KIRTLINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Village Hall (Hazel Room)
on 15th April 2025 at 6.30pm

Present: Cllrs Claire Rose (Chair), James Nicholson (Vice-Chair), Briony Enser, Kay Chacksfield
In Attendance: Joanne Broughton (Clerk), 3 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 Rose as Chair and Cllr Nicholson as Vice-Chair until the next meeting.
2	**Apologies for absence:** The following apologies were accepted - Cllrs David Richardson, Nick Fry, Amanda Carpenter, County and District Cllr Nigel Simpson.
3	**Declarations of interest:** None
4	**Confirmation of minutes:** The minutes of the meeting on 11th March 2025 were signed as a true record.
5	**Public Participation:** Members of the public were advised that they may speak for a maximum of three minutes each.
6	**District and County Councillor reports:** No reports from CDC and OCC.
7	**Parish Council Responsibilities:** (a) Annual Parish Meeting – The Annual Parish Meeting will be held in the Church on 13th May. The Clerk will write to village groups and invite them to the meeting or to submit a report for KPC to read out if they are unable to attend. **Action: Clerk** (b) Annual Council Meeting – The Annual Council Meeting will be held on 19th May at the Village Hall. Agenda items to consider include councillor responsibilities, setting the meeting dates for the year and asset maintenance review. Clerk to circulate list of councillor responsibilities prior to the meeting. **Action: Clerk** (c) OALC advice on email addresses – OALC have advised that it is best practice for councils to have official .gov.uk email addresses, particularly the Clerk's email. The Clerk advised that all councillors could be set up with email addresses ending with .gov.uk which would give greater security and control over emails when councillors leave and would help facilitate any external requests. KPC decided to keep existing councillors email addresses and for the Clerk to be set up with a .gov.uk email address. New councillors joining KPC can choose if they would like a .gov.uk email address. **Action: Clerk**
8	**Highways (including road safety and traffic calming):** a) Road safety/traffic calming – Cllr Fry has contacted OCC but there is no update. b) Temporary closure of Akeman Street – The road closure notice has been extended and was posted onto the village Facebook page and website. Cllr Chacksfield mentioned a broken sign on the corner of Heyford Road and Akeman Street and will send photos to the Clerk for reporting on FixMyStreet. **Action: KC, Clerk** c) Thames Water Complaint - The Clerk has now sent Cllr Enser's draft letter to The Consumer Council for Water and OFWAT regarding Thames Water's responses to KPC's questions about Thames Water supplying mains water from Kirtlington to the Great Wolf resort and is awaiting a response. **Action: Clerk**

9	**Parish Council-owned assets and community assets:** a) Allotments, Community Orchard, Gravel Pit Field – Cllr Enser provided an update. All allotment plots are now taken. The Community Orchard has been named as an official green space in the draft Mid-Cherwell Neighbourhood Plan Review. Gravel Pit Field has been re-let to the tenant for grazing for another year. b) Verges on Crowcastle Lane – The Clerk will speak to the previous Clerk to try and ascertain who owns the verges and will draft a general leaflet for everyone to receive plus a letter to two householders who have previously been written to. **Action: Clerk, BE** c) Thames Valley Police update – Two PCSO's from TVP attended the meeting and gave a brief update. They have increased their patrols in Kirtlington and have not seen any recent suspicious behaviour around the quarry. They have identified a suspect in relation to the village hall break in and said there may be a community resolution such as the suspects doing something for the community. The public should still report anything suspicious and non-emergencies can be reported via a portal on the TVP website. They stressed that parishioners should report suspicious activity because their patrol schedules are based on the level of reports in an area. The Clerk will post a reminder on Facebook and the website of police contacts and how to report. Clerk to also notify Tony Summerfield for passing on to Neighbourhood Watch. **Action: Clerk**
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) Grass cutting – The contract with Greenscape has been renewed for another year and the Greens will be cut fortnightly commencing shortly. b) Village spring clean – The start of the litter pick was successful and several bags of litter were collected. The roads into the village were particularly bad for litter. KPC thanked all those who are contributing to the spring clean, including the school, the Allotments Association and the WI and also those who take the time to litter pick on a regular basis. The Clerk will contact a resident who was interested in volunteering to litter pick to ask if they would be willing to do the towpaths. **Action: Clerk** Sign cleaning equipment has been loaned to KPC from OCC and Cllrs Fry and Rose have volunteered to do this. The Clerk will ask the WI if they would like to help as they had previously shown interest in litter picking. **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: • Quotes are being obtained for the outside woodwork to be renovated and repainted. • Two SORN vehicles have been left in the car park and the DVLA and Thames Valley Police have been notified. Cllr Enser will ask KVHMC if they have any contact details for the vehicle owners. **Action: BE** • Following the break in, KVHMC are keen to have CCTV. KPC have previously obtained a quote for CCTV for the village hall car park and may proceed with this prior to applying for a grant from TVP later in the year. The Clerk will ask the supplier for an updated quote for the hall and will also request a quote for CCTV that could potentially cover Mill Lane and Crowcastle Lane. **Action: Clerk, BE** <u>Sports Field</u> b) Maintenance and liaison with volunteer Groundsmen – Cllr Nicholson has liaised with the volunteer Groundsmen. The mole hills have been dealt with. c) Lease of Scout hut land to KPC – It was agreed to grant the neighbour personal access for bicycles and moving bins in addition to the general pedestrian right of access that will be granted to the public. Cllr Nicholson will write to the householder to advise and is meeting the solicitors next week. **Action: JN**

	d) Storage container – It was agreed to arrange delivery of the new container on week commencing 5th May. The Clerk will advise the relevant people involved and will check with the supplier if the old container has any second-hand value. **Action: Clerk** e) Replacement sign – One of the dog warning signs is damaged and all three signs need replacing. It first needs to be amended to reflect the removal of the Scout Hut and the sports wall hard surface area and to have the locations of the bins and defibrillator added. The Clerk will contact the supplier and arrange for a proof to be signed off prior to ordering three signs. **Action: Clerk** <u>Play Areas at Sports Field and Roman Close</u> f) Maintenance – Cllr Nicholson carried out a small repair to the slide in the Sports Field play area. The Clerk is still waiting for the play bark supplier to have it in stock. Other suppliers who have it in stock charge approximately £50 extra per bag. Clerk to follow up with the cheaper supplier and if it's still not in stock it was agreed to pay more to order it elsewhere. **Action: Clerk**
12	**Community Shop and Café:** a) KPC draft underlease – Cllrs Chacksfield and Fry have arranged a meeting with KPC's solicitor, James Nicholson representing the Landowner and Tessa Shellens representing the Community Shop, with the aim of resolving the issues in one go. One of the outstanding issues is with the map. **Action: KC**, **NF, JN**
13	**Parish Services, Correspondence, Publicity:** a) Website, Facebook, Village News – The Clerk has posted on Facebook about the village litter picking and the temporary road closure for Akeman Street being extended. The invitation to contribute to the MCNP consultation is on the website along with KPC's response to the Local Plan. A copy of the MCNP consultation document is available in the Church. b) Deed of Easement on South Green – The Deed of Easement was signed by KPC at the end of the last meeting and we have subsequently received a certified copy. Spratt Endicott have been paid by the applicants solicitors. c) Concerns raised at Neighbourhood Watch Village Meeting – Cllr Enser will meet with the CCTV company once the Clerk has invited them to come out and quote. **Action: Clerk, BE**. There was a discussion regarding the possibility of installing gates on Mill Lane for visual purposes as a deterrent to drug dealers using the lane. OCC have said they are unable to put a gate across Mill Lane and Cllrs Chacksfield and Nicholson are in favour of KPC funding the gates and putting the proposal forward to OCC. Cllr Nicholson will make enquiries on where village entry-style gates can be purchased. **Action: JN** The Clerk will circulate the budget to all Councillors which details how the precept was increased to provide funds for additional security measures in the village. **Action: Clerk** d) Cherwell DC's Parish Liaison Meeting – The Clerk explained that KPC have been asked to submit any local issues they would like to be discussed by CDC at their next Parish Liaison Meeting and will re-circulate details. **Action: Clerk** e) Lamb Ale funfair – The Clerk advised that the funfair provider for Lamb Ale hasn't been very responsive to a request asking for details of equipment they can provide. The Clerk asked if KPC should approach the previous funfair provider but as they had let the village down two years running it was agreed to use the new provider again this year. The Clerk will follow up with them. **Action: Clerk.**
14	**Planning:** (See planning report on website for full update and previous applications). a) Monthly parish planning application report: 25/00755/F Change of Use of office building (and parking area) to ancillary residential accommodation to the Forge. The Forge, North Green. **No objection.** 25/00658/F Demolition and replacement of an existing porch. North Green House, Heyford Road. **No objection.**

	25/00619/F Single storey rear extension and garage conversion. 11 Roman Close. **Objection on privacy grounds.** b) Mid-Cherwell Neighbourhood Plan (MCNP) Review Consultation – This is now out for consultation until the end of May. c) Community First Housing Needs Survey – Cllr Chacksfield circulated the results of the survey last week. There was a good response rate of 29% and nine families were identified as being in need of affordable housing.
15	**Finance:** a) Monthly receipts and payments - The Council approved the proposed and anticipated payments schedule. b) Preparations for audit of 2024/25 and new OALC requirements – The Clerk will instruct Shilton Accounting to carry out the internal audit. **Action: Clerk**
16	**Other matters for information not elsewhere on the agenda and items for future agendas:** Ongoing - Parish Council assets maintenance review, village website review.

The meeting closed at 8.00pm

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