

DEDDINGTON PARISH COUNCIL

**Minutes of the Parish Council meeting held in the Windmill Centre Lounge, Deddington on
Wednesday 17 May 2017 at 7.30pm**

Present: Cllrs D Anderson (Vice Chair), M Cox, A Collins, H Oldfield, S O'Neill, D Rogers (Chair), M Squires, T Timms, J Watts and B Wood (Vice Chair). **Also in Attendance:** County Cllr A Fatemian, a Deddington News representative, two members of public and Cllr J Eames from 101/17

Annual Parish Council Meeting	
94/17	Apologies: Cllrs J Finnigan, J Higham, J Reeve and District Cllr B Williams.
95/17	Election of Chair: Cllr J Watts proposed and Cllr T Timms seconded a motion that Cllr D Rogers be appointed Chair of the Parish Council for 2017/18. No other nominations were received. The Council RESOLVED (unanimous) that Cllr D Rogers be appointed Chair of the Parish Council. He then signed his acceptance of office in the presence of the Proper Officer (Parish Clerk).
96/17	Election of Vice Chair(s): Cllr D Rogers proposed and Cllr S O'Neill seconded a motion that Cllrs D Anderson and B Wood be appointed as Vice Chairs of the Parish Council for 2017/18. No other nominations were received. The Council RESOLVED (unanimous) that Cllrs D Anderson and B Wood be appointed as Vice Chairs for 2017/18. They then signed their acceptance of office forms in the presence of the Proper Officer (Parish Clerk).
97/17	To confirm the Working Groups structure and membership for 2017/2018: Emergency Planning - Cllr A Collins, M Cox, S O'Neill, H Oldfield, D Rogers and J Watts. Environment and Recreation (E&R) - Cllrs J Finnigan, D Rogers, M Squires, T Timms and J Watts. Windmill Centre Facilities Working Group - Cllrs A Collins, H Oldfield, D Rogers, M Squires and J Watts. Finance & General Purposes (F&GP) - Cllrs D Anderson, H Oldfield, D Rogers and B Wood. Highways and Transport (H&T) - Cllrs M Cox, J Higham, H Oldfield and D Rogers. Planning - Cllrs S O'Neill, J Reeve, D Rogers (and upon co-option, J Eames). Neighbourhood Planning (NP) - Cllrs A Collins, M Cox, H Oldfield, D Rogers and B Wood. Large Developments - Cllrs H Oldfield, D Rogers and B Wood.
98/17	To confirm Members serving on outside bodies: The Council RESOLVED that the following appointments are confirmed: School Governors/Trust Fund – Cllr M Squires Deddington Charity Estate (DCE) – Cllr H Oldfield Friends of Castle Grounds (FOCG) – Cllr J Reeve Friends of Deddington Library – Cllrs A Collins and S O'Neill OALC Executive – Cllr M Cox South Central Ambulance Service – Cllr M Cox Parish Transport Representatives – Cllr H Oldfield
99/17	To appointment the following Professional Bodies and Advisors: Internal Auditors. Cllr B Wood proposed, Cllr S O'Neill seconded the motion and the Council RESOLVED (unanimous) that Trish Ingram be re-appointed as the internal auditor for the Parish Council. Insurers. Cllr B Wood proposed, Cllr M Cox seconded the motion and the Council RESOLVED (unanimous) that Zurich continue to insurance the Parish Council. It was noted that the cover had been increased during the year to include the Bowls Club Pavilion, the Clifton VAS and the Adult Fitness Trail.
100/17	Co-option of a Cllr: Cllr B Wood proposed, Cllr M Cox seconded the motion and the Council RESOLVED (unanimous) that Jo Eames be co-opted to the PC. She signed her acceptance of office in the presence of the Proper Officer (Parish Clerk) and joined the Council. The Clerk will notify CDC of the appointment. County Cllr A Fatemian joined the meeting at this point.
101/17	To confirm the Standing Orders: Proposal to amend Para 7: Previous Resolutions – Cllr H Oldfield Cllr H Oldfield proposed, Cllr M Cox seconded the motion and the Council RESOLVED (10 for and one abstention) that Section 7a) of the PC's Standing Orders be amended to read: "A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least four of the current members of the council be given to the Proper Officer in accordance with standing order 9 below." Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the amended standing orders are confirmed.
102/17	To note the attendance records for 2016/17: Cllrs M Cox, H Oldfield, Rogers and J Watts had attended every Parish Council meeting during 2016/17.
103/17	To confirm the calendar of meetings for 2017/18: It was confirmed that the next meeting on 21 st June will be held in the Holly Tree Club. It is being investigated whether the Council can resume holding occasional meetings in the Duke of Cumberland, Clifton. This matter will be discussed further in June.
May Monthly Parish Council Meeting	
104/17	Apologies for Absence: As above
105/17	Declarations of Interest: The following Cllrs declared a general interest: Cllr D Rogers 110/17 F&GP School request as his child attends the school and 115/17 E&R AWC as a trustee of the Windmill Cllr J Eames 110/17 F&GP (6) Road Closure for Deddy Car Fest as is involved. Cllr A Collins 115/17 E&R AWC as a member of the football club.
106/17	Minutes: Cllr A Collins proposed, Cllr B Wood second the motion and the Council RESOLVED (unanimous by those who attended that meeting) that the minutes of the meeting of 19 April 2017 were a true record. The Chair then signed the minutes.
107/17	Matters arising from the minutes and not referred to later on the Agenda:

	<p>Minutes of 19 April 2017 78/17 Neighbourhood Plan Working Group update. The figures in the minutes were recorded correctly but have since confirmed as follows: There were 268 replies to the questionnaire (14.5% of the eligible parishioners). 85% of respondents wanted CDC to adopt the housing estate roads. 80% of respondents prefer freehold properties although some felt leasehold may make the overall cost of the houses cheaper</p>
108/17	10 Minute Open Forum: Not utilised by the public.
109/17	<p>County and District Councillor updates.</p> <p>(i) Report from County Cllr A Fatemian:</p> <ol style="list-style-type: none"> a) Thank you. County Cllr A Fatemian thanked all that supported him during the local election. He said that he was humbled by the result and will continue to work hard to meet the needs of the community. He will also continue to be on the Joint Health Overview and Scrutiny Committee. b) OCC Alliance. As OCC Conservatives were one vote short of a majority they have formed an alliance with two independents to form the CIA alliance. c) Fitness Trail. He was pleased to attend the official opening of the Fitness Trail at the Windmill Community Centre by Victoria Prentis MP. d) Blandford Fly spraying. He has made enquiries about spraying and is awaiting a response. e) Traffic Light Phasing. He is chasing up a resolution. f) S106 payments. County Cllr A Fatemian agreed to chase up a response to the PC's S106 letters. <p>County Cllr A Fatemian left the meeting at this point.</p> <p>(ii) Report from District Cllr B Williams: Fly tipping - he is liaising with the CDC Environmental Officer about the recent fly tipping in the parish.</p>
110/17	<p>Finance & General Purposes:</p> <ol style="list-style-type: none"> 1) Bank accounts reconciled. The main receipts and payments were noted. A letter of appreciation from Jean Welford for the donation towards the Festival of Flowers was noted. 2) Accounts 2016/2017: The internal auditor has approved the 2016/17 accounts and made the following observations; <ol style="list-style-type: none"> a) AOB. Financial decisions should not be taken under AOB as this is contrary to the rules. b) Power to spend. It might be useful to note the power which is being used when the PC approves spend, especially new expenditure. c) Awarding grants. It was suggested that information about the availability of grants is included on the PC's website. d) Counterfoil initialled. Cllrs should initial cheque counterfoils in future. e) Computerised Accounting system. For future consideration. 3) Primary school request for £7,500. A loan/grant has been requested for £7,500 to cover fully costed plans for the planning application for break out rooms and music room. Discussion followed during which the possibility of a short term, interest only, loan was considered. Cllr J Watts proposed, Cllr A Collins seconded the motion the Council RESOLVED (ten for and one abstention) that the PC write to Becky Vaughan requesting more details regarding the proposed interest free loan including details of the new charity and the names of the trustees who would be administering the loan, the proposed payback timescales and also noting that any short term loan from the PC should be paid back before any other payments are made by the Trust. 4) Standing Orders. Dealt with in 101/17 5) OCC Grass cutting. OCC have sent the PC the new contract that covers OCC grass cutting by the PC. This will be reviewed before it is signed and returned to OCC. 6) Road Closure Diddy Car Fest. Cllr J Watts proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (six for, two against and three abstentions) that the PC would pay the £87.50 for the road closure as a S137 payment. 7) Investments. Further bank/building societies that are potentially suitable for PC investments are being investigated.
111/17	<p>Annual Accounts 2016/17:</p> <p>Annual account adoption. Cllr B Wood proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the Council formally approves The Annual Governance Statement 2016/17, The Accounting Statements 2016/17, The Annual Accounts for the year ended 31 March 2017, The Annual Return for the year ended 31 March 2017 and the Internal Auditors Report for year ended 31 March 2017.</p> <p>The Internal Auditor report. The Internal Auditor has approved the Accounts. Her recommendations (as detailed above) were considered.</p> <ol style="list-style-type: none"> a) AOB. Cllr S O'Neill proposed and Cllr A Collins seconded a motion that from now on this agenda item would read "Any Other Business – no decisions can be taken under this agenda item". Cllr A Collins then proposed an amendment to the original motion which was seconded by Cllr M Squires and accepted by the proposer of the original motion, that in future the agenda item should read "Any Other Points – No Decisions can be taken under this agenda item". This amended motion was RESOLVED by the Council (unanimous). b) Grant Awarding Policy. The PC will include information about the availability of grants, the criteria for PC decisions and how to apply on the web site. c) Book Grants. Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (six votes for and five against) that the PC winds up the book grants as this is illegal (you cannot make a s137 payment to an individual). It was suggested that DCE might like to administer the awarding of educational grants. Cllr H Oldfield will speak with DCE. d) Cheque Counterfoils: Will be initialled by the cheque signatories from now on.

	<p>e) Accounting System. It was agreed that the PC will continue with the current system for now. Cllr B Wood left the meeting at this point.</p>
112/17	<p>Planning Matters. Application: Ref 17/00828//F – Bunkers, Philcote Street: Single Storey Rear Extension. Cllr S O’Neil proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (nine for and one abstention) no objection. Approvals: Windmill Tennis Courts. 2 St Thomas Street Deddington. 1 Philcote Street Deddington. Stonewall Castle Street Deddington. Rowan Cottage High Street Deddington. Mallows Hopcraft Lane Deddington. 8 The Daedings Deddington. Town Hall Market Place Deddington. Refusals: Bunkers Philcote Street Deddington. 2 Chapmans Lane Deddington. Land at Snakehill appeal. Not on the Agenda: Fell Eucalyptus, Innisfree, St Thomas Street, Deddington. The PC supported this application - this tree has damaged the retaining wall bordering the track leading to Satin Lane allotments.</p>
113/17	<p>Neighbourhood Plan Working Group update: Cllr A Collins proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (eight votes for and two abstentions) that the PC give an expression of contentment regarding the Environment and Housing emerging policies received from the NP.</p>
114/17	<p>Large Scale Development Working Group Report: The Council received and considered draft follow-up letters to OCC and CDC about S106 contributions and several amendments were agreed. Cllr H Oldfield proposed, Cllr M Squires seconded the motion and the Council RESOLVED (unanimous) that the letters regarding S106 payments (as amended) be sent to OCC and CDC.</p>
115/17	<p>Environment and Recreation Report:</p> <ol style="list-style-type: none"> 1) Italia in Piazza’s Market in Deddington. A request from an Italian Market organiser has been received. More information is being sought. 2) Castle Grounds Sign. The signage directing visitors to the site was discussed. 3) Fitness Trail opening. Thanks were expressed to all who attended the Fitness trail opening. This resulted in a good crowd, excellent photos and coverage in the Banbury Guardian. 4) CDC. A new dog waste bin has been installed at Cosy Lane. A litter bin has been purchased for installation alongside the dog waste bin at Daedas Woods. OCC will be asked to repair the broken village sign by the Chinese Take-away on Hempton Road. 5) Defib update. CDC have confirmed that the installation of defibs are “de-minimus” and do not require planning. The Diocese are considering whether the Hempton application can be considered to be too minor to merit consideration or if the Chancellor’s council will have to hear it. Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the PC will pay the £8,830 bill for the defibs and installation (the remainder from the £10,000 grant to be spent on wheelchairs and space blankets) when it arrives. Installation is scheduled for early June. 6) Wimborn Close Playground. The new springer has been ordered. 7) Welford Piece Playground. Awaiting quotes and feedback. A meeting to be arranged with the interested parishioners in Clifton. 8) All-Weather Court. Cllr J Watts proposed, Cllr M Squires seconded the motion and the Council RESOLVED (unanimous) that up to £1,000 is made available for fence and lighting repairs. Tim Walton from Technical Surfaces was on site Monday. He suggested that distributing the old sand from the AWC around the WC site would save £500 on skip hire. 9) Windmill LED lighting upgrade. Lighting has been ordered and an installation date awaited. 10) Flooding in Clifton. The remedial work reported has caused problems further downstream. The slit and roots have blocked the drainage channels on the flood plain. OCC are aware and will resolve. 11) Allotment Wall collapsing x 2 (at different locations). One wall has been rebuilt. The owners of the wall bounding Satin Lane have responded quickly. One Eucalyptus tree needs felling – a planning application has been made. The wall will be repaired after the tree has been resolved. 12) Notice boards. The Surgery have requested the notice board be removed or renovated. The Steward will refurbish. The Surgery has agreed that the refurbished notice board can be reinstated afterwards.
116/17	<p>Highways and Transport report:</p> <ol style="list-style-type: none"> 1) Membership. Cllrs M Cox, H Oldfield, J Higham and D Rogers. Cllr M Cox to lead on Highways and Cllr H Oldfield to lead on Transport. 2) Speed Watch. TVP contacted - no dates set as yet. 3) St Thomas Street Trip hazard. A paving slab has been removed to plant a tree which has created a trip hazard. This has been resolved by OCC/CDC. 4) Phasing of the Traffic Lights. Complaints received regarding the timing of the traffic. These were passed on to County Cllr A Fatemian who is seeking a resolution. 5) Correspondence. A resident has copied the PC letters that have been sent to various authorities including TVP, Police Crime Commissioner regarding speeding issues in Hempton.

	<p>6) Hudson Street Disabled Bay. It was agreed to let the bay fade rather than incur the cost of getting it removed. As it is not enforceable residents are able to park on this bay.</p> <p>TRANSPORT – there was nothing new to report at this meeting.</p>																																													
117/17	<p>Windmill Redevelopment Group Report: Mary Robinson addressed the Council and reported upon the new Windmill Redevelopment Working Group. The group membership comprises sports club users, Parish Cllrs and Windmill Committee members. The working group has three sub-groups that will meet monthly to consider the following three aspects of the Windmill Centre site that may benefit from redevelopment; 1) the pitches and All Weather Court (AWC), 2) The play areas, and 3) the building. The group looking at the AWC will include outline plans for best use of land and investigate the grants available. The group reviewing the play areas has already been in touch with the Oxfordshire Playing Fields Association and parishes with good play areas such as Steeple Aston. The groups will produce an 'aspirational plan' which would be delivered if there were unlimited budgets available. However it was recognised that expectations will have to be managed and so a second more realistic 'Plan B' will also be produced by each group. It was suggested that any contributions from the PC would be useful when applying for grants. There will be regular reports in the Deddington News and leaflets delivered to residents of Mill Close to keep them informed. It was noted that dog fouling was considered to be a problem and the problems about notices and enforcement were discussed. CDC has previously advised that if people send photos and information about habitual offenders and their dogs the dog warden will then investigate.</p>																																													
118/17	<p>Review of Speed Watch Risk Assessment – Cllr M Cox: Bought forward to the June 2017 meeting.</p>																																													
119/17	<p>The Royal British Legion Building – discussion of the possible consequences of PC resolution number 5/17 (a) including possible tax liabilities – Cllr D Anderson: This agenda item has been superseded by events. Investigations are currently ongoing to confirm the legal routes available to avoid a potential Capital Gains Tax liability in the region of £50,000, resulting from the increase in value since 1982.</p>																																													
120/17	<p>'Deddy Car Fest' road closure request: Dealt with at minute 110/17.</p>																																													
121/17	<p>Update from Parish Council Representatives: None</p>																																													
122/17	<p>Invoices for Payment: The Council RESOLVED (unanimous) that the invoices listed for payment presented on 17 May 2017, totalling £6,750.85 were approved for payment.</p>																																													
123/17	<p>Report upon the investment of the Parish Council's Funds as at 30 April 2017:</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Balance</th> <th>Interest</th> <th>Notice</th> <th>Valid Until</th> </tr> </thead> <tbody> <tr> <td>Imprest</td> <td>2,515.55</td> <td>0.1%</td> <td>Imprest</td> <td></td> </tr> <tr> <td>Current</td> <td>97,399.83</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Nationwide</td> <td>131,839.43</td> <td>0.8%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2017</td> </tr> <tr> <td>Nationwide</td> <td>81,124.71</td> <td>1.2%</td> <td>1 Yr Fixed</td> <td>Mid July 2017</td> </tr> <tr> <td>Hampshire TB</td> <td>76,428.90</td> <td>1.2%</td> <td>1 Yr Fixed</td> <td>Mid Dec 2017</td> </tr> <tr> <td>Cambridge& Counties Bank</td> <td>85,000.00</td> <td>1.1%</td> <td>1 Yr Fixed</td> <td>Early April 2018</td> </tr> <tr> <td>United Trust</td> <td>85,000.00</td> <td>1.35%</td> <td>1 Yr Fixed</td> <td>Mid April 2018</td> </tr> <tr> <td>Total</td> <td>559,308.42</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	97,399.83	0.1%	Current		Nationwide	131,839.43	0.8%	1 Yr Fixed	Mid Nov 2017	Nationwide	81,124.71	1.2%	1 Yr Fixed	Mid July 2017	Hampshire TB	76,428.90	1.2%	1 Yr Fixed	Mid Dec 2017	Cambridge& Counties Bank	85,000.00	1.1%	1 Yr Fixed	Early April 2018	United Trust	85,000.00	1.35%	1 Yr Fixed	Mid April 2018	Total	559,308.42			
Account	Balance	Interest	Notice	Valid Until																																										
Imprest	2,515.55	0.1%	Imprest																																											
Current	97,399.83	0.1%	Current																																											
Nationwide	131,839.43	0.8%	1 Yr Fixed	Mid Nov 2017																																										
Nationwide	81,124.71	1.2%	1 Yr Fixed	Mid July 2017																																										
Hampshire TB	76,428.90	1.2%	1 Yr Fixed	Mid Dec 2017																																										
Cambridge& Counties Bank	85,000.00	1.1%	1 Yr Fixed	Early April 2018																																										
United Trust	85,000.00	1.35%	1 Yr Fixed	Mid April 2018																																										
Total	559,308.42																																													
124/17	<p>Correspondence: None.</p>																																													
125/17	<p>AOB as allowed by Chairman: Cyber Security. Following the recent cyber-attack it was confirmed that the security of the PC computer equipment is considered to be secure. The computer has been patched and Norton Antivirus is already installed and working.</p>																																													
126/17	<p>Next Meeting: The next meeting of the Parish Council will take place on Wednesday 21 June 2017 at 7.30pm in the Holly Tree Club, Deddington. The meeting closed at 9:26pm.</p>																																													