

**DEDDINGTON PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held on Wednesday  
16th February, 1994 at the Town Hall**

Present:- Councillors Clinch (Chairman), Bowen, Canning, Mrs Lee, Miss Hill, Oddy, Reed, and Mrs Swash. District Councillor Davis in attendance.

**169/93 Apologies for Absence.**

Apologies for absence were received from Councillors Barlow, Mrs Garvey, Mrs Stevens, O'Brien, Clarke and Todd.

**170/93 Cr Matthews.**

The Clerk apologised for his failure to notify Cr Matthews of the change of venue of the last Council Meeting and the late advise of the present meeting.

**171/93 Minutes of the Meeting held on 12th January, 1994.**

The above minutes, which had been previously circulated, were approved as a true record and signed by the Chairman.

**172/93 Matters arising from the Minutes.**

The Clerk referred to Minute 157/93 and stated that he had taken legal advice as to the status of the Council if it were to accept the position of "Custodian Trustee" for the Holly Tree Club land. The situation would be that though the Council would have full rights, as owner, to dispose of the land the proceeds of sale must be utilised in accordance with the Aims of the Charity. On these terms the Council agreed to the acceptance of the position of Custodian Trustee.

**173/93 Any other Urgent Business.**

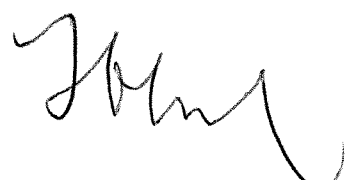
Cr Reed drew the Council's attention to the Queen' Award for Exports having been attained by TSS Ltd, a company managed by Mr P Goymour of Clifton Rd. The company manufacture electronic seabed measuring equipment. Resolved that Mr Goymour be congratulated on his success. He also wished to raise the question of comparative costs of collection of the Council Tax.

Cr Canning wished to receive an update upon the position regarding the agreed new street lights.

The Chairman allowed all three items.

**174/93 Coat of Arms Sub-Committee.**

Cr Oddy reported that arrangements for the day were well under way and submitted a schedule of the probable displays and activities which would be situated in the Market Place on 16th April. He thanked the "Deddington News" for the publicity which they were giving to the event. A quotation had been received from J Spencer in respect of the fixing of the replica Coat of Arms to the South Wall of the Town Hall, together with the rendering of that face of the building in the sum of £880 plus VAT, which was approved nem con. He circulated a budget for the event, copy appended, which was also approved nem con. Cr Bowen



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reported that he was in discussion with a contractor regarding the provision of covered stalls at an approximate cost of £15 per stall and that he had requested Fox FM to attend with Freddy the Fox.

**175/93 Environmental and Recreation Sub-Committee.**

Cr Mrs Lee reported that the Sub-Committee had looked at the new procedures for "Works to trees within Conservation Areas and protected by Tree Preservation Orders which will now follow very closely to applications for planning permission. The street lighting scheme for the Boulderdyke Farm development had been submitted which consisted of 6 "Oxford Green" columns on Walnut Close and 1 on Chapel Close, all having low density sodium lamps. The scheme was recommended as satisfactory and approved. Cr Canning had volunteered to lead a short circular walk around the village in response to a request from the District Council.

The Clerk was asked to investigate the situation regarding the brightness of the lamps illuminating the Unicorn Public House sign, which were reported as dazzling and thus a possible danger.

Cr Lee reported having seen a new form of traffic calming at Nuneham Courtney where red strips had been painted on the carriageway and the Clerk was asked to enquire of the County Council as to their relevance in Deddington.

**176/93 Holly Tree Sub-Committee.**

The Chairman reported that a quotation had been received for the sanding of the floor of the club room, from J Spencer in the sum of £220. Cr Canning stated that the Club had funds in hand from which this cost could be met. Resolved that the quotation be accepted together with the offer of payment from the Holly Tree Club. The Chairman also stated that the works of repair were almost complete and redecoration by the Steward had commenced.

A meeting of the Trustees and the Sub-Committee was to be held on 1st March at which the suggestions from the Charity Commission as to the future of the land and premises would be discussed. Cr Canning asked that the Club be represented.

**177/93 Low Cost Housing Sub-Committee.**

Cr Oddy reported that the Oxford Citizens Housing Association was in negotiation with the landowners of the preferred site and its architects were drawing up a tentative scheme for the site. The Deddington News was requested to give publicity to the prompt return of application forms.

**178/93 Planning and Property Sub-Committee.**

Applications.  
CHN 37/94 The Willery, Clifton Road - Construction of Double Garage. No objection and pleased that the building line has been maintained.



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CHN 11/94 Stonewalls, Main Street, Hempton - Detached garage for residential use. No objection but the right of access to the adjacent property should be confirmed.

CHN LB 24/94 Earls Farm, Earls Lane - Conversion of redundant farm buildings into holiday units. (Renewal of CHN LB 1117/88) No objection but the following observations are made:-

(a) the new accommodation should be "holiday" units and not allowed to become permanent residences.

(b) the site is within the conservation area and detailed attention should be given to the materials used.

(c) windows are shown on the east side of the development which would overlook the dutch barn, care should be taken that replacement farm buildings are not erected elsewhere.

CHN 640/93 Leadenporch Farm - Erection of 2 further chicken sheds and ancillary works.

Cr Miss Hill referred to the recommendations of the Sub-Committee which had been circulated to all members, a copy of which is appended. It was proposed by Cr Hill and seconded by Cr Mrs Lee that the Council should object to this development, which was agreed by 5 votes to 0 with 2 abstentions. It was then agreed. Letters of objection were read from Mr and Mrs Whitton of The Willery, Clifton Road, Mr and Mrs Gay of The Fishers, Clifton Road and Mr and Mrs Young of Manor Barn, Clifton. Resolved that the Council's objection be based upon the Sub-Committee report but not referring to conditions relating to an approval and copies of the aforementioned letters be also forwarded to the LPA.

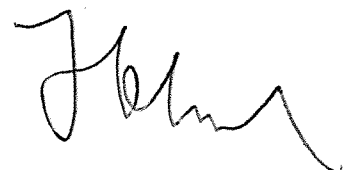
Several members commented upon the problems on the Clifton Road where Messrs T & H Contractors were making amendments to their access from that road causing amongst other matters the flooding of the ditch. The Clerk was asked to investigate and report back on the detail of what was taking place.

#### **179/93 Windmill Sub-Committee.**

The Chairman reported that a meeting had taken place the previous Friday regarding the "Snagging" and the contractor was proceeding to rectify where he was responsible. It was suggested that the Management Committee should be enlarged to encompass the increased responsibilities of the extended Centre and facilities. This matter would be considered at an early meeting of the Committee.

#### **180/93 High Street Traffic Calming.**

The Clerk reported that he had received legal advice that as he had not been instructed to confirm the Council's concurrence to the scheme by a given date, it was in order in the circumstances for him to refer the matter back to Council in order that the new evidence could be considered. This statement was accepted by the Council and the Clerk was asked to arrange a further meeting with the representatives of the County



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Engineer, preferably on a Monday or Friday to reassess the possibilities of a refuge in the High Street. Members wishing to attend were Crs Clinch, Miss Hill, Mrs Swash, Bowen and O'Brien.

**181/93 Parish Nature Conservation Appraisal.**

Cr Miss Hill reported upon a meeting she had attended upon the above matter at which it was considered that Parishes should compile a detailed record of the fields, field boundaries and trees in the Parish. This would take the form of a "Domesday" record of the Parish in 1994/95? The Council were in favour of undertaking such a task, which would be time consuming, and suggested that a group of interested people in the Parish should undertake the work possibly assisted by schoolchildren.

**182/93 Concessionary Bus Fares.**

It was agreed that application forms should be made available via the Post Office as soon as possible and that the issue of tokens be made at the Holly Tree Club by Crs Mrs Swash and Mrs Stevens on Wednesday, 30th March between 9.30 and noon.

**183/93 Investment of the Council's Funds.**

The Clerk reported that at close of business on 15th February, 1994 the balances were as follows:-

£	
450,000.00	at 7.1% variable for 2 years expiring on 27.4.95 subject to the rate being not less than 4.5% above the base rate on the Bradford & Bingley Building Society Timesaver Account.
262,000.00	at 4.9375% fixed to 28.2.94
21,927.44	at 4.25% at 14 days notice
17,879.53	at 2.125% overnight
<u>751,806.97</u>	

**184/93 Accounts for Payment.**

Accounts were approved for payment in accordance with the appended schedule.

The Clerk stated that a further certificate from the Contractors for the Windmill Centre would be due at the end of the month and the Chairman and Clerk were authorised to make a further payment.

**185/93 Review of Local Government.**

Council considered various documents from the County and District Councils, which had been circulated previously, and instructed the Clerk to arrange a special meeting of Council for Wednesday, 30th March 1994 at 7.30 pm and to invite representatives from the two Councils to attend and put their individual cases for the establishment of unitary authorities.



**186/93 Venue for Municipal and European Elections.**

The Clerk reported that the District Council had been advised by the School that they were unable to accommodate the use of the school as a polling station on 5th May and 9th June. The suggestion was made that the Holly Tree Club could be a suitable substitute, being quite central in the village. Members also asked that the District Council be requested to site additional polling stations at Hempton and Clifton.

**187/93 Correspondence.**

(a) Deddington Town Football Club requested permission to organise an event at the Castle Grounds to mark their move to the Windmill Centre, on 30th May. They hope to hire a marquee to house a licensed bar and evening disco and portable toilets will be provided. Other entertainment will include football and various sideshows. It was resolved to grant permission subject to satisfactory arrangements being made for car parking.

(b) Notification from British Telecom that Deddington numbers will be changed later this year and that the STD number will be amended to 01869 in 1995.

(c) Notification that the District Council will be organising a sale of surplus office stationery and furniture on Saturday, 26th February, 1994 in the garage at Bodicote House.

(d) Letter from OCC regarding a speed reduction campaign for which a new road sign has been authorised. These may be purchased at a cost of £56 per sign on an existing post or £112 on a new post. Resolved that though very interested in speed reduction the Council is already committing funds, which should be Highway Authority expenditure.

(e) Quotation from the OCC Commercial Services for the grasscutting at the Castle Grounds for 1994/95 in the sum of £33.00 per cut. This compares with £32.35 per cut for 1993/94. Resolved that the quotation be accepted.

(f) Three letters from Mrs M Tibbetts of Victoria Road, Oxford, Mrs J Fisher of Castle Lodge and Dawn Franklin (Aged 9) each stating that the War Memorial should not be moved from its present location.

(g) Dog Fouling. (i) Letter from CDC requesting plans for the placing of the 2 dog litter bins at Castle Grounds and the Windmill Centre. This was passed to the E and R Sub-Committee for decision. (ii) Letter from the Senior Dog Warden seeking to speak to the Council on the installations of the dog litter bins, a concerted overall publicity campaign and local byelaws. (iii) Letter from Mrs V Targett drawing attention to the increasing problem with dog excrement in the village. Resolved that Mr Hosband be asked to address the Council prior to its next ordinary meeting, on 23rd March, 1994 commencing at 7.00 pm.

(h) Letter from the Deddington Beeches Bowls Club asking to meet the Council to discuss their concerns relating to the new green. Resolved that the letter be passed to the Windmill Sub-Committee for its attention.

(i) Letter from Mrs J Lyden complaining about the rubbish

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left following the removal of the skip. The Clerk stated that on this occasion due to lack of manpower the skip had been left on site until the following Thursday and rubbish had been placed around it which could not be removed by the contractor. The Clerk informed the District Council on the Friday morning and was promised that the rubbish would be quickly removed. Unfortunately due to the weather they were unable to achieve this until Wednesday lunchtime. The new contract for 1994/95 states that if rubbish is left, the contractor should immediately inform the District Council. This should be of assistance for the future.

**188/93 Any Other Business.**

Cr Reed stated that in a local publication the costs per property of collection of the Council Tax were said to be :-

West Oxfordshire D C	£17.36
Cotswold D C	£28.79
Vale of White Horse D C	£22.59
Cherwell D C	£36.35

The Clerk was asked to obtain the reasons for the Cherwell costs being so comparatively high.

Cr Canning was informed that Mr Forsyth and Mr Minnear had both granted permission for lights to be affixed to their property and negotiations regarding the 3 outstanding lights could now be commenced.

**189/93 Dates of Next Meetings.**

Council Meeting - Wednesday, 23rd March, 1994 commencing at 7.00 pm

Special Council Meeting - Wednesday, 30th March, 1994 commencing at 7.30 pm.

Both meetings to be held in the Town Hall.



CHN 640/93

The Planning Sub Committee submits the following comments for discussion at the P.C. meeting 16 February 94.

1. Following the approval of the 3 poultry units in 23 May 1986. A Section 52 agreement (106) was entered into by the applicant Welford and the CDC as under:

'The Council has approved the Planning Application in principle and requires to be assured that the Owner will:

- (a) not permit the use of any part(s) of the Additional Land as poultry houses or for any ancillary or incidental purposes thereto (whether or not such development is permitted by the Town and Country Planning General Development Order 1977) and
- (b) not permit any development on the Additional land of poultry houses or for any ancillary or incidental purposes thereto (whether or not such development is permitted by the Town and Country Planning General Development Order 1977).'

At that time the Parish believed that this was a lasting agreement.

We do not consider that there has been any change in circumstances since that date to justify any variation of that agreement, and we therefore believe that the agreement should remain in force..

2. In looking at the present application we are concerned that we are being asked to consider an outline application from which it is not possible to establish the true impact on the environment, landscape and local population. Its like being asked to buy a "pig in a poke". The height and construction is not given in the application and we can only fear the worst. From the details provided it is obvious that the capacity will be more than double with consequential effects. The existing units are clearly visible from certain sites and any enlargement can only create a further intrusion into a pleasant landscape.

3. Increased output will create twice as much litter. There is no indication where the additional waste will be spread, as there is already concern about air pollution (smells, complaints made by residents of Deddington village) and its not uncommon to find chicken remains between the farm and the edge of the village. The villagers have adapted a "smell and bear it" attitude to this enterprise since it commenced production but any enlargement would be likely to cause considerable offence when the units are cleaned out and the litter is spread.

4. Access to Leadenporch Farm is off the Clifton Road which, like the village of Deddington and hamlet of Clifton is subject to a restriction on heavy vehicle access. The doubling of production causes an equivalent extra movement of lorries. Extra lorry movements should be resisted. The weight limit is already abused by lorries and any additional lorry movements, even if permissible, will only encourage others to disregard the restriction.

5. The present access to the farm and the production units is partly over the bridleway off the Clifton Road (which has been tarmacadamed). We feel that there should not be an access to the production unit along the bridleway on this scale, as the free access for pedestrians, children, and horse riders will become very dangerous. If this application were to be successful, we would like to see the CDC support us in insisting that a separate access road be made within the boundaries of the farm. (We must not forget also that the Clifton Road has a weight restriction on it).

6. The planning sub-committee would also like to see a report from Thames Water to the effect that they are satisfied with treatment of waste.

Looking at this application there are many areas of concern.

We the sub-committee object to this planning application.

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John



# Windmill Community Centre

## Management for the future

### 1 Introduction

- 1.1 The current phase of development at the Windmill Centre is nearing completion. Along with the new facilities comes greater responsibility for managing the Centre. We must ensure that the investment of village money is safeguarded and built upon for the future. The Windmill management committee has considered how best to manage the Centre in its new format and submits its ideas for Parish Council (PC) approval and/or comment.
- 1.2 These increased facilities will mean larger revenues along with greater maintenance costs. To date the PC has funded the maintenance of the external playing areas from parish funds. It would be desirable to meet these charges from revenue raised by the Centre.
- 1.3 The current Windmill Committee comprises five members, three from the PC and two non-councillors. As the PC comes up for re-election in May of this year, it is possible that there may be some enforced changes to the Windmill Committee.
- 1.4 This combination of increased responsibility, increased revenue and costs, and imminent elections means that now is a suitable time to review the structure of the Windmill Committee.

### 2 Finance

- 2.1 One of the main objectives of the Windmill Centre is to be financially self-supporting. Whilst the support of the PC has been admirable, we cannot assume that this level of support will be there in the future. Any financial planning must, therefore, allow for future investment in new facilities and a contingency sum for unforeseen costs. It is admitted that this will be no simple task and it is likely that additional income will have to be generated by fund raising and grants.
- 2.2 It is proposed that a detailed four year financial plan is prepared by the Committee for approval by the PC. This will cover the period of office of the new Parish Council. It may be that some financial support from the PC will still be required in the early years of this plan. However, the aim should be for the Centre to be self-supporting as soon as possible and certainly within four years.
- 2.3 For the purposes of this paper the financial situation at the Windmill in broad terms is shown below:



Existing and potential sources of revenue each year  
(exclusive of VAT)

current level of booking fees	£7000
20% increase in fees	£1400
additional booking in building	£1600
additional bookings outside (generated by all-weather court)	£4000 (i)
rent from PC for Clerk's office	£1000 (ii)
revenue raised from events and grants	£2000
total	£17000

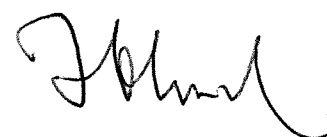
Note (i) This is an estimate of potential revenue from the all-weather pitch based on a charge of £10/hour for about 8 bookings each week. The court will be lit for use at night.

Note (ii) This rent compares to about £2300 per annum paid at Centre Point.

Existing and predicted annual running costs each year  
(exclusive of VAT)

maintenance and running of building	£6000
increased running costs for building	£2000
maintenance of outside playing areas	£6000 (iii)
increased running costs for playing areas	£2000 (iii)
allowance for investment	£2000
allowance for unforeseen costs	£2000
total	£20000

Note (iii) Whilst these sums for outside maintenance are shown in this financial profile, it is envisaged that the PC will continue to pay for these items in practice so that VAT can be recovered. This saves in excess of £1000 for the Parish. This could be handled by the Windmill paying the Parish a sum for rent of equivalent to the maintenance costs of the fields.



2.4 This rather simplistic approach shows a deficit of about £3000 each year. Obviously more refinement is necessary for the four year financial plan and both income and costs need looking at in some detail in order to balance the budget. However, these figures serve to give an indication of the likely financial situation at the Windmill.

### 3 Management Tasks

3.1 The management of the Windmill can be broken down into a number of discrete tasks. Similar tasks can then be grouped together into five areas of operation.

3.2 Management liaison with the PC  
financial control-Treasurer  
policy on user charges  
policy on investment  
legal, contracts and insurances  
health and safety  
promotion of new works  
overall responsibility for the Centre

3.3 Secretarial liaison with user groups  
bookings  
invoicing  
secretarial work

3.4 Maintenance of the building  
of the playing areas  
of the hard landscape  
of the soft landscape  
cleaning  
security  
management of working parties

3.5 Selling market research  
selling the facilities  
promotional literature  
advertising  
public relations

3.6 Fund raising social events  
sporting events  
bar and food  
grant funding

3.7 The first three operations define the current role of the Committee and individual committee members are responsible for each of these areas. However, it must be emphasised that these existing tasks will expand as the Centre expands. The selling and fund raising operations are new areas dictated by the increased responsibility and financial demands at the Windmill. It is believed that the current committee in its present format is unable to tackle all the operations now required.



#### 4 Proposed Management Structure

##### 4.1 The current committee comprises:

Ray Barlow	Chairman	Councillor
Vivien Bouverie	Treasurer	
Joyce Minnear	Secretary and bookings	
Bryan Clarke	Maintenance of building	Councillor
Mike O'Brien	New Works	Councillor

4.2 The Chairman of the PC and the Clerk to the PC usually attend the committee meetings but do not have any voting rights.

4.3 From analysis of section 3 above it is considered that one person should be made responsible for each operational area 3.2 - 3.6. This would make a committee of six including the Treasurer. It is also considered that maintenance, selling and fund raising should be managed by small sub-committees. This means that the Windmill will be run by a team of people, six of whom will form the new management committee. This will mitigate any problems of succession to the committee and ensure that the knowledge gained through experience will not be totally lost if one person resigns.

4.4 The size of the sub-committees should be decided by the person responsible for the sub-committee. It may well be that people are co-opted onto the sub-committees for particular tasks. The maintenance responsibilities may well be split into two: the building and outside areas.

4.5 To ensure that the committee is not dominated by Parish Councillors the management committee should be limited to a maximum of three Parish Councillors, one of whom should be the Chairman of the committee.

4.6 The new committee structure for consideration is as follows:

Chairman	Ray Barlow (Parish Councillor)
Treasurer	Vivien Bouverie
Secretary	Joyce Minnear
Maintenance	To be appointed (sub-committee)
Selling	To be appointed (sub-committee)
Fund raising	Mike O'Brien (sub-committee)

The three sub-committees will hold their own meetings on a monthly basis prior to the management committee meetings. The management committee will meet just before the PC meeting. The Windmill Chairman will report to the PC.

4.7 The arrangements for bookings needs careful consideration.

MJO 26/02/1994



# GRANT OF ARMS FINANCIAL SUMMARY

<u>Expenditure</u>	<u>£</u>	<u>Income (Est.)</u>	<u>£</u>
Grant of Arms	5000	Programmes	1000
Town Hall Arms	1200	T.H.Sponers	2000
Painting Arms	350	Tankards	2805*
Tankards (500)	1860*	Spoons	2000
Spoons (100)	1250	Club Users	200
Programmes	500	Commercial Users	500
Entertainment	500		
<b>TOTAL</b>	<b>10,660</b>		<b>8505</b>

*John*

\*All fixed costs of 1000 tankards covered by first 500 sales.  
Additional 500 mugs offer further £1045 contribution.

ACCOUNTS FOR PAYMENT      FEBRUARY, 1994

		£
Harrison Electrical	- Electrical Repairs, Holly Tree Club	2,159.65
Barrett Construction Ltd	- Cert No 6 Windmill	23,500.00
John Spenser	- Holly Tree 3971.85	
	- Chris.Tree 23.50	
	- Rubbish Disp 52.33	4,047.68
Tracey Curtis	- Coat of Arms Sculpt.	850.00
P W L B	- Cemetery Loan Repayment	106.98
Viking Direct	- Filing Cabinet	201.70
Clews Architects	- Fees Church Kitchen	3,757.38
Cherwell District Council	- Build Reg Fees	45.83
Gametime U K Ltd	- Inst. 4 2" Pipe Plugs	72.85
J P McDougal Ltd	- Paint etc	88.10
Weatherhead Elec.Services	- Tree Lights	40.66
Thames Water Utilities	- Water Sports Field	17.74
Bodigian & Co Ltd	- Carpet, Windmill Centre	515.75
D H Blakey	- Salary and Expenses Feb.	303.52
D P C Imprest Account	- Reimbursement	1,021.96
		<u>36,729.80</u>

Make-up of Imprest Account Reimbursement

		£
D Freeman	- Wages 15/1,22/1,29/1,5/2 and 12/2	827.67
Centrepont	- Photocopying	21.03
Woodbine Art	- Certificate Frames	14.55
Centrepont	- Rent of Office	158.71
		<u>1,021.96</u>

*John*