KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Main Hall)
on 11th February 2025 at 6.30pm

Present: Cllrs Kay Chacksfield (Chair), Claire Rose (Vice-Chair), Briony Enser, James Nicholson, Nick Fry
In Attendance: Joanne Broughton (Clerk), five 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 Chacksfield as Chair and Cllr Rose as Vice-Chair until the next meeting.
2	**Apologies for absence:** Cllr David Richardson, County and District Cllr Nigel Simpson, District Cllr Grace Conway-Murray.
3	**Declarations of interest:** Cllr Nicholson (Item 11 – Community Shop).
4	**Confirmation of minutes:** The minutes of the meeting on 14th January 2025 were signed as a true record.
5	**District and County Councillor reports:** No reports received.
6	**Public Participation:** Members of the public were advised that they may speak for a maximum of three minutes each.
7	**Highways (including road safety and traffic calming):** (a) KPC Traffic Advisory Committee – Cllr Fry gave an update from the last meeting. There has been no response from OCC Highways despite repeated attempts to chase them for an answer on which traffic calming measures suggested by KPC can be funded from the outstanding S106 funds. **Resolved**: Write to the local MP, Calum Miller, and OCC Highways if no response has been received in the next two weeks. **Action: NF** (b) Community Speedwatch – The next meeting will be held on Tuesday 18th February. Cllr Fry has tried to contact Pete Shaw to collect the equipment but had no response. **Resolved:** Advertise for Speedwatch volunteers on the village Facebook page. **Action: Clerk, NF** (c) Temporary closure of Akeman Street - Thames Water has provided unsatisfactory answers to the Clerk's two letters stating KPC's concerns regarding the potential effect on Kirtlington's mains water and sewers as a result of the plans to supply mains water to the Great Wolf development at Chesterton. **Resolved:** Cllr Enser will draft a letter for the Clerk to send to Ofwat. **Action: Clerk** Discussion regarding the damage to verges on the Bletchingdon Road caused by the Thames Water works. **Resolved:** Write to Thames Water asking them to repair the verge as the damage is not due to an emergency repair. **Action: Clerk** (d) FixMyStreet – The Clerk attended online FixMyStreet training and can now convert enquiries that have been put on onto FixMyStreet by residents to work orders to escalate these. This is only for potholes, drains and kerbs that meet certain criteria. Super User Andrew Banks is regularly checking the village and logging enquiries as necessary which KPC thank him for. The Clerk also spoke to OCC regarding outstanding issues. Three potholes on the Bletchingdon Road will be looked into by OCC to see if Thames Water will fix them. The tarmac pavement on the corner of Troy Lane and Bletchingdon Road is still outstanding plus the bollards on Oxford Road. The Clerk will chase these up with OCC. **Action: Clerk**
8	**Parish Council-owned assets and community assets:** a) Allotments, Community Orchard – Cllr Enser advised that the next allotments AGM is 7th March and added that the Community Orchard Wassail was successful.

	b) Gravel Pit Field – The tenancy is coming up for renewal at the end of March. **Agreed:** To offer the tenancy to the current tenant for another year. **Action: Clerk, BE** The tenant has cut back the overgrown brambles and has asked if the hedge will be cut this year. Clerk to advise that the hedge will be cut next year as it is too late to do it this year due to the nesting season. Clerk to obtain a quote for next year. **Action: Clerk**
9	**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)* Tree surgery recommendations – The Clerk has confirmed with Bowards that last year's quotes for tree works remain the same: **1.** Oak tree - To carry out an Internal Decay Test and report findings, £250 plus vat. **2.** Sycamore tree - To reduce the crown by 3 meters, £800 plus vat. **Resolved:** To proceed with quotes for the Sycamore and Oak trees and to ask Bowards to quote for raising the lower branches on the Lime trees. **Action: Clerk**. b) Quarry and Pigeons Lock signs - The sign at the quarry entrance is in a state of disrepair. The Clerk has contacted CDC who have said they will replace the quarry signs when funds allow. They will not be replacing the Pigeons Lock sign. c) Quarry safety issues - CDC have been addressing safety issues at the quarry due to tree works for ash die back and the overhanging area of the cliff edge is being looked at and dealt with by CDC.
10	**Village Hall, Sports Field and Play Areas** <u>Village Hall</u> *a)* Village Hall Management Committee Liaison – Income due to KPC from the use of the sports field has been calculated and will be paid soon. Some electrical faults in the hall are being attended to, the excess salt bags have been taken away by OCC and the remaining ones will be offered to residents of South Green. Mole hills have been reported on the sports field. <u>Sports Field</u> b) Maintenance and liaison with volunteer groundsmen – No update on this. c) Clearance preparations for new storage container – Discussion regarding whether the contractor will be able to deliver the container by driving over the mound and not the end where a tree stump is possibly in the way. Clerk to ask contractor to confirm route for delivery as tree stump may need to be removed. Clerk to check with Tony Brett regarding items inside existing container. **Action: Clerk** d) Lease of Scout hut land to KPC – Cllr Nicholson will speak to solicitor tomorrow about current lease to the Scouts. Discussion regarding whether rights of access is on the lease as a neighbour claims. Cllr Nicholson will check with Knights. **Action: JN, KC, NF** <u>Play Areas at Sports Field and Roman Close</u> e) Current condition/any maintenance needs – Play areas to be checked in line with Playsafety recommendations. **Action: JN, DR** **f)** Playsafety recommendations – Clerk needs to know how much play bark to order. Cllr Nicholson will check. **Action: JN**
11	**Community Shop and Café:** *Cllr Nicholson left the room* a) KPC draft underlease - Cllr Chacksfield advised that multiple versions of the map have been sent and another version will be circulated tomorrow. **Action: KC**

12 **Parish Services, Correspondence, Publicity:**

Cllr Nicholson re-joined the meeting

a) Website, Facebook, recent items posted – Clerk to post a summary of the questions and answers between KPC and Thames Water regarding Akeman Street onto the website, encouraging people to contact Thames Water with any questions. **Action: Clerk**

b) Solicitor's request for Deed of Easement on South Green – Cllr Enser advised that Spratt Endicott have been instructed and sent KPC's terms for considering a Deed of Easement and they are liaising with the applicants' solicitors. This is now with the applicants' solicitors, Bower Bailey and Setfords. **Action: BE**

c) Village meeting – Cllr Enser gave an update on the village meeting on 6th February which was held in response to drug dealing at the Quarry and Mill Lane. Approximately 80 people attended including MP Calum Miller. The main requests from villagers were:

1. Drug dealing
   - Increased police patrols are required. KPC will write to TVP to reiterate and confirm this request. **Action: Clerk**
   - TVP to assess how serious the problem is, its frequency and the pattern of incidents. TVP to catch and arrest drug dealers. TVP Reps present asked villagers to dial 101 to report all number plates of suspect vehicles (and 999 if dealers could be caught in the act. KPC to post TVP's advice on village Website and KPC's FB page. Also to write an informative article for next Village News. **Action: Clerk, CR**
   - Install CCTV to deter drug dealers and their customers from visiting village locations where residents have observed them. Potential sources of funding are a TVP grant, increase in village precept, village contributions. KPC to apply again for TVP grant. **Action: Clerk**. KPC to reinvestigate options/locations for CCTV in the village.
   - Install gates or other physical barriers to motor vehicles to deter drug dealers and customers from Mill Lane bridleway. KPC to liaise with relevant CDC & OCC officials to seek a resolution. CDC Cllr. Nigel Simpson has agreed to facilitate and assist. **Action: BE**
2. Vehicles and speeding on Mill Lane bridleway
   - Install appropriate signs. KPC to consider installing its own unofficial signage on bridleways.
3. Litter on Mill Lane and in the Quarry
   - Install more bins at the Quarry and on Mill Lane. KPC to ask CDC to review adequacy of current bins. KPC also to invite village to participate in 'Great British Spring Clean 21/3/25 - 6/4/25 via Website and KPC's FB page. **Action: Clerk**
4. Insufficient warning signs at the Quarry
   - Install 'No barbecues' 'No littering' 'no fires' signs in quarry. KPC to check existing signage and request additions required.
5. Overall public safety issue at the Quarry
   - Improve safety for public and reduce the feeling of threat to the community.

d) Canal towpath: There is an issue with part of the Towpath being encroached on by a local landowner. The Canals & Rivers Trust have been informed and are investigating.

e) Blandford Fly Treatment Program – Steeple Aston Parish Council contacted KPC to ask if we wish to participate in this. Clerk will inform them that KPC do not wish to participate. **Action: Clerk**

13 **Planning:**

a) Monthly parish planning application report - There have been no new applications. An update on previous applications was read out and is available in the Planning Report on the website.

Cllr Nicholson left the room

a) Mid-Cherwell Neighbourhood Plan (MCNP) Review – MCNP need to review their draft plan so that it's in line with the latest amended version of CDC's Local Plan. Martin Lipson has said allocating 100 houses between all the MCNP's villages is reasonable. Discussion regarding Kirtlington being recategorized to a category B village by CDC, which reduces

	need for Kirtlington to take housing, in light of which 12 houses would be a reasonable number to suggest for the MCNP. *Cllr Nicholson re-joined the meeting* b) Community First Housing Needs Survey – Cllr Chacksfield advised that the survey has now been distributed and needs to be returned by the end of the month. Community First will provide us with a summary by the middle of March. **Action: KC** c) KPC response to CDC's Local Plan Review Consultation – Cllr Enser has previously circulated presentation slides. A response from KPC to CDC regarding housing and traffic issues is required. Cllr Enser will start a draft response and Cllr Fry will assist with the transport response. **Action: BE, NF** b) Proposed development – A resident of Bletchingdon contacted KPC regarding a proposal in the Local Plan for a new development between Bletchingdon and Kirtlington which Bletchingdon are objecting to. **Resolved:** Cllr Enser will include an objection to the proposal in KPC's response to the Consultation. **Action: BE**
14	**Finance:** (a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule. (b) Funds transfer to savings account and interest rate – The Clerk advised that we will transfer £45,000 to our savings account with Unity at a rate of 2.52%. This can be moved back to the current account at any time as required. **Action: Clerk** (c) KPC Precept 2024/25, Spend to December 2024 (third quarter) – To be discussed at Finance Committee meeting on 13th February. **Action: Clerk** (d) Draft budget for 2025-2026 – As above. (e) Precept request sum for 2025-2026 – As above.
15	**Dates for future KPC meetings:** Tuesday 11th March Tuesday 15th April
16	**Other matters for information not elsewhere on the agenda and items for future agendas:** Items for future agendas - Review of councillor responsibilities, South Green posts, appropriation of PC land on Crowcastle Lane. Ongoing - Parish Council assets maintenance review, village website review.

The meeting closed at 8.40pm.

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