KIRTLINGTON PARISH COUNCIL
DRAFT MINUTES OF PARISH COUNCIL MEETING
ON 21st JULY 2026 AT 7PM

PRESENT: Cllrs Amanda Carpenter (Chair), Claire Rose (CR), James Nicholson (JN), Ian Francis (IF), Louise Goodman (LG)
IN ATTENDANCE: District Councillor Nigel Simpson, 7 members of the public.

1 Apologies for Absence: The following apologies were accepted – Joanne Broughton (Clerk), Cllrs David Richardson, Nick Fry.

2 Co-Option of new Councillor: Louise Goodman was nominated, seconded and duly co-opted to serve as a Parish Councillor.

3 Variation of Order of Business: None.

4 Declarations of Interest: None.

5 County and District Councillors' Reports and Questions:
District Councillor Nigel Simpson updated the meeting on recent PFAS discussions, the discussion of cumulative impacts of developments and the news that CDC planning is now in special measures which will reduce appeals and costs to CDC.
The new unitary authority is due to be in place by April 2028. Our County Councillor has left (Will Boucher-Giles) and elections will take place on 3rd September for a replacement.

6 Confirmation of Parish Council Meeting Minutes: The minutes of the Parish Council Meeting on 30th June 2026 were signed as an accurate record.

7 Public Participation:
There was a short discussion on the proposed traffic calming measures in the north of the village - NF to update the next KPC meeting. **Action: NF**.

8 Planning Applications:

26/01606/TCA Deadline 28th July	T1 Cherry Tree – cut back 3-4 metres to boundary of neighbouring property. Red Rose Cottage, Troy Lane. No objection – Comments noted from Christine Marsh.

UPDATE ON PREVIOUS PLANNING APPLICATIONS:
26/01092/F - The Forge North Green – Application withdrawn.

9 **Finance:**
The following payments were approved in accordance with the budget:

Joanne Broughton	July salary	£1,097.32
Joanne Broughton	July expenses	£32.00
Ady Podbery	Grass cutting 4/6, 17/6 & 25/6 - **PAID**	£385.20
Moore	External Audit Fee - **PAID**	£312.00
Safeguard	Annual Maintenance Fee - **PAID**	£114.00
Helen Macbeth	Rewilding Expenses - **PAID**	£42.78

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	9.1 Budget against actual 2025-26: Reviewed and signed. 9.2 Year End Bank Reconciliation 2025-26: Reviewed and signed. 9.3 Annual Internal Audit 2025-26: This was approved. 9.4 Section 1 AGAR Annual Governance Statement 25/26: This was agreed and signed. 9.5 Section 2 AGAR Accounting Statements 25/26: Received and signed. 9.6 Dates for the Exercise of Public Rights notice: Noted. Clerk to advertise.
10	Allotments, Community Orchard and Gravel Pit Field: KPC are happy to support the purchase of a new gate for the Allotments. Cllr Rose to ask Allotments Committee to send the Clerk quotes for the gate. **Action: CR.**
11	Road Safety and Traffic Calming: No update.
12	Village Hall Management Committee (KVHMC): No update.
13	Sports Field: The cricket wicket was discussed, following on from previous discussions and full responses made to KVHMC at the June KPC meeting. KPC welcomed the progress of the wicket and agreed the need to support the cricket club with additional funds if needed. Cllr Francis reported he had secured two sets of goalposts Cllr Francis agreed to look at the roller and if the Cricket Club do not need it will request the ground staff remove it. **Action: IF.**
14	Rewilding Area: Payment requests were approved and it was noted that the roller and harrow need to be moved.
15	Play Areas at Sports Field and Roman Close: Clerk to advise on how frequently the play areas need to be inspected. **Action: Clerk.**
16	Mid-Cherwell Neighbourhood Plan (MCNP): No update.
17	Website, Facebook and Village News: No items.
18	Correspondence: • Email from Chair of Stoke Lyne Parish Council requesting crowd funding against warehouses. • Email from resident regarding broken timber signpost on South Green – KPC agreed for the signpost to be repaired and a new 'finger' to be added indicating the shop. **Action: Clerk.**
19	Essential Village Matters: Request to scythe or cut the grass verge on corner of Bletchingdon road. KPC needs an up-to-date risk register. **Action: Clerk.** Signs in need of repair / replacement to be sent to Clerk – sign on North Green broken. **Action: Chair/Clerk.** Community Shop – The request for escrow was discussed and Cllr Nicholson reported the landowner is happy with the proposed request to release the escrow. Shop Committee to send a formal request.
20	Use of Hazardous Chemicals Policy: The Clerk was thanked for her work on this and the policy was adopted.

The meeting closed at 7.43pm.

Signed..... Dated.....

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