

DEDDINGTON PARISH COUNCIL

**Minutes of the Parish Council meeting held in the Windmill Community Centre, Deddington on
Wednesday 21 February 2018 at 7.30pm**

Present: Cllrs A Collins, M Cox, J Finnigan, J Eames, S O'Neill, J Reeve, D Rogers (Chair), T Timms, J Watts and B Wood (Vice Chair). **Also in attendance:** County Cllr A Fatemian, District Cllr B Williams a Deddington News representative and seven members of public.

21/18	Apologies: Cllrs D Anderson (Vice Chair), J Higham, H Oldfield and M Squires.
22/18	<p>Declarations of Interest:</p> <p>Pecuniary interest Cllr S O'Neill - Agenda Item 8 Planning 18/00165/F, Ashcroft House, Hudson Street, Deddington: and 18/00205/F, Wells Yard, Hudson Street, Deddington as applicant.</p> <p>General interests Cllr A Collins – Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known Cllr M Cox – Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known. Cllr J Finnigan – Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known. Agenda Item 13 F&GP (7) Reserve policy/ Holly Tree Application as a member of the Holly Tree Management Committee and Trustee Cllr S O'Neill - Agenda Item 8 Planning 18/00083/F, The Annexe Adjacent to No.3 Holly Tree Cottages, Earls Lane, Deddington as a member of the Holly Tree Management Committee and Trustees. Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known. Agenda Item 13 F&GP (7) Reserve policy/ Holly Tree Application as a member of the Holly Tree Management Committee and Trustee. Agenda Item 13 F&GP (9) RBL Clock as an employee of the library. Cllr D Rogers – Agenda Item 5 - 10-minute open forum, WMC because he is a Trustee. Agenda Item 8 Planning 18/00083/F, The Annexe Adjacent to No.3 Holly Tree Cottages, Earls Lane, Deddington as a member of the Holly Tree Management Committee and Trustee. Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known. Agenda Item 13 F&GP (7) Reserve policy/Holly Tree Application as a member of the Holly Tree Management Committee, a member of WMC and a Trustee of both. Cllr T Timms – Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known. Cllr J Watts – Agenda Item 8 Planning 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington as the applicant is known.</p>
23/18	Minutes: Cllr S O'Neill proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous by those in attendance) that the minutes of 17 January 2018 were approved as a true record of the meeting. The Chairman then signed the minutes.
24/18	Matters arising from the minutes and not referred to later on the Agenda: None.
25/18	<p>10 Minute Open Forum:</p> <p>Nursery & PFSU. A representative of the Nursery and PFSU asked the Council whether there was still any s137 money available this year that the nursery could apply for. He was advised that the 2017/18 s137 provision would expire on 31st March and therefore the nursery school would need to submit a grant application for consideration at the March meeting. The Chair/Clerk will help him access the grant forms and a grant application from the nursery school will be included on the March agenda.</p> <p>Carfest. The organiser of 'Carfest' notified the PC that the event would take place on Sunday 10 June 2018. The area of the Market Place outside the Unicorn and the road by the Oxford bus stop area will be cordoned off to enable moving vehicle access. The area outside the Red Lion will be used for static cars. A road closure will be applied for and local residents, the church, and parked cars will be informed of the event. The school will also be contacted to see if it can supply further parking for the village (as on Market days). CDC are already aware that the organisers will be submitting a road closure application and have agreed to liaise with the bus companies to re-route the four buses that will be affected. The Clerk provided information regarding the cost of road closures.</p> <p>WMC. The Chair of the Windmill Management Committee introduced himself and explained that a new management committee was now in place. A business plan will be circulated to the PC before the next meeting along with two grant applications – one for roof works and a second for work to the drive way.</p>
26/18	<p>County and District Councillor updates:</p> <p>I. Report from County Cllr A Fatemian:</p> <p>a) Traffic light road works. County Cllr Fatemian is in discussion with Group Manager Area Operations (North) who is aware of the issues. Weekend working could be made a stipulation if necessary. Cllr Fatemian has sought confirmation of the extent and order of the entire section 278 works. The state of the road between Hempton and Duns Tew will be reviewed and it was noted that the road in areas of Barford had also been ploughed up due to the increased traffic. District Cllr B Williams will follow this up. The Chair reminded the meeting that the OCC licence was to do all works.</p> <p>b) Pear Tree License. The granting of this license is of interest to the Group Manager Area Operations (North) and is therefore being investigated within OCC. The Clerk asked Cllr Fatemian to obtain a copy of the site map referred to in the license for the Parish Council.</p>

	<p>c) OCC budget. Will increase by 6% mainly due to the increased demand for children and adult social care.</p> <p>d) County Councillor fund. County Cllr Fatemian will have a £15k grant in 2018/19 to spend on projects requested by the councils within his area. His allocation of this budget will reflect the size of the various councils within his area. The 2017/18 grant requirements are less stringent than in previous years.</p> <p>e) Hempton Road Street light. Cllr Fatemian will chase for a response regarding the street light issue.</p> <p>f) S106 Letter from DPC. OCC has yet to respond to a letter that was submitted in November 2017 so Cllr Fatemian will investigate.</p> <p>II. Report from District Cllr B Williams: (full report available on line)</p> <p>a) Council Tax – 2018/19. CDC will propose no change to the district's proportion of Council Tax for the ninth year.</p> <p>b) Bloxham Housing Application. An outline application for up to 150 dwellings has been made to CDC. The case officer has told Cllr Williams that the application conflicts on a number of points and that CDC's Local Plan, Bloxham's Neighbourhood Plan and the fact that CDC now have a 5.7 year' land supply will ensure it is rejected.</p> <p>c) Recycling. CDC and South Northants DC have signed a joint contract with Leicester based, Casepak MRF. From March 2018, a higher proportion of the paper, plastic and metal placed in the blue recycling bins will be recycled. There will also be 2/3 less travel to the recycling depot than currently, meaning less pollution. The Clerk asked that CDC provide clarification to residents about the types of plastics that can and cannot be recycled.</p> <p>d) Roadside Cleaning. This has now been done on both Deddington to Clifton and Deddington to Adderbury roads.</p> <p>e) Dead Badger at Castle Grounds. CDC's Environmental Cleansing team collected the dead animal even though they do not usually provide this service.</p> <p>f) Abandoned Car at Windmill St Car Park. CDC investigated and placed a notice to remove on the windscreen. It was noted that the car is still in the local vicinity and that this matter is on-going.</p> <p>g) Grant Enquiry from The Windmill Centre, Thursday Club. Cllr Williams noted that unfortunately CDC are unable to help because a reduction in OCC funding is putting pressure on CDC's budgets.</p> <p>h) Damage to lane off Earls Lane CDC's Footpath Officer suggested contacting OCC's Countryside Access Officer, who is responsible for the upkeep of the lane off Earls Lane.</p> <p>i) S106. The Clerk asked Cllr Williams to obtain clarification about how CDC processes S106 applications that are received.</p>
27/18	<p>Windmill Centre Redevelopment Working Group:</p> <p>Project Manager. Cllrs received and considered a specification for a Project Manager to oversee the significant refurbishment and installation of play and leisure facilities at the Windmill Centre. The specification was revised to note that the person would report to the Parish Clerk. Cllr A Collins proposed, Cllr B Wood seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the appointment of a project manager is agreed in principle. Three quotes will be obtained for consideration.</p> <p>Surveys. An ecological assessment has been undertaken with nothing of any consequence found on the west. On the east side the presence of bats has been detected in the bowls pavilion. An emergence survey will be required either by manual observance or data collecting sensors during their active period May–October. Costs to be sought and brought to council. The surveys of the Windmill Centre site have been completed and received.</p>
28/18	<p>Planning Matters.</p> <p>Planning Applications. The following planning applications were received and considered;</p> <p>a) 18/00047/TCA, 3 Castle End, Castle Street, Deddington: 2 Sycamore trees - canopy reduction of up to 20%. Cllr S O'Neill proposed, Cllr J Finnigan seconded the motion and the Council RESOLVED (unanimous) that it has no objection.</p> <p>b) 18/00083/F, The Annexe Adjacent to No.3 Holly Tree Cottages, Earls Lane, Deddington: Change of use of chiropractors' clinic (D1) to residential (C3). Provision of one additional parking space and alteration to existing access. Repurpose to create a lounge, kitchen, bedroom and shower. Cllr J Watts proposed, Cllr T Timms seconded the motion and the Council RESOLVED (eight votes for and two abstentions) no objection.</p> <p>Cllr B Williams left the meeting whilst the following planning application was discussed because he has a pecuniary interest in it.</p> <p>c) 18/00098/F & 99/LB, Park Farm Agricultural Barn, New Street, Deddington: Conversion of existing barn & associated out-building/stables to residential use. New single storey extension to rear. This barn/stables were originally granted permission to convert to 3 houses in 1991, renewed in subsequent years as required until 2004 when one part of the stables was converted to a cottage and rented out and planning permission for the other units subsequently lapsed. Cllr J Watts proposed, Cllr J Finnigan seconded the motion and the Council RESOLVED (unanimous) that it has no objection.</p> <p>Cllr Williams re-joined the meeting at this point</p> <p>d) 18/00109/F, Orchard House, Chapel Close, Clifton: Erection of two detached dwellings, associated garages and hard standing. The property currently has outline permission for 2 additional houses (15/01032/OUT) Some conditions were discharged in 2017 but some reserved matters were withdrawn in December 2017. This is a new application. Objections from neighbours are starting to populate the</p>

CDC portal and previous applications were strongly opposed. Cllr S O'Neill proposed, Cllr J Eames seconded the motion and the Council **RESOLVED** (unanimous) that Deddington Parish Council **OBJECTS to this planning application on the following grounds:**

- This application bares resemblance to earlier applications 13/00993/F, 13/11835/F, 15/01032/OUT for this site that the PC has objected to.
- The application is backfill with access via a narrow driveway.
- The application is highly inappropriate use for the back garden of an existing property.
- The PC has strong concerns over the impact on amenities of neighbouring properties
- Concerns over sewerage arrangements.
- CDC previously refused on NPPF grounds that Clifton was a category 2 village suitable only for small scale infilling.
- This application is in contravention of the emerging Deddington Neighbourhood Plan

e) **18/00149/F & 150/LB, Quinque House, New Street, Deddington:** Widening existing vehicular access, demolish side wall, adjust levels to rear car park, erect double car shelter. Remove/demolish internal elements, replacement/new windows and doors to rear elevations, new joinery and external works (Resubmission of 17/00858/F). Permission was granted in 2017 to update this property incorporating most of the work currently proposed; the additional works are mostly internal reorganisation or only visible from the rear of the property. A further application was updated in June 2017 but withdrawn. No neighbour objections are on the CDC portal. Cllr S O'Neill proposed, Cllr J Eames seconded the motion and the Council **RESOLVED** (nine votes for and one abstention) that it has no objection.

Cllr S O'Neill left the meeting at this point as she had a pecuniary interest in the following two planning applications.

f) **18/00165/F, Ashcroft House, Hudson Street, Deddington:** Change of Use of ground floor from A1 retail to D1 clinic. Both floors of this property were granted permission for change of use to residential in 2017. This application is for change of use for the ground floor to D1 Clinic use to move/extend the clinic to ground floor. Cllr J Watts proposed, Cllr B Wood seconded the motion and the Council **RESOLVED** (unanimous by those present) that it has no objection.

g) **18/00205/F, Wells Yard, Hudson Street, Deddington:** Variation of Condition 15 (site opening time) of 17/01759/F starting work earlier and finishes later than the hours stipulated in Condition 15. A condition of the granted permission from December 2017 was for office hours to be 8.30am – 5pm. This application is to extend that by 2.5 hours per day to 7am to 6pm. Cllr J Watts proposed, Cllr J Eames seconded the motion and the Council **RESOLVED** (eight votes for and one abstention) that it has no objection.

Cllr S O'Neill returned to the meeting at this point.

Approvals

17/02476/F, Orchard End, St Thomas Street, Deddington.

17/02426/F, High Bank, St Thomas Street, Deddington.

17/02311/F, Deddington Royal British Legion Club, High Street, Deddington.

Correspondence – Consultation: proposed update to the Local List of Info Requirements (planning)

At a meeting of OCC's Planning and Regulations Committee on 16 October 2017 it was resolved that a consultation be carried out on a proposed update to the Local List of Information Requirements for validation of planning and related applications. No major changes are proposed; the only new item is a requirement for a surface water drainage strategy and some minor modifications and updates of supporting text.

29/18 **Neighbourhood Plan Working Group update:** The NP steering group has been going through the consultation responses and they were now awaiting the written feedback from CDC. District Cllr B Williams was asked to try and progress this. The informal feedback received at a recent meeting at CDC was quite encouraging and there was nothing of great weight to note. CDC has approved the HELAA and there are no changes affecting Deddington - there are still two sites identified in the parish. It is anticipated that the first submission would be made to CDC within 3-4 months.

30/18 **Large Scale Development Working Group Report:** Pembury Estates have requested a meeting with the PC to discuss a parcel of land that they are interested in. Cllr D Rogers proposed, Cllr A Collins seconded the motion and the Council **RESOLVED** (nine votes for and one abstention) that their request is passed to the NP steering group to lead on – if a meeting is arranged Cllrs can attend it if they wish to do so.

31/18 **Environment and Recreation Report:**

- 1) **Metal fencing at Castle Grounds.** Fence removal quote received - it will be reviewed with FoCG.
- 2) **Hempton footpath behind the Methodist Chapel.** Cllr J Watts will work with the Clerk to register the right of way. It was recommended that the status of the other footpaths within the parish is checked.
- 3) **Second Steward advert.** One person has indicated an interest in the post. Information has been past to the F&GP for consideration.
- 4) **Under 6 play area roots.** Quotes have been sought for various option for dealing with the surfacing of the existing under-6 play area. Cllr J Watts proposed, Cllr B Wood seconded the motion and the Council **RESOLVED** (unanimous) that £800 be spent on topping up the bark. The Chair proposed, Cllr J Watts seconded the motion and the Council **RESOLVED** (8 votes for and 2 abstentions) that £20k be added to the budget spreadsheet as an indicative amount for the Under-6's play area, noting that this inclusion was not a firm commitment to spend this money.

	<p>5) Cemetery Support. Cllr T Timms has agreed to support the Clerk with cemetery matters in her absence.</p> <p>6) Play area work. New Welford's Piece play equipment ordered (fencing to follow) and the contractor will swap the gate / pedestrian entrance around whilst on site. Neighbouring residents were notified and work has now begun. New Wimborn Close play equipment ordered. Residents living near-by will be notified and work will start later in the week.</p> <p>7) MUGA 2 & AWC. Ecological survey completed and the report received. Plans for fencing, lighting and storage underway. First fencing quote received under £25k and first lighting verbal estimate is under £25k. Advice from CDC is that planning permission is not required for replacing the lights. A lighting engineer suggested replacing the existing columns and the control box. Any existing columns and intact fence panels may be used by the Cricket Club to create an equipment store for rollers behind the pavilion. The spinney of trees surrounding and the teen scene shelter is to be removed, to allow access for MUGA2, before the bird nesting season.</p> <p>8) Parish Spring Clean. Meet on Sunday 18 March at 9am at the Town Hall. Cllr T Timms requested that Cosy Lane be cleaned.</p> <p>9) OCC Civils gang. Many Clifton residents were delighted with the maintenance of the Deddington to Clifton path. Thanks, were passed to both CDC and District Cllr B Williams.</p> <p>10) Christmas tree. Same contractor booked for next year.</p>
32/18	<p>Highways and Transport report: Some matters had already been covered earlier in the meeting.</p> <p>Highways</p> <p>1) Pinch Point. The possible use of a mirror was further discussion. Cllr Fatemian would not fund a mirror but would be happy to contribute money towards a VAS from his £15k budget in 2018/19.</p> <p>2) New St bus stop near Barracks. The plastic surfacing that was installed has not worked well. Hard standing was not thought to an option given there is a manhole cover and utilities under the bus stop area but Cllr M Cox will review.</p> <p>3) Light Outside Co-Op. Reported on 'Fix My Street' – the OCC on-line highways reporting facility.</p> <p>4) St Thomas Street Potential Trip Hazard – Pear Tree. The permission granted was conditional upon the applicant obtaining all requisite consents, approvals and permissions from the relevant authority. It is the WG understanding that should the householder fail to carry out the details of the legal agreement the License will be withdrawn, and should OCC have to carry out works as a result of this the costs will fall upon the applicant.</p> <p>5) Earls Lane Parking – Farmers Market. County Cllr A Fatemian will see if there are any road shavings that can be laid in the area between Pound Court to the entrance of the field.</p> <p>6) Deddington Cemetery Lay-by– loose granite sets. OCC issue so reported on 'Fix my Street'.</p> <p>7) Wheelie Bins. Cllr M Cox is becoming a DCE Trustee, but will concentrate on trying to source a new position for the bins in her role as a Parish Cllr. The Clerk to inform DCE.</p> <p>TRANSPORT.</p> <p>11) The PC were approached as part of a consultation for a proposal by London Oxford Airport, to change the class of airspace in the vicinity of the airport from Uncontrolled to Controlled. Cllr A Collins, a former pilot, explained what the proposal meant. He suggested that this would make the airspace above the parish and surrounding area safer, and that given the length of the runway would not result in the introduction of larger aircraft. The PC agreed to make no comment.</p>
33/18	<p>Finance & General Purposes.</p> <p>1) Bank accounts and cash flow statement for January. All agreed. Main income and receipts were itemised.</p> <p>2) Investments. Four FSCS approved banks/building societies have been identified (Skipton, Halifax, Santander and Lloyds) offering between 0.4% and 0.5% for a one year bond. Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) that it agrees in principle that the Clerk and signatory Cllrs can invest £85k in any, or all of the four banks when the Council has confirmed how much it has available to invest recognising that sufficient funds must always be readily available to meet the Council's commitments.</p> <p>3) Future management of All Weather Court (AWC). The management of the AWC at the Windmill centre is split between the Parish Council and the Windmill Centre Management Committee. In order to meet VAT requirements this arrangement needs re-structuring. Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) to reorganise the relationship between the PC and WMC for the management of the AWC. The WMC will retain all AWC receipts and accept responsibility for minor maintenance. The PC will continue to own the asset and maintain the training surfaces. It will also fund any non-routine repairs to the flood lights and fencing.</p> <p>4) Application from the Holly Tree. see (7) below.</p> <p>5) Hempton water charge. It was agreed that the status quo be maintained and that no action be taken.</p> <p>6) Council costs review. It is believed costs have been kept at a minimum. If a Councillor has any specific suggestions these will be considered.</p> <p>7) Reserve policy/ Holly Tree Application (dealt with as a whole). A document detailing major expenditure was received and considered by the Council.</p> <p>The following resolutions were made:</p> <p>I. Cllr D Roger proposed, Cllr J Watts seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the PC general revenue reserve be a minimum of £50,000.</p>

	<p>II. Cllr J Watts proposed, Cllr M Cox seconded the motion and the Council RESOLVED (eight votes for and two abstentions) that:</p> <p>a) The extraordinary reserve (for refurb/maintenance of play areas, satin lane allotment, sheds, cemetery, bus shelters, planters, noticeboards, castle grounds etc.) be set at £200,000.</p> <p>b) The RBL reserve be set at £70,000 for the next three years.</p> <p>III. Cllr D Rogers proposed, Cllr A Collins seconded the motion and the Council RESOLVED (nine votes for and one against) that an additional line be included in the budget document that indicated that £100k might be spent on The Holly Tree Club refurbishment. It was noted that detailed proposals would be needed before the Council could agree to spend such a large amount of money.</p> <p>IV. Cllr A Collins proposed and Cllr J Finnigan seconded the motion that the PC grant the Holly Tree Club a sum of up to £5k to get independent costings for their architect's proposals from a Chartered Quantity Surveyor. Cllr D Rogers proposed an amendment that the amount should be up to £7.5k and this was accepted by the proposer and seconder of the motion. The Council then RESOLVED (eight votes for, one against and one abstention) that the PC grant the Holly Tree Club a sum of up to £7.5k to get independent costings for their architect's proposals from a Chartered Quantity Surveyor.</p> <p>The costings from the Chartered Quantity Surveyor will be submitted to the Council to enable it to consider the Holly Tree Club grant application for £100k at the March 2018 meeting. The agenda for the March 2018 meeting will include a specific agenda item that clearly indicates the size of the grant under consideration for the Holly Tree.</p> <p>8) Fair. Cllr J Watts proposed, Cllr S O'Neill seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the fee be increased to £250 per annum.</p> <p>9) RBL Clock. Cllr B Wood proposed, Cllr J Finnigan seconded the motion and the Council RESOLVED (unanimous) that the PC takes over the maintenance costs of the RBL clock which will be kept at the Library.</p>																																													
34/18	RBL Clock maintenance – Cllr A Collins - Dealt with above in 33/18 (9)																																													
35/18	Update from Parish Council Representatives: None.																																													
36/18	The Invoices for Payment. The Council RESOLVED (unanimous) that the invoices listed for payment on 20 February 2018, totalling £8,020.50 were approved for payment.																																													
37/18	<p>Report upon the investment of the Parish Council's Funds as at 31 January 2018.</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>409,944.25</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Nationwide</td> <td>132,899.92</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2018</td> </tr> <tr> <td>Nationwide</td> <td>82,103.54</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid July 2018</td> </tr> <tr> <td>Hampshire TB</td> <td>77,449.88</td> <td>1.3%</td> <td>1 Yr Fixed</td> <td>Mid Dec 2018</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>874,913.14</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	409,944.25	0.1%	Current		Nationwide	132,899.92	0.75%	1 Yr Fixed	Mid Nov 2018	Nationwide	82,103.54	0.75%	1 Yr Fixed	Mid July 2018	Hampshire TB	77,449.88	1.3%	1 Yr Fixed	Mid Dec 2018	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	874,913.14			
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38/18	Correspondence: None																																													
39/18	Any Other Points - No decisions can be taken under this agenda item: None																																													
40/18	Next Meeting: The next meeting of the Parish Council will take place on Wednesday 21 March 2018 at 7.30pm in the Old School Room, Hempton . The meeting closed at 10:38pm.																																													