KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on 11th March 2025 at 6.30pm

Present:	Cllrs James Nicholson (Chair), Nick Fry (Vice-Chair), Briony Enser, Claire Rose, David Richardson, Amanda Carpenter
In Attendance:	Joanne Broughton (Clerk), District Cllr Grace Conway-Murray, nine members of the public

1	**Election of Chair and Vice-Chair:** KPC are currently rotating the Chair and Vice-Chair on a monthly basis. It was unanimously agreed to elect Cllr Nicholson as Chair and Cllr Fry as Vice-Chair until the next meeting.
2	**Apologies for absence:** The following apologies were accepted**:** Cllr Kay Chacksfield, County and District Cllr Nigel Simpson.
3	**Co-option:** Amanda Carpenter was co-opted onto the parish council.
4	**Declarations of interest:** None
5	**Confirmation of minutes:** The minutes of the meeting on 11th February 2025 were signed as a true record.
6	**District and County Councillor reports:** a) Cherwell DC – Cllr Conway-Murray gave an update with the main points being: • CDC's budget has been approved and council tax will increase by the maximum that is allowed. Garden waste remains the same. • There is a winter fuel payment for those in need. b) Oxfordshire CC – Message from Cllr Simpson: he was unable to attend because he was at a meeting with the Police and Crime Commissioner and the Chief Superintendent and Chief Constable for Thames Valley Police. He will speak to them both about their future approach to village policing on the back of recent events in Kirtlington.
7	**Public Participation:** Members of the public were advised that they may speak for a maximum of three minutes each.
8	**Highways (including road safety and traffic calming):** a) KPC Traffic Committee – KPC thanked Cllr Conway-Murray for her help in following up on the issues KPC had raised with OCC about the state of Bletchingdon Road which is now undergoing patching works and will have potholes filled in the coming weeks. Cllr Fry gave an update following a Traffic Committee meeting yesterday with OCC Highways representative, James Wright. The main issues discussed were: 1. Traffic calming in the village – The general view is that action is required on all three main approaches to the village which could include chicanes and VAS (Vehicle Activated) signs. The existing VAS sign should have been replaced when the zone changed from 30mph to 20mph. 2. Markings on the road or appropriate warnings around the school area - James Wright will send details of approved traffic calming measures that are available to KPC and the approved map which the Traffic Committee can mark up. 3. Bridleway down to the Quarry - James Wright will put KPC in touch with the person responsible for this at OCC. Cllr Enser said this may be Rights of Way Officer, Katie Walter, who Cllr Nigel Simpson has been in touch with. 4. The appropriateness of the A4095 as an 'A' road was discussed due to the current and predicted traffic flows. James Wright will put KPC in touch with the group at OCC who are looking into traffic flows. Cllr Fry has sent James Wright a follow up email to confirm the issues discussed. (Mr Wright represents West Oxon and will pass this to his OCC colleague who deals with Kirtlington). Cllr Fry will continue chasing. **Action: NF**

	b) Temporary closure of Akeman Street – The Clerk has now written to Thames Water three times, with the latest letter informing them that KPC will be complaining to The Consumer Council for Water and OFWAT. KPC had not received a response to this letter. **Resolved:** Cllr Enser will draft the complaint for the Clerk to send to OFWAT. **Action: BE, Clerk** c) Footpath from Kirtlington to Bletchingdon – Cllr Enser said there have been some requests for a more direct footpath between Kirtlington and Bletchingdon for the purposes of walking to and from the Co-op as the bus service is only two hourly. Helen Macbeth, Transport Representative for KPC, is in favour of this and confirmed that the verge is wide enough. Dr Macbeth also gave an update on the number 24 bus – as from Monday 31st March Red Rose Travel will run this service with the same timetable. The contract is up to two years with one year plus a one-year extension. Red Rose will charge the standard fares of up to £3 single and £6 return for adults without concessions. The new provider will sell the county wide MyBus day long and week long tickets. d) OCC Disabled Parking Places Consultation – KPC approve of OCC thinking about disabled people and is adopting a policy to consider disabled parking applications for Kirtlington. The policy is to assess each disabled parking space application on the need for it and on whether the location requested is an appropriate and safe place in the village. **Action: Clerk** e) FixMyStreet - The tarmac pavement on the corner of Troy Lane and Bletchingdon Road has now been scheduled for works. Andrew Banks has been active as a FixMyStreet Super User and KPC thanked him for his assistance. Cllr Fry advised that Adam Mullins has volunteered to assess the South Green posts and provide a budget expectation should KPC need to fund this in the future. Cllr Enser advised that the safety bollards along Oxford Road are still not fixed and brambles are encroaching onto the footpath on Oxford Road too. **Action: Clerk**
9	**Parish Council-owned assets and community assets:** a) Allotments, Community Orchard, Gravel Pit Field – Cllr Enser advised that the allotments AGM was held on 7th March and there are currently two vacant plots available for this year. The Clerk has prepared the tenancy renewal document for Gravel Pit Field and will issue this to the tenant on the proviso that the field is cleared of straw which is affecting the grass growth. **Action: Clerk** b) Verges on Crowcastle Lane – Some residents are claiming verges along Crowcastle Lane and this has also been noticed in other parts of the village such as the Greens. This has been an issue in the past and letters were sent to two householders. The Clerk will check which letters were sent previously and send a reminder letter to these householders. The Clerk will also check which verges are owned by KPC and Cllrs agreed to send a leaflet to all relevant households in the village which neighbour the grass verges. **Action: Clerk, All**
10	**Maintenance (Parish Council and community assets):** Kirtlington Conservation Area and village centre (*protection of public amenity and heritage, protection from vehicle erosion of public grassed areas at North and South Greens and Pound).* a) Trees – The Clerk has instructed Bowards to proceed with the Sycamore and Oak tree works. Bowards have submitted an application for the Sycamore works to CDC. The Clerk will check that work will be carried out in the Autumn as per the request from Christine Marsh on KPC's Planning Committee. **Action: Clerk. Agreed:** To proceed with quote for works to Lime trees on South Green totalling £400 plus VAT. **Action: Clerk.**
11	**Village Hall, Sports Field and Play Areas** <u>Village Hall</u> *a)* Village Hall Management Committee Liaison – Cllr Enser gave an update with the main points being: • Two SORN vehicles have been left in the car park and the DVLA is to be notified. • A work hub has been set up for people to use the Hazel Room during the week. • The next meeting is on 17th March which Cllr Enser will attend.

	• KPC have been paid for the football fees which the Clerk confirmed receipt of. • A grant from Thames Valley Police for CCTV in the car park will be re-applied for when the next round of applications is open. **Action: Clerk, BE** <u>Sports Field</u> b) Maintenance and liaison with volunteer groundsmen – The mole hills have been dealt with by the volunteer groundsmen and KPC thanked them for this. Cllr Nicholson agreed to purchase the diesel and petrol the volunteer groundsmen need for the sports field equipment which will be reimbursed by KPC. **Action: JN** One of the volunteer Groundsmen, Jim Draper, raised the issue of a replacement storage container that has been purchased by KPC and said that he believes there was nothing wrong with the existing one apart from condensation inside it. Cllr Fry advised that he had inspected the container and it is not fit for purpose. The Clerk will find out if there is any second-hand value for the existing container. **Action: Clerk** c) Lease of Scout hut land to KPC – Cllr Nicholson advised that there is an informal right of way on the land. **Agreed:** Knights solicitors to be advised that access can be granted for the sole purposes of the neighbour moving bins and nothing more. **Action: JN** <u>Play Areas at Sports Field and Roman Close</u> d) Sign – A request has been received for a replacement dog warning sign as the current one is broken. KPC agreed to photograph the sign and obtain a replacement. **Action: DR, Clerk** **e)** Maintenance – Cllr Nicholson has measured the sports field play park for new play bark. The Clerk will contact Banbury Turf and Jake Williams for prices and establish if six bags will be sufficient. **Action: Clerk.**
12	**Community Shop and Café:** **a)** This item has been deferred to the next meeting. **Action: KC**
13	**Parish Services, Correspondence, Publicity:** a) Website, Facebook, recent items posted – The Clerk has posted on Facebook asking for Speedwatch volunteers. The Clerk will post a request on the Village Website and Facebook for volunteers for the national Spring Clean campaign. The Clerk will also look into signage cleaning and find out if volunteers have to be FixMyStreet Super Users. **Action: Clerk** b) Village News – Cllr Rose has reserved a space in the Village News for an article on KPC's response to issues raised at the recent Neighbourhood Watch village meeting. The Clerk will submit the usual planning updates. **Action: CR, Clerk** c) Deed of Easement on South Green – **Resolved:** All Cllrs present voted to agree the Deed of Easement for a property on South Green. This will not impinge on the existing rights of any other residents of South Green. This will be signed at the end of the meeting. **Action: BE, JN, AC** d) Planning for Parish Liaison Meeting – Deferred to KPC's April meeting. Cllrs have been asked to think of suggested items to raise at the next Parish Liaison Meeting. **Action: All** e) Concerns raised at Neighbourhood Watch Village Meeting – KPC has written twice to CDC and CDC have agreed to provide extra advisory signs in the Quarry. There is an ongoing issue with the legality of driving on a registered bridleway to the Quarry which Cllr Simpson is pursuing. Cllr Conway-Murray offered to speak to Cllr Simpson to see if a meeting can be arranged with Tim Green at CDC and Katie Walter at OCC. Tim Green has looked at the provision of bins in Mill Lane by the Quarry entrance but said that CDC is only responsible for the Quarry. KPC would have to buy and install any on Mill Lane and pay extra for them to be emptied. Kirtlington's Neighbourhood Watch Co-ordinator, Tony Summerfield, advised that the contact person at Thames Valley police has just changed to Lorraine Mead. The clerk will invite her to the next meeting. **Action: Clerk**

14	**Planning:** (See planning report on website for full update and previous applications). a) Monthly parish planning application report – 25/00304/CLUE Holly Blue, 4 The Chestnuts. Certificate of Lawfulness of Existing Development for a single storey flat roof kitchen extension to rear of the premises, internal reconfiguration to ground and first floors and installation of new rooflight to rear roof. **No objection.** 25/00562/TCA & 25/00558/TCA 2 Turnpike Cottages, Oxford Road. T1 x Cherry Tree - Reduce crown by 1/3rd , the tree has out grown its location. Branches are close to neighbours shed. Also blocks out the sunlight and shades the pond that has living creatures in. **No objection, subject to comments.** 25/00552/TCA Sports Field. Tag 387 Sycamore Reduce the crown by 3 meters all round, to stabilise due to large cavity in the main leader at 9 meters above ground level, and woodpecker hole in the main leader at 6m above ground level. All cuts to secondary live growth leaving a rounded naturalistic form. **No comment as application submitted by KPC.** b) Planning Vacancy – Cllr Carpenter agreed to join the Planning Committee. The Clerk will find out if there are any Planning courses available from OALC. **Action: AC, Clerk** c) Mid-Cherwell Neighbourhood Plan (MCNP) Review – Cllr Enser advised that there are currently no further questions from Martin Lipson and that KPC will send its input to the Revised MCNP Review draft in due course. d) Community First Housing Needs Survey – KPC is awaiting the results of the survey from Community First which are expected by the middle of March. **Action: KC** e) KPC response to CDC's Local Plan Review Consultation – The Clerk will put KPC's full Consultation comments onto the website. **Action: Clerk** f) Proposed development - A response to the proposed allocation for a further housing development between Kirtlington and Bletchingdon has been included in KPC's response to the Local Plan. This includes a number of objections including the issue of overdevelopment of the site.
15	**Finance:** (a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule. **(b)** Budget for 2025-2026 – The budget was approved and the Clerk will circulate to all Cllrs. **Action: Clerk** (c) Precept request – The Finance Sub Committee has submitted the precept request of £39,670 for 2025-2026. This was agreed. This is an increase of 25% on last year's precept so that KPC can build up reserves to meet commitments such as re-surfacing the village hall car park in the future and to address villagers concerns regarding safety in the village.
16	**Dates for future KPC meetings:** Tuesday 15th April The Clerk will circulate potential dates for the two meetings in May. **Action: Clerk**
17	**Other matters for information not elsewhere on the agenda and items for future agendas:** • There was a discussion regarding street lighting on the residents Whatsapp Group recently. • Cllr Nicholson said that he believes it is unlikely that the Kite Festival will continue. Items for future agendas - Consider agendas for KPC's annual meetings in May (April meeting). Ongoing - Parish Council assets maintenance review, village website review.

The meeting closed at 8.05pm

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