**KIRTLINGTON PARISH COUNCIL MEETING**

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To members of the council:

You are hereby summoned to attend a meeting of Kirtlington Parish Council on 15th September 2026 to be held at **7.30pm** at St Mary's Church for the purpose of transacting the following business:

Joanne Broughton, Clerk to the Parish Council
**Public and press are welcome to attend.**

**AGENDA**

1. To note apologies for absence.
2. Variation of order of business.
3. Declaration of interest in items on the agenda (if any)*
4. Update from County and District Councillors (if in attendance).

MINUTES

5. To confirm meeting minutes of 21st July 2026 and sign as a true record.
6. To consider any actions from last minutes.

PUBLIC PARTICIPATION

7. A short period will at this stage be made available for members of the public to ask questions or submit comments about local matters relating to the agenda.

PLANNING

8. To note planning application comments/consider new planning applications (list below).

FINANCE

9. To agree payments in accordance with the budget (list below).
    a) To consider the bank reconciliation.
    b) To consider the budget against actual.
    c) To note increase in local government pay scales and back pay to 1st April 2026.

REGULAR ITEMS/REPORTS

10. To receive Allotments, Community Orchard and Gravel Pit Field update and consider resolution requests, if any.
    a) Quotes for allotments gate.
11. To receive road safety and traffic calming update and to consider resolution requests, if any.
12. To receive Village Hall Management Committee (KVHMC) update and to consider resolution requests, if any.
    a) To discuss KVHMC representation on the Parish Council.
13. To receive Sports Field update including liaison with volunteer groundsmen and to consider resolution requests, if any.
    a) Quotes for leaf blower.
    b) Quotes for tree works.
    c) Grant request from Cricket Club.
    d) To discuss and agree removal of yarrow grass.
14. To receive rewilding area update and consider resolutions, if any.
15. To receive Roman Close and Sports Field play areas update and to consider resolution requests, if any.
16. To receive website, Facebook and Village News update and to consider resolution requests, if any.
17. To consider correspondence received that requires action and consider resolution requests, if any (list below).
18. To report on essential village matters (items received after agenda was set).

NEW ITEMS

19. To consider replacement fingerpost for South Green.
20. To consider quotes for new noticeboards.
21. To consider quote for repainting of white fences on Bletchingdon Road.
22. To agree councillor areas of responsibility and sub-committees.
23. To discuss and agree maintenance of planters.
24. Community Shop update.

NEW PLANNING APPLICATIONS:

| | |
|---|---|
| 26/01943/TCA<br>Deadline 7th Sept | T1 Western Red Cedar – Fell, T2 Cherry Laurel – Fell, T3 Cherry Laurel – Fell, T4 Holly - prune branches on church side of tree by 1 metre approx.<br>St Mary The Virgin Church, Church Lane. |
| 26/01765/TPO<br>Deadline 26th Aug | Selectively remove crossing and crowded internal branches of the 2 lime trees throughout the inner framework to achieve a uniform branch spacing of approximately 0.5 to 0.75 meters equal to approx 15% to allow more light without changing the overall shape.<br>Oldbury, Bletchingdon Road. |
| 26/02131/TCA<br>Deadline 15th Sept | T1 Beech - Prune larger branch overhanging first floor dormer back to secondary union @ 3 metres. Prune remaining crown spread overhanging property by up to 1.75 metres in branch length. Raise crown height overhanging Park Close to approximately 5 metres high.<br>Chequers, Heyford Road. |
| 26/02227/F<br>Deadline 22nd Sept | Removal and like-for-like replacement of Cotswold stone slate roof to annexe within the grounds of the Grade II listed Old Vicarage.<br>The Old Vicarage, Church Lane. |
| CDC Reference 26/01833/CROWN and MHCLG reference: PCU/RARE/C3105/3378843 | Urgent Crown Application - Bicester MOD site A.<br>Application by the Home Office for full planning permission for the temporary change of use of the former defence storage & distribution centre site in connection with the phased provision of non-detained asylum accommodation at MOD Bicester (A-site), Bicester Garrison, Launton Road, OX25 1AE.<br>CDC are the consultee for this application, not KPC. |

PAYMENTS FROM AUGUST (NO MEETING HELD):

| | | |
|---|---|---|
| Joanne Broughton | August salary | £1,097.32 PAID |
| Joanne Broughton | August expenses | £32 PAID |
| Greenscape | Grass cutting 18th August | £240 PAID |
| Moore | External audit 2025-26 | £96 PAID |
| Noel Price | Strimming corner of Bletchingdon Road/Troy Lane | £240 PAID |
| Noel Price | Clean road signs and fencing on Bletchingdon Road | £100 PAID |
| Baker Landscaping | Installation of post on sports field | £160 PAID |
| Bowards | Cutting back trees in village hall car park | £420 PAID |
| Shilton Accounting | Internal audit 2025-26 | £444 PAID |

PAYMENTS FOR THIS MEETING:

| | | |
|---|---|---|
| Joanne Broughton | September salary plus backdated pay for increase | £1,284.08 |
| Joanne Broughton | September expenses | £124.98 |
| OALC | Councillor Fundamentals Course for IF & LG | £168 |
| Ady Podbery | Grass cutting 20th Aug | £128.40 |

CORRESPONDENCE:

- Request from resident to view traffic calming proposals.
- Letter from resident regarding road signage and KPC's traffic response.
- Request from resident for non-vehicular right of way signage for South Green.
- Request from resident for speed monitoring and digital sign for Bletchingdon Road.
- Enquiry regarding responsibility for boundary wall between Church and Stoke House.
- OALC request to complete NALC's Neighbourhood Plan Survey by 25th September.
- NORA call to action on contaminated land at Upper Heyford.
- NORA call to action on use of performing animals at Puy du Fou.
- Invitation to preliminary meeting on 29th September for the Oxfordshire Strategic Rail Freight Interchange application.
- Invitation to Community First AGM on 8th Oct.
- OCC request for feedback on 20mph scheme.

*If Members declare a Disclosable Pecuniary Interest they must indicate the action to be taken (i.e. to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item).
Members declaring a prejudicial interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items, before leaving the meeting, shall do prior to the item in question.