KIRTLINGTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING
ON 16th DECEMBER 2025 AT 6.30PM

PRESENT:	Cllrs Amanda Carpenter (in the chair), Nick Fry, Anthony Child.
IN ATTENDANCE:	Joanne Broughton (Clerk), County Councillor Will Boucher-Giles, District Cllrs Nigel Simpson and Grace Conway-Murray, 7 members of the public.

1	Election of Chair and Vice-Chair: It was agreed that the Chair and Vice-Chair would swap roles. Cllr Carpenter was elected as Chair and Cllr Rose is now Vice-Chair.
2	Apologies for Absence: The following apologies were accepted – Cllrs David Richardson, Kay Chacksfield, Claire Rose, James Nicholson.
3	Variation of Order of Business: None.
4	Declarations of Interest: None.
5	County and District Councillors' Reports and Questions: Cllr Boucher-Giles gave a brief update from the County Council: • From January, people will have to register to use the waste site at Ardley. • MP Calum Miller is arranging for the Environment Agency to clean up the recent fly tipping at Kidlington. • Oxford is now classed as a sanctuary city which means that those fleeing persecution and global conflict will continue to be welcomed in Oxford. • Bletchingdon Road – Clerk to send Cllr Boucher-Giles the FixMyStreet report so that he can follow this up. **Action: Clerk.** Cllrs Conway-Murray and Simpson gave a brief update from the District Council: • Glass recycling will commence in January and bottle banks will be phased out. • Proposal for waste collection every three weeks. • Budget consultation is now online.
6	Confirmation of Minutes: The minutes of the meeting on 18th November 2025 were signed as a true record.
7	Actions Update: • The Clerk has circulated a draft car park policy to Cllrs. Cllr Child to raise this at the next KVHMC meeting. **Action: AC.**
8	Public Participation: Members of the public were advised they may speak for a maximum of three minutes each: • Two fire fighters from Kidlington fire station attended the meeting and gave an overview of the proposal to close some local fire stations which they are against. Reasons for this are that strategic locations around the County will be left with just day cover, with serious concerns about night-time fire cover going forward. Kirtlington would be vulnerable if Kidlington fire station closed. Clerk to invite the Chief Fire Officer to the next KPC meeting and post details of the fire services consultation on the village noticeboard. **Action: Clerk.** • A member of the public raised concerns about the potholes on Church Lane. Clerk to ask FixMyStreet Super User, Andrew Banks, to check and report back. **Action: Clerk**. • A member of the public spoke about the electrics that supply the Christmas tree lights requiring upgrading for safety reasons and requested a contribution from KPC towards the lights and electrics. Clerk to add to next agenda for discussion. **Action: Clerk.**

9 a) Planning Applications:

25/03135/TCA	Holm Oak: Rear garden: Re-shape by reducing the crown by 3 metres leaving a compact rounded crown that can be trimmed into a ball shape in the future. Swedish Whitebeam: Re-shape the crown by reducing the crown by 2-3 metres leaving a rounded shape. Cornbrash House, Bletchingdon Road, Kirtlington, OX5 3HF. **No objection**.
25/03102/F	Installation of a home electric vehicle charge point on the side (west facing) wall of the property. Chapel House, Bletchingdon Road. **No objection** from KPC previously agreed via email to meet deadline.

b) Heyford Park and Puy du Fou: CDC have made a request for Heyford Park and Puy du Fou to adapt the Bicester Transport Model to include roads west of the M40. Cllr Conway-Murray will try and obtain further information on this. KPC has already commented on this as part of our letter of objection. Clerk to send Martin Lipson a copy of the letter and the correspondence from Bucknell and Stoke Lynne Parish Councils regarding their coalition of objection that KPC have joined. **Action: Clerk.**

10 **Finance:**

The following payments were approved in accordance with the budget:

Ady Podbery	Grass cutting of sports field 18/11	£128.40
Joanne Broughton	December salary	£1,097.32
Joanne Broughton	December Expenses – Mileage, phone, work from home allowance, volunteer gifts	£165.58
Turney Group	Service and repair of ride on mower	£978.39 PAID
Kirtlington Property Maintenance	Repairs to Roman Close and Sports Field play areas	£1,548.00 PAID

11 Allotments, Community Orchard and Gravel Pit Field:

- Oxford Conservation Volunteers (OCV) have completed the first day's work for hedge laying at Crowcastle Lane and will return on Sunday 8th February. They have done a fantastic job.

12 Road Safety and Traffic Calming:

- A £4,000 grant has been awarded to KPC from the OCC Councillor Priority Fund towards electronic smiley face signs to deter speeding. Highways have confirmed they will install the posts for the signs in February or March at the entrances to the village.
- Cllr Conway-Murray and Cllr Fry are following up on the potholes on Bletchingdon Road. **Action: NF.**

13 Village Hall Management Committee (KVHMC):

- The Clerk has drafted a car park policy which will be circulated to KVHMC once Cllrs have looked at it. **Action: Clerk.**
- KPC clarified that the village hall car park CCTV is for the event of anti-social behaviour or a crime committed. It is not continually monitored.
- KPC will discuss KVHMC's concerns regarding the gate to the sports field at the January meeting.

14 Sports Field (including liaison with volunteer groundsmen):

- To consider quote from Bowards for Cedar tree works of £850 plus VAT. This was approved and Clerk to advise Bowards that quote has been accepted. **Action: Clerk.**
- Clerk to send Cllr Child a map of the trees that KPC are responsible for. **Action: Clerk.**

15	Play Areas at Sports Field and Roman Close: • All repairs at the play areas are now complete. • To consider quote from Bowards for works to Oak trees of £350 plus VAT. This was approved and Clerk to advise Bowards that quote has been accepted. **Action: Clerk.**
16	Mid-Cherwell Neighbourhood Plan (MCNP): • Clerk to check with Martin Lipson on the procedure for Cllr Carpenter to join the MCNP Forum. **Action: Clerk.**
17	Website, Facebook and Village News: • Website – Clerk to post updated councillor responsibilities onto website. **Action: Clerk.** • Facebook - The Clerk posted the following updates: OCC Fire & Rescue Service Consultation, CDC Budget Consultation, road closure notice for Bletchingdon / Weston on the Green, Weston Road, Tollbrook Corner to Church Road (from B430 to B4027) 5th to 9th December, Warm Homes Local Grant Scheme, Speedwatch equipment availability, Carers Oxfordshire Phone Friends Service, free food waste caddy liners from OCC libraries. • Village News - Cllr Carpenter to submit article introducing new KPC councillors and meeting dates for the year. Clerk to submit the usual planning updates and to put list of meeting dates and KPC councillors on the noticeboard. **Action: Chair, Clerk.**
18	Correspondence: • Grant request from Clean Slate, a trauma-informed charity - Clerk to respond that KPC do not have a budget for grants this year. **Action: Clerk.** • Grant request from Citizens Advice Bureau – Clerk to respond that KPC do not have a budget for grants this year. **Action: Clerk.** • Notification from Emily Daly of Friends of Rousham petition against Heyford Park – This is a petition for individuals to sign if they wish, not KPC. • Notification of Cherwell Local Plan Hearings Sessions and request from Martin Lipson to advise if KPC will be presenting – Discuss under item 21. • Notification from CDC of est. tax base and deadline for submitting 2026-27 precept. • Request from Reverend Gareth Miller for Akeman Benefice working party to carry out tasks in Kirtlington on a Saturday during Lent (21st February to 28th March inclusive) – Cllr Carpenter to respond and find out what their remit is. **Action: Chair.** • Notification from the War Memorial's Trust of possible repairs required to Kirtlington's War Memorial – The Clerk has made a pre-application for funding of up to 75% of the cost of possible repairs to the lettering etc. Clerk to obtain quotes for an assessment of the War Memorial. **Action: Clerk.** • Invitation from Bucknell and Stoke Lynne Parish Councils to join coalition of objection to cumulative traffic issues arising from proposed major planning developments – KPC agreed to this via email as the deadline was prior to this meeting.
19	Essential Village Matters: • Quarry – A member of the public informed the Clerk that their dogs ate human faeces at the quarry and were unwell, requiring treatment at the vet. They have reported it on the TVP website. Clerk to inform the Community Warden and local PCSO's. **Action: Clerk.** • Footpath – The Clerk received a complaint from a resident about the condition of the footpath between Hatch Way and the Pound, enquiring if something can be laid to improve the surface. Check who is responsible and will take action accordingly. Clerk to check who is responsible for this footpath. **Action: Clerk.**
20	Lease for Scout Hut Land: The lease for the scout hut land was agreed by all and signed by Cllr Carpenter. Clerk to return the signed lease to Wellers. **Action: Clerk.**
21	Cherwell Local Plan Hearings: KPC do not wish to make a representation at the Hearing Sessions of the Examination of the Cherwell Local Plan.

22	Grants and Donations Policy: The Clerk has circulated a draft of this policy to all Cllrs and it was agreed to adopt this.

The meeting closed at 7.48pm.

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

Chair – Amanda Carpenter
AC – Anthony Child
CR – Claire Rose
DR – David Richardson
JN – James Nicholson
KC – Kay Chacksfield
NF – Nick Fry