

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



Minutes of Kidlington Parish Council

Held at Exeter Hall on Thursday 20 March 2025 from 7.30pm

Councillor Present: Cllr Lesley McLean – Chair, Cllr David Robey – Vice Chair, Cllr Naveed Barakzai Pace, Cllr Phil Wyse, Cllr Alison Street, Cllr David Thurling, Cllr William Easdown Babb, Cllr Ian Middleton, Cllr Melanie Moorhouse, Cllr Doug Williamson, Cllr Dave Kanonuwa, Cllr Fiona Mawson – arrived at 8.15pm

In Attendance: Sarah Kearney (Parish Clerk)

Residents: 0

Apologies: Cllr David Betts, Cllr Nik Soheili, and Cllr Linda Ward

25/018 To receive Councillor's Apologies for Absence

The Council received and accepted apologies from Cllr David Betts, Cllr Nik Soheili, and Cllr Linda Ward

25/019 To Record Members' Declarations of Interest regarding the Agenda Items

Nothing to Declare

25/020 To facilitate public participation with regard to items on the agenda – Public participation is limited to 10 minutes in total. Members of the public may make only one address to the Council of no more than Five minutes' duration and only concerning topics on the agenda.

No Public attended

25/021 To Approve and Sign the Minutes of the Parish Council meeting of [23 January 2025](#)

The Council unanimously **RESOLVED** that the minutes be accepted as a true and accurate record of the meeting and were signed by the Chair Cllr Lesley Mclean.

25/022 Update on Progress from the Committee Minutes - updates

022.a **Development and Strategy Committee** – to consider the draft minutes held on [13 February](#) and [13 March](#) and to note any recommendations or actions

The Council acknowledged and agreed to both draft minutes and slight amendments to the 13 March minutes which could be completed before the next D&S meeting.

Action: Clerk to amend the 13 March minutes regarding the wording of the Press release.

Cllr McLean asked the Councillors to note that the Parish Council had emailed Chiltern Railways to inquire whether they would like specific information for their response or if they preferred to use the response that had already been sent. It was also reported that OCC still hasn't responded to the Kidlington Parish Council's letter regarding OUFC.

- 022.b **Finance and Assets Committee** – to consider the draft minutes held on [20 February](#) and to note any recommendations or actions
The Council acknowledged and agreed to the draft minute, which required a slight change in the wording to include (Net Return) in section 25/FA/03, so could be approved at the F&A meeting.
- 022.c **Personnel Committee** – to consider the draft minutes held on [23 January](#), 6 March, and 13 March and to note any recommendations or actions
The Council acknowledged and agreed to the minutes for 23 January, the other minutes weren't available due to them being Private and Confidential.
- 022.d **Community Committee** – to consider the draft minutes held on [27 February](#) and to note any recommendations or actions
The Council acknowledged and agreed to the minutes for 27 February and Cllr Street went through the actions which will be discussed in further detail at the next meeting. Cllr Street also reminded the other Councillors that the next Community meeting had been cancelled due to the Annual Meeting of the Council on 24 April 2025.

25/023 Governance – (Clerk)

- 023.a **Calendar of Meeting dates 2025/26** – to consider and agree on the proposed dates
Just a couple of slight amendments were required. Councillors expressed concern about holding two meetings on the same day. It was suggested that the Parish Council could either schedule one of the meetings on a different day or continue to hold both meetings on Thursdays. Councillors agreed to maintain the Thursday schedule for now but will re-evaluate this arrangement in July. The change of date (24th) and delivery of the Annual Parish meeting was discussed.
The Council unanimously **RESOLVED** and agreed in principle to the meeting dates for 2025/26 with the slight amendments that are required and to re-evaluate them end of July.
Action: Clerk to circulate meeting dates, and a plan for the Annual Parish Meeting.

25/024 Volunteers Celebration – update

- Cllr Alison Street report:** provided an update, noting that several tasks had already been completed:
- **Invitations:** Emails have been sent to various groups, schools, and organisations. A steady number of nominations have been received, and these volunteers will be invited to the celebration.
 - **Social Media:** Facebook, Website, Kidlington News
 - **Kidlington Photographic Club:** They have been contacted.
 - **Oxford Bar:** They have agreed to supply the drinks.
 - **Catering:** Cllr Street and Cllr Soheili have contacted local cafés around Kidlington to explore different catering options. Additionally, Kidlington Parish Council's catering service will be used to provide a range of food as needed.
 - **Table Decorations:** These have been organised.
 - **Hall Plan:** The layout has been finalised.
- Cllr Street requested that all Councillors nominate at least five people each. The Clerk also confirmed that she had met with Lord-Lieutenant Robert Buckeldee to review and confirm the plans completed so far.
Action: Clerk to send around the link for every Councillor to nominate a few people

25/025 To receive a report from KPC Working Groups:

- 025.a **Exeter Close Working Group** – This report was circulated before the meeting:
Cllr McLean asked whether everyone was satisfied with the report or if they had any questions. Cllr Barakzai Pace requested further clarification regarding Cllr Soheili's comments about the covenants on the buildings, the associated restrictions, and how much authority the Parish Council would have in addressing these matters.

Cllr McLean reported: that the covenants restrict the Parish Council on the *use* of the buildings and land they sit on but do not impose restrictions on the building itself. This information has been communicated to the architects, ensuring they are fully aware.

Cllr Thurling then asked whether this meant the Parish Council would be limited to working within the existing footprint of Exeter Hall, to which Cllr McLean confirmed that although we should be open to options it is likely that any development coming forward is likely to be within the existing footprint.

025.b **Communications & IT Working Group** – No report issued:

Cllr Moorhouse reported: The Communications Working Group recently met with Breakthrough Communications, a company that could help the Parish Council develop and implement a communications and community engagement strategy. The Council has received a proposal with cost estimates, which will be discussed at the next communications meeting.

Additionally, Cllr Easdown Babb recently conducted a helpful IT training session. Further sessions will be scheduled, and other Councillors are encouraged to attend, especially those experiencing difficulties with Microsoft 365.

025.c **Flooding Defence Working Group** – This report was circulated before the meeting:

Cllr Mclean reported: The Parish Council had received an email from OCC regarding flood project funding and an expression of interest will be made to Oxfordshire County Council Priority Action flood Projects 2025. Cllr Mclean, Cllr Betts, and the Clerk will be meeting on 31 March to discuss how the Parish Council could tap into this funding.

It was suggested by the clerk that the Parish Council could invite Paul Mann from OCC, who deals with Emergency Flood Plans, to guide us in completing an Emergency Kidlington Parish plan.

Action: Clerk to arrange meeting with Paul Mann.

025.d **Stratfield Brake Liaison Working Group** – This report was circulated before the meeting:

There hasn't been a meeting since the last Full Parish Council so there isn't any more to report

25/026 To receive a report from KPC members representing the Council on outside bodies:

026.a **Kidlington Recreational Trust** – This report was circulated before the meeting:

Cllr Barakzai Pace reported:

- **Insurance Update:**

The insurance on all the buildings has been reviewed and completed, with only a minimal increase in the premiums.

- **Lease for Tiffins at Yarnton Football Club:**

Solicitors have been instructed to oversee a lease for Tiffins, who will be moving into Yarnton Football Club. Since Kidlington Recreational Trust (KRT) leases the building to the Football Club, a separate lease is being arranged for Tiffins to operate from the premises. Tiffins will not be able to commence operations until the lease has been formally signed.

026.b **Kidlington Connections** – This report was circulated before the meeting:

Cllr Wyse reported: The next meeting will be held at the Kings Arms.

026.c **Traffic Advisory Committee** – No update given

026.d **Police Liaison** – No meeting scheduled at the moment.

Cllr Mclean informed the Council that she is trying to arrange a meeting with Wendy Percival, CI, but finding suitable dates is proving difficult.

026.e **ANPR** – update from

Cllr Middleton reported: that the ANPR system is currently working sporadically, and the reason for its inconsistent performance is unclear. There are plans to install another ANPR system, for which CDC has secured funding. However, there is no date set for the project's completion at this time.

25/027 To receive reports from Cherwell District Councillors - This report was circulated before the meeting:

25/028 To receive reports from Oxfordshire County Councillors - This report was circulated before the meeting:

25/029 Planning Applications – updates

029.a OUFC Planning Application – update

Cllr Mclean asked whether everybody was happy with the press release which she circulated to all councillors the other day.

029.b East West Railway proposals response – update

Cllr Mclean asked whether Councillors wanted to make any further response or whether they were just happy with the response which had been sent
Council confirmed they were happy with the response which had been completed.

029.c Botley West Submission – update

Cllr Mclean asked whether Councillors wanted to make any further response or whether they were just happy with the response which had been sent
Council confirmed they were happy with the response which had been completed.

25/030 Chair's Announcements

Cllr McLean opened a discussion on the letter received from a multitude of other parish councils, which had been previously circulated concerning Local Government Reorganisation (LGR). This has previous been discussed informally at D&S. A proposed response had been agreed and circulated prior to the meeting for formal agreement. The letter was read aloud to all Councillors. Councillor McLean asked whether everyone would agree to send this letter to the surrounding parishes that had contacted Kidlington Parish Council, as well as to Jim McMahon, Liz Leffman, David Hingley, Gordon Stewart, and Martin Reeves. The Council confirmed agreement to the letter and to its distribution.

Clerk's Update – March 2025

- **Sickness Procedure:**

The new sickness procedure and associated forms have been rolled out to all staff.

- **Holiday Procedure:**

The holiday procedure and forms for the 2025/26 period (starting 1st April 2025) have been completed and will be monitored throughout the year.

- **HR and Staff Files:**

Staff files have been fully updated, and all required photo ID checks have been completed.

- **Induction Process:**

An induction form has been produced. Once finalised, all staff will undergo the induction process.

- **Long-Term Sick Leave:**

The long-term member of staff who had been on extended sick leave was informed that an Occupational Health meeting was being arranged. However, he has since resigned from his position.

His resignation has been acknowledged, and arrangements have been made for his salary to be paid until the end of the month, including payment for his remaining half-day of holiday entitlement.

- **Recruitment for RFO:**

The Responsible Financial Officer (RFO) position has been advertised, and a few CVs have been received.

- **Calendar Management:**

Work is ongoing with Microshade to refine and improve the calendar system.

- **Annual Parish Council Meeting:**

Discussions have taken place regarding the new structure for the Annual Parish Council Meeting, with a focus on inviting various working groups and community partners to showcase their work.

- **Citizens Advice:**

Citizens Advice will return to Exeter Hall from **1st April 2025**, offering a drop-in service between **1:00 PM and 3:00 PM** with **no appointment required**.

Date of Next Meeting: **Thursday 22 May 2025**

Meeting Finished: **9.20pm**

Signed by Chair: