

# DEDDINGTON PARISH COUNCIL

Minutes of the Meetings held in the Holly Tree Club, Deddington on

Wednesday 16 July 2014 at 7.30pm

**Present:** Cllrs A Collins, M Cox, J Day, F East, J Flux, J Finnigan, H Oldfield, D Rogers, S O'Neill, M Squires, J Watts, B Williams, B Wood and one member of public.

131/14	<b>Apologies:</b> Apologies were received and accepted from Cllr S Boulter and County Cllr A Fatemian.
132/14	<b>Declarations of Interest:</b> Cllrs M Cox and J Day declared a general interest in Agenda Item 9 (d) 14/00910/F Deddington Tennis Club Cllr S O'Neill declared a Pecuniary Interest in Agenda Item 10 & 11, Large Scale Developments and Neighbourhood Planning, as a landowner and left the meeting whilst these items were discussed. Cllrs M Cox and M Squires declared a general interest in Agenda Item 13, F&GP, Satin Lane Trees Cllr A Collins declared a general interest in Agenda Item 13, F&GP, All Weather Court. Cllr B Williams declared a general interest in Agenda Item 13, F&GP, Tertiary grant applications. Cllrs M Cox, M Squires declared a general interest in Agenda Item 15, E&R, Satin Lane Allotments.
133/14	<b>Minutes: RESOLVED</b> (unanimous) that the Council approved the minutes of the meeting held on 11 June 2014. These were then signed by the Chair.
134/14	<b>Matters Arising from the Minutes:</b> <b>Working Groups.</b> Membership of the working groups was confirmed (see below) <b>PC use of Primary School.</b> Due to a technical hitch booking of the school was not possible via the website so the Clerk will email the school directly about bookings. Cllr M Squires is a key holder. <b>Cllr co-option.</b> District Cllr B Williams has confirmed with CDC that DPC had followed the correct procedure when co-opting Cllr Finnigan in June. District Cllr B Williams said that CDC had received the necessary returns from most Cllrs. <b>Action:</b> The Clerk will remind relevant Cllrs of the need to submit their outstanding returns to CDC.
135/14	<b>10-Minute Open Forum:</b> None.
136/14	<b>County and District Councillor updates.</b> <b>(i) County Cllr A Fatemian.</b> No report had been received. <b>(ii) District Cllr B Williams</b> reported the following; 1. <b>Windmill Street Car Park.</b> CDC has visited the site. Remedial works including drainage would cost £7.5k - £10k. Complete resurfacing including drainage would cost approximately £24k. This information has been passed to the asset manager for consideration and Cllr Williams has recommended that as a minimum the remedial work be actioned. 2. <b>Land North of Gaveston Gardens and Rear of Manor farm.</b> CDC has received a pre-application for the site but the information is currently confidential and no details are known. Cllr B Williams will keep the PC informed as and when the information is made available. 3. <b>Ward boundaries.</b> The boundaries of the ward have been altered to balance out the number of electorates. There are now three Cllrs for the ward - a reduction of 0.5. 4. <b>County &amp; District Cllr reports.</b> The Clerk the County and District Cllrs for written reports in future so that these could be distributed to Cllrs beforehand and also made available to local residents via Deddington Online website. These will include items of specific interest/relevance to Parish residents. <b>Action:</b> District Cllr Williams agreed to do so. The Clerk will ask County Cllr Fatemian if he can also do so.
137/14	<b>Working Groups Membership</b> It was agreed that the working groups would comprise the following Cllrs <b>Finance and General Purposes,</b> Cllrs B Wood (Chair), J Flux and H Oldfield <b>Environment and Recreation</b> Cllrs D Rogers (Chair), J Flux, J Watts, M Squires, J Finnigan and S Boulter <b>Planning</b> Cllrs J Day (Chair), B Williams and S O'Neill <b>Highways &amp; Transport</b> Cllrs M Cox (Chair of Highways) D Rogers, H Oldfield (Chair of Transport) and F East <b>Action:</b> The Clerk to send Cllrs the analysis of previous working group membership.
138/14	<b>Planning Matters</b> <b>(i) Planning Applications:</b> the following planning applications were received and considered. <b>Applications</b> <b>14/00197/TCA Castle End House Castle Street Deddington</b> T1 x Robinia Fell, T2 x Yew. Cllr J Day proposed, Cllr D Rogers seconded this motion and the Council <b>RESOLVED</b> (unanimous) that it has no objection. <b>14/00910/F Deddington Tennis Club</b> Variation to condition 3 of 14/00203/F to allow floodlight use for three times a week. In letter sent by Walsingham Planning on behalf of the Tennis Club to PC suggested a cut of time of 7.30pm on the third night. Cllrs J Day, J Flux and M Cox declared a general interest. Cllr J Day proposed, Cllr M Squires seconded the motion and the Council <b>RESOLVED</b> (8 votes for, 1 against and three abstentions) that it has no objection providing a condition for the 7.30pm cut off time for the third night is applied. <b>14/00183/TCA Lavender Cottage Market Place Deddington</b> T1 Holly crown reduction Decision made prior to meeting. The Clerk will confirm the timings of the application submission and approval. <b>14/00891/F Land Adjacent to The Tchure and Rear of 9 High Street Deddington</b> Erection of a single storey dwelling and partial demolition of existing garden wall. Concerns were raised over the depth of this development into the plot as it could be considered to be back fill and have a negative impact on the amenities of neighbouring properties; and that the parking arrangements are inadequate in the location. Cllr J Day proposed, Cllr J Flux seconded the motion and the Council <b>RESOLVED</b> (11 votes for and two

	<p>abstentions) that it has no objection but asks that the concerns about the alterations to the stone walls are considered carefully by the conservation officer and conditions are imposed about the use of suitable building materials. The PC will asks that the applicant provides CDC with a plan detailing how they will manage builders vans, skips, storage and delivery of materials to the site as the Tchure has limited access and pedestrians access the Market Place using this route.</p> <p><b>Approvals</b>  14/00172/TCA Innisfree St Thomas Street Deddington  14/00168/TCA Deddington manor New St Deddington  14/00679/F Milldown County View Clifton  14/00673/F Grove House High Street Deddington  14/00651/F Johnson and Company Chapel Square Deddington  14/00183/TCA Lavender Cottage Market Place Deddington  14/00662/F Hudson Court Deddington  14/00639/F and 14/00640/LB Farthing Cottage 6 New Street Deddington  14/00298/F and 14/00366/LB Russell House and Windermere House New Street Deddington  14/00210/F The Nook Victoria Street Deddington  14/00656/LB Top Thatch Hempton</p> <p><b>Refusals</b>  <b>13/01941/OUT Land to rear of Orchard View and Valley View</b> Outline application for erection of seven dwellings. PC had objected.</p> <p><b>Correspondence</b>  <b>Walsingham Planning Letter</b> see application 14/00910/F above.  <b>Friends of Hempton Church</b> A letter has been received asking for more detail on the local heritage asset register discussed at last month's meeting. A letter to be sent in response with contact details at CDC.  <b>West Northampton Joint Planning Unit Consultation on CIL in their area</b>, copies are in office but a no response was agreed.  <b>Local Heritage Asset Consultation</b> Cllr B Williams will follow up on the 4 nominations with CDC and find out what the next steps are and what if, any actions, are required by the PC. Cllr J Flux to attend next Planning Working Group meeting to share information on how the forms are to be completed.  <b>Concerns from residents in regard to finish of work at Johnson and Sons.</b> CDC has investigated. The works have not been completed and the applicant has been reminded of CDC's requirements.  <b>Rural Housing request to complete a questionnaire.</b> The Parish views are sought about rural housing. This has been passed to the Neighbourhood Planning Group to respond.  <b>Rural Exception Sites.</b> An email has been received from ORHP in regard to exception sites in rural communities. A 'no response' was agreed.  <b>Notification of Application 14/00735/F being presented to committee.</b> The PC had no objection to this application.  <b>Cherwell Town and Parish Councils – Proposed submission Cherwell Local Plan and Draft Bicester Masterplan.</b> The document to be reviewed by the Neighbourhood Planning Group to see how changes impact on the work being carried out and return to PC recommendations.  <b>ACTION:</b> <i>the Clerk will send the planning responses back to CDC. The NP working group will be passed the questionnaire and proposed submission of Cherwell Local Plan.</i></p>
139/14	<p><b>Large Scale Developments Working Group Report.</b> Cllr S O'Neill left the meeting at this point. No meeting has been held so nothing discussed.</p>
140/14	<p><b>Neighbourhood Planning Update:</b> The compilation of the questionnaire is underway and it is hoped that it will be delivered to residents in September leaving time for another drop-in event before Christmas.  <b>S106</b> Letters have been sent to OCC and CDC regarding S106. CDC has responded so Cllr J Day proposed that a meeting take place with Philip Rolls (CDC) and Cllrs J Day, H Oldfield, D Rogers and B Williams. Cllr J Watts seconded this motion and it was <b>RESOLVED</b> (unanimous). Cllr J Day proposed that the list drawn up for proposed items for future S106 payments be sent to CDC, Cllr J Watts seconded this motion and it was <b>RESOLVED</b> (unanimous). The S106 list will be updated and resubmitted periodically.  <b>ACTION:</b> <i>the Clerk will send the CDC S106 submission and arrange a meeting with Philip Rolls.</i></p>
141/14	<p><b>English Heritage correspondence about the Castle Grounds.</b> Cllr O'Neill rejoined the meeting at this point. The PC received and oral report from Cllr D Rogers about on a meeting with David Wilkinson from English Heritage. It was decided that once a new area representative had been appointed by English Heritage a meeting should take place between them and the Cllr J Flux and the Clerk to open further discussion and talk about the possibility of further grants.  <b>ACTION:</b> <i>the Clerk will arrange for a meeting once the new EH representative has been confirmed.</i></p>
142/14	<p><b>Finance &amp; General Purposes Working Group Report</b></p> <ol style="list-style-type: none"> <li><b>Cash flow to end June.</b> The accounts balanced and agreed. Income includes the £1,400.60 interest due from NatWest as a result of their paying net of tax rather than gross last year. A complaint has been sent to the Financial Ombudsman.</li> <li><b>BDO query.</b> The PC has responded to a query from the external auditor about grants. The final figures remain the same.</li> <li><b>Investments.</b> The NatWest Reserve account needs to be closed but as the BACS transfer costs are high it was decided to wait until all amounts were in the account to do one transaction.</li> <li><b>War Memorial.</b> Two quotes to refurbish the memorial were received and considered. Cllr B Wood proposed accepting Humphries quote of £1,014 plus VAT, Cllr D Rogers seconded this motion and the</li> </ol>

	<p>Council <b>RESOLVED</b> (unanimous) that this quote be accepted.</p> <ol style="list-style-type: none"> <li>5. <b>Debit Card.</b> The Clerk has drafted rules that have been approved by Cllrs J Flux and B Wood. The Clerk asked that all 14 Cllrs sign the form as required by the bank to set up the debit card.</li> <li>6. <b>WWI Memorabilia grant (s137 Payment).</b> The British Legion has asked for funding for plastic covering for the World War One memorabilia. Cllr A Collins proposed that £120 be granted to purchase the Perspex sheeting (which will then become PC property for future use) Cllr J Day seconded this motion and the Council <b>RESOLVED</b> (unanimous) that this S137 payment is approved.</li> <li>7. <b>Satin Lane trees.</b> The bill for removing the fallen tree has not yet been received. Bob Staig has investigated why the tree came down, and has submitted a quote of £400 to undertake other tree work that is required. For safety reasons Cllr B Wood proposed, Cllr J Day seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the quote be accepted and the work be undertaken. A copy of the PC's allotment lease will be sent to the PC's insurers</li> <li>8. <b>Windmill receipts.</b> £1,840.55 has been received being the PC share of the AWC receipts for the 5-month period to the end of June. Cllr H Oldfield will write up the present arrangements with the Windmill and the sports clubs and bring to Council for review.</li> <li>9. <b>Quotes for works.</b> Quotes have been received to reduce the hedges at the Hempton Road cemetery. It was agreed in principle that £180 was agreed for this work. There was also a quote for £227 for hardwood gateposts.</li> <li>10. <b>AWC status.</b> Tech Surfaces have provided an interim survey regarding the AWC, which is generally in good shape. It was felt that a 'revite' was not necessary. Cllr Wood proposed, Cllr Finnigan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to spend £535 re-marking the lines.</li> <li>11. <b>Drain at Castle Grounds.</b> A quote has been received for £2,582 to put in a new drain at the Castle Grounds. On-going investigation is underway to confirm responsibility of the drain.</li> <li>12. <b>Tertiary grant applications.</b> It was agreed that Ellen May Williams and Jessica Bryony Williams would each receive a £50 book token as a tertiary grant.</li> <li>13. <b>Duplication of reports and recommendations.</b> Discussion arose about possible duplicated effort between the F&amp;GP and other working groups. Cllr H Oldfield proposed, Cllr J Day seconded the motion and it was <b>RESOLVED</b> (10 votes for, 1 vote against and 2 abstentions) that in the future the F&amp;GP report will be presented after the other working group reports.</li> </ol> <p><b>ACTION:</b> the Clerk will submit the signed debit card request when completed, the AWC will have the lines re-marked, and Cllr D Rogers will gather more information regarding the drain at Castle Grounds. Two book tokens will be purchased. The Clerk put the F&amp;GP report after the reports from the other working groups on future agendas.</p>
143/14	<p><b>Highways &amp; Transport Working Group Report</b></p> <ol style="list-style-type: none"> <li>1. <b>Working Group Chair.</b> Cllr M Cox to Chair Highways, Cllr H Oldfield to Chair Transport. Cllrs D Rogers and F East working group members. The group has agreed to change the profile update to read "rotation of chair(s)" rather than 'annual rotation of chair'.</li> <li>2. <b>St. Thomas Street.</b> Awaiting feedback from Cllr A Fatemien.</li> <li>3. <b>Windmill Road Car Park.</b> Status at detailed in the District Cllr report.</li> <li>4. <b>Right Turn road markings at the Traffic Lights.</b> It was noted the road markings had almost vanished, the matter was reported to OCC. These along with others in the area have been reinstated.</li> <li>5. <b>Overhanging Trees.</b> Two issues were raised by a parishioner. 1). Trees at the West side of Wimbourne Close. 2). The Bridle Way – Daedings. This was reported on the 'fix my street' site. OCC responded within 48 hours. 1). It was reported as 'no issue' 2). The trees were trimmed.</li> <li>6. <b>RTC Hempton Rd.</b> The PC has no details as to the accident on 2 or 3 July. It is understood TVP and the ambulance service attended the incident.</li> <li>7. <b>New St Bus Stop –Parking Issues.</b> Cllr A Collins agreed to discuss at the next NAG meeting.</li> <li>8. <b>Rights of Way and Footpaths.</b> The PC has been sent a parish consultation draft "Rights of Way Management Plan". The main points were presented to the PC and discussion followed. OCC are asking for PC, Ramblers groups etc to monitor footpaths in their area. It was agreed that that E&amp;R would look after this as Cllr M Squires is already a voluntary warden in an Area of Outstanding Natural Beauty and Cllr J Watts monitors the Hempton loop of the circular walk. A request for further volunteers will be posted in the September Deddington News and the Clerk will hold the definitive list.</li> <li>9. <b>Clifton Bus Stop.</b> Following a complaint a site inspection has taken place regarding the build up of vegetation around the bus stop. This will be cut back and made safe for pedestrians.</li> <li>10. <b>Clifton Roundels.</b> A query was made as to whether the wooden posts on the choke point had been replaced. Cllr D Rogers to investigate.</li> </ol> <p><b>Transport</b></p> <p><b>Surveys.</b> Cllr M Cox attended a transport for the future event and asked that the public and members of the PC are encouraged to participate at <a href="http://www.oxfordshire.gov.uk/connectingoxfordshire">www.oxfordshire.gov.uk/connectingoxfordshire</a>. There is also public consultation on the new eligibility criteria for non emergency patient transport services in Oxford <a href="https://consult.oxfordshireccg.nhs.uk/consult.ti/NEPTS/consultationHome">https://consult.oxfordshireccg.nhs.uk/consult.ti/NEPTS/consultationHome</a></p> <p><b>ACTION:</b> the E&amp;R working group will look into the Rights of Way and footpath plan. Cllr Rogers to investigate the Clifton Roundel and report back.</p>
144/14	<p><b>Environment &amp; Recreation Working Group Report</b></p> <ol style="list-style-type: none"> <li>1. <b>Chair and Minutes.</b> Cllr D Rogers was appointed Chair of the working group. Minute taking will rotate amongst the members.</li> <li>2. <b>Working group aspirations.</b> In conjunction with the NP the working group intend to work towards;</li> </ol>

	<p>Cemeteries, Additional Sports pitches, Windmill face lift, Teen Play area improvements, more for young people and an adult fitness trail.</p> <p>3. <b>Playgrounds.</b> Have passed the RoSPA inspection. A number of actions are recommended.</p> <p>4. <b>Drain at Castle Ground.</b> Quotes received and a fact-finding mission required before further action can be taken.</p> <p>5. <b>Cemetery.</b> ICCM instructions have been sought for surface scattering of ashes. Quotes have been sought for the hedge to be cut at the front of Hempton Road Cemetery and for repairs to the cemetery gate post.</p> <p>6. <b>Allotments.</b> The agreed tree works will leave a gap in the boundary between the car park and allotments. The lease requires the PC to maintain the boundaries to “prevent encroachment and trespass” Cllr D Rogers proposed that the Clerk write to the Allotment Society informing them of the requirement to close the boundary. Cllr Watts seconded this motion and it was <b>RESOLVED</b> (11 votes for and 2 abstentions).</p> <p>7. <b>Hedge inventory.</b> The working group are to create a list of all hedges, trees and ditches that are owned or might be owned by the PC. A policy will then be written on their management (with the input from all stakeholders) a spec produced and quotes obtained for consideration. The idea is to bring as many as possible down to a height that the steward can manage thereafter.</p> <p>8. <b>Christmas Tree Lights.</b> Cllr D Rogers proposed that the group has a budget of no more than £250 to buy hardware to test battery pack for the existing Christmas tree lights. Cllr A Collins seconded this motion and it was <b>RESOLVED</b> (unanimous). It was agreed that a risk assessment was required and that the lights should only be installed by a suitably qualified person.</p> <p>9. <b>Notice Boards.</b> The school notice board is the next to be refurbished. The intention is to replace the cork backing.</p> <p><b>ACTION:</b> Cllr J Watts to follow up the RoSPA inspection, Cllr D Rogers to further investigate the Castle Grounds drain, the Clerk to send a letter to the Allotment Group, Cllr S Boulter to investigate the hedge inventory, the working group to road test the Christmas Lights and prepare a risk assessment, works to the notice boards to continue.</p>																																																		
145/14	<p><b>Emergency Winter Planning Working Group Report</b></p> <p><b>Grit allowance.</b> Pro forma forms have been completed and submitted for three one-ton bags of grit (Deddington, Clifton &amp; Hempton) for use by snow wardens.</p> <p><b>Goose Green Grit Bin.</b> Siting of the bin to be confirmed.</p> <p><b>Windmill Base for the grit store.</b> A base is to be laid to store the grit upon. The chairman’s allowance will cover the cost.</p> <p><b>ACTION:</b> the Clerk to arrange for the base to be laid.</p>																																																		
146/14	<p><b>War Memorial:</b> Quotes are being obtained for the works required. Options to remove the build up of mud on the cobbled path are being investigated.</p> <p><b>ACTION:</b> Cllr A Collins to investigate options available for clearing up the cobbled path and continue with seeking quotes.</p>																																																		
147/14	<p><b>Update from Parish Council Representatives</b></p> <p><b>School Governors.</b> An expansion of the school is being considered. Further news may be available at the end of September 2014.</p>																																																		
148/14	<p><b>Invoices for Payment:</b> Invoices for the period 12 June-16 July 2014 totalling £5,260.30 were approved for payment.</p>																																																		
149/14	<p><b>Report upon the investment of the parish Council’s Funds</b></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>55,230.13</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Santander</td> <td>75,000.00</td> <td>1.2%</td> <td>1 Yr Fixed</td> <td>End June 2015</td> </tr> <tr> <td>Santander</td> <td>140,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>End Sept 2014</td> </tr> <tr> <td>Santander</td> <td>75,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>End Jan 2015</td> </tr> <tr> <td>NatWest</td> <td>128,033.84</td> <td>1%</td> <td>1 Yr Fixed</td> <td>End July 2014</td> </tr> <tr> <td>Santander</td> <td>80,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>End Nov 2014</td> </tr> <tr> <td>NatWest Reserve</td> <td>2,526.08</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>558,305.60</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	55,230.13	0.1%	Current		Santander	75,000.00	1.2%	1 Yr Fixed	End June 2015	Santander	140,000.00	1.4%	1 Yr Fixed	End Sept 2014	Santander	75,000.00	1.4%	1 Yr Fixed	End Jan 2015	NatWest	128,033.84	1%	1 Yr Fixed	End July 2014	Santander	80,000.00	1.4%	1 Yr Fixed	End Nov 2014	NatWest Reserve	2,526.08				Total	558,305.60			
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150/14	<p><b>Correspondence:</b> No queries arose.</p>																																																		
151/14	<p><b>AOB as allowed by Chairman:</b></p> <p><b>Co-op contribution.</b> The contribution from the Co-op for the works to the village green has been received.</p> <p><b>Deddington Festival.</b> A letter had been received from the Festival Committee thanking the PC.</p> <p><b>Deddington Fair.</b> Dates for the fair have been confirmed 13-15 November 2014.</p> <p><b>Grievance Policy.</b> Cllr D Rogers will look at the NALC model policy and report to Council.</p> <p><b>August Clifton meeting.</b> This meeting will be for essential payments and only include reports from Planning and Finance that are essential.</p> <p><b>ACTION:</b> The Clerk to arrange for road closures for the duration of the fair.</p>																																																		
152/14	<p><b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 20 August 2014 at 7.30pm</b> in the <b>Duke of Cumberland’s Head, Clifton</b>. The meeting closed at 9:50pm.</p>																																																		