT per delegate