

DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Windmill Centre on Wednesday 19 June 2002 commencing at 7.30pm

Present: Councillors Flux (Chairman), Mrs Cox, Todd, Mrs Harvey, Mrs Swash, Helen Spencer, Alton, Rollason District Councillor O'Sullivan, Jane Plummer (Clerk), Sue Gibbs (Minute Secretary).

236/02 **Apologies**

Apologies for absence were received from Cllr Haslem,

237/02 **Cllr Norman Matthews**

A minute's silence was held as a mark of respect to Cllr Norrhan Matthews who had died since the last meeting.

238/02 **Liaison with Oxford County Council**

The Chairman reported that in the absence of a local County Councillor, liaison should be directly with the leader of the Council, Cllr Mitchell.

239/02 **Minutes**

The minutes of the Meeting held on 15 May 2002 were approved as a true record and signed by the Chairman

240/02 **Matters Arising**

228/02 **Co-opting of new Councillors.** The Chairman reported that the Clerk had obtained advice from CDC as to the best way forward. This was to advertise the vacancies through the Deddington News and via the Village Noticeboards and if candidates came forward a decision could be made at the next meeting. If there were more people interested than there were vacancies, an election could then be held. He had received two expressions of interest, one in writing and one by phone. Cllr Rollason said he had also received a phone call from someone who was interested.

It was agreed that notices would be placed in the Deddington News and on Noticeboards around the district, and that all expressions of interest should be placed in writing.

241/02 **10 Minute Open Forum**

Mr Soddy stated that following his letter to the Parish Council dated 27 May regarding concerns over the British Legion particularly in relation to parking and drunken behaviour, he had had a number of conversations with local parishioners and wished to place on record that it was not his intention to get the British Legion closed but to obtain support for moderation in behaviour of those using the Legion premises.

242/02 The Chairman wished to correct the point made in Mr Soddy's letter which had stated that the Parish Council rented out the property used by the British Legion club. This was not the case; the property was owned by a charity and rented to the British Legion. If it were not used by the British Legion club, it would first be offered to the Parish for its use, but it was not owned by the Parish.

243/02 **New Code of Conduct**

The Clerk reported that the papers had now been returned, having been recorded at CDC. All the papers had been completed correctly and the Council could now operate legally.

244/02 **Best Kept Village Competition**

Cllr Swash stated that all preparations were in hand and that there was nothing to report at present.

It was agreed that because of all the rain recently, an extra grass cutting be scheduled during the next two weeks to ensure the village was looking at its best.

245/02 **Thames & Chilterns Country in Bloom**

Cllr Swash reported that this was to be judged on 15 July and that she and Cllr Spencer would go round with the judges. It was proposed to have a "Clean-up" day on 14 July, and that the Brownies and Boys Brigade should be approached for help and that a notice be placed in the Deddington News. It was also agreed that a notice be included in the Deddington News requesting villagers to make sure all Hanging Baskets, Tubs etc were tidied up in time for this date.

246/02 **Environment and Recreation Working Group**

Cllr Swash reported as follows:

- a) **Bases for Football.** It was agreed that if these had not been returned by after the weekend, new ones would be bought.
- b) **Wimborne Close Play Area.** The Clerk confirmed that this was still not up to the standard of the other play areas in the village for which the Council had responsibility. It was agreed that a member of the E&RWG would liaise with the Clerk to progress this matter, and also with Carolyn Gratty of CDC.
- c) **Allotments.** The Clerk reported that she had spoken to Charles Newey and Oliver Hawes regarding the Allotments and it was hoped that their use could be promoted through the Deddington News. The need to make the Parish aware of their availability was agreed, and that when allotments were handed over to new users it was up to the Parish Council to ensure that they were in a usable state.

d) Castle Grounds - English Heritage. The Clerk confirmed that Design Gro had the maintenance contract for this area, and that she had had responsibility for the organisation of this. She would be happy to hand this over to the F & GP to look at the English Heritage maintenance contract and in specific the index linking.

e) Deddington Colts. Cllr Haslem was to request a meeting with Deddington Colts to renew their agreement regarding the use of Castle Grounds and that the following two clauses be added:

- i) Deddington Colts can use C.G. out of season for training purposes.
- ii) Repairs to the ground must commence within one month of the main football season ending.

This was agreed.

f) The E&RWG was keen to locate the artifacts following the 1970's dig. It was agreed that they should work with the History Society to take this forward.

g) Recycling Facilities. The R&EWG was keen to promote recycling and felt the recycling bins should be kept in their current location. The Chairman reported that CDC had decided that they should be moved to their previous location - which was in line with the Parish Council's original decision. There was some discussion as to whether or not the bins should be moved. Cllr Spencer proposed that CDC be asked to keep the bins where they were, due to people feeling vulnerable in an isolated position. A vote was taken and Council was divided. It was therefore agreed that a letter should be sent to CDC stating that the Council was divided on this matter, and why, and also asking whether there was evidence that the use of the bins had increased since they had been moved to their current location. Cllr Todd expressed concern that the bin at the Windmill Centre was often overflowing. The Chairman reported that he had already agreed with the Clerk that she should contact Grundon about getting an additional bin.

h) Recreational Provision. Cllr Spencer was keen to liaise with Adderbury Parish Council regarding the skateboard track which had been put in recently in Adderbury, and the problems they had experienced with vandalism. The Chairman stated that the Cherwell Leisure Group would be able to offer advice on this.

j) Cllr Swash asked if it would be possible for the E&RWG to be represented on the Windmill Management Committee. The Chairman said this was run by an independent charity and the Parish Council had no right to be represented. However, any users of the Windmill Centre could attend their meetings and this would include the PC.

k) Toddler's Play Area: A bolt was sticking out on the bridge and this needed repairing. Cllr Swash also asked if the equipment could be cleaned. The Chairman emphasized that any hazards or anything that was broken on the play equipment should be reported immediately to the Clerk. The Clerk confirmed that the ROSPA inspection would take place in July.

l) Older Children's Play Area. The E&RWG wondered if this was sufficient for the older children and asked if it could be improved. It was agreed that a representative from ORCC and/or the Playing Fields Association should be asked to come and give advice.

m) Jubilee Celebrations. The final figures would be reported to the next meeting. The Chairman requested that a message of grateful thanks be passed on to all those who had organized the events, and in particular to Rick Haslem who had masterminded the celebrations.

n) **Library.** Cllr Todd reported that the Friends' last meeting it had been agreed that in the autumn a survey would be held in the surrounding villages and local organizations to ensure they were aware of the facilities on offer at the library, and to obtain information as to what additional facilities could be offered. In addition, once the computers were fully installed, events would be held to promote this facility.

247/02

Finance and General Purposes Working Group

Cllr Todd reported as follows:

- a) Councillors now had an indemnity for up to £50k for any cheques they signed. It was agreed that for any amount in excess of this, bank transfers should be used.
- b) The insurance renewal papers had now been received. There was some discussion as to whether the insurance of buildings owned by the Council should be increased and the Clerk was asked to get any appropriate buildings valued. There was also some concern regarding the insurance of buildings either leased by the Council, or owned by the Council, but which were rented out, eg the Town Hall and the pavilions. It was agreed that a letters of agreement be drawn up clarifying areas of responsibility.
- c) Auditing arrangements. The Working Group intended to continue periodically to check the PC's financial records. No replies had yet been received to the Clerk's inquiries regarding the appointment of a suitable internal auditor. Burnett Swayne had been confirmed as External Auditor.
- d) Banking. Barclays Bank had issued a letter asking Councillors to state that they were individually and collectively responsible for debt. Barclays had stated that the Council could delete those parts it did not like, but until this was resolved, Councillors were instructed not to sign the Personal Information Sheet. Responding to a question from Cllr Swash, the Chairman confirmed that if Barclays agreed to what the Council wanted, they would continue to use them.
- e) Grants/Donations Policy. The Working Group had considered a paper prepared by former Cllr Charles Newey and recommended that the following policy be adopted when considering grants to outside organizations:
 - i) Parish organizations seeking support should normally be expected to apply for a grant,
 - ii) Donations should only be made to organizations likely to be used by Deddington parishioners. In particular, to:-
 - "community caring" charitable institutions
 - cultural/educational/sporting organizations run largely by voluntary effort within the Parish.
 - iii) The level of donations should be on merit
 - iv) This policy should be reviewed by F&GP WG as necessary.

This was agreed.

- f) The F&GP WG recommended that the mileage allowance for all employees of the PC be increased from 25p to 33p per mile, and that this should be backdated to 1 April 2002. Cllr Todd proposed that this should be extended to include Councillors. This was agreed.
- g) The F&GP WG would be looking at the use of the Town Hall as a venue for PC meetings, including the installation of "Stannah" type stair lift and would be reporting in due course.

248/02

Planning Property and Highways Working Group

Cllr Harvey reported as follows:

Applications

- a) 01/01684/OUT - Land adjoining and North East of No 7 the Paddocks, Deddington. This has now gone to appeal. After consideration the PPHWG has nothing more to add to the original view of Parish council. It was agreed that the Clerk should write to the Inspectorate to confirm this, reiterating the Council's original concerns.
- b) App/C3105/A/02/1083315- Weeping Ash, Clifton. Appeal refused.
- c) Cllr Harvey inquired as to whether a retrospective Planning Application had been received from Steve Miller Hair Salon in Deddington regarding the new signage. The Clerk stated that as far as she was aware the Enforcement Officer was still awaiting a response from the Owner, but that she would chase this up.
- f) A list of approvals was read out and included in the Correspondence List.

249/02

Environment and Highways

- a) There was nothing further to report on noise pollution, the concerns regarding the Royal British Legion having already been discussed. The Working Group would like a meeting to be arranged with the new Nuisance Group.
- b) The Working Group would report on the Parking Information Survey at a later date.
- c) It was agreed that a meeting should be arranged with Cllrs Cox, Flux and the Clerk to discuss the current highway issues. The Chairman reported that he had received assurances that the entrances to the village would be included in this programme. Cllr Swash reported that there were also concerns regarding Earls Lane. The Chairman promised to chase these up with Colin Carritt OCC.
- d) The Clerk confirmed that OCC had been in touch regarding the Light Assessment, requesting a copy of the original letter, and are undertaking to do an assessment.
- e) Upper Heyford - concerns regarding the implications for the resources of the village, and in particular the Health Centre and the Fire Service were noted. This subject would be discussed at the next meeting.

250/02

Invoices for Payment

Invoices totaling £17,582.06 in accordance with a schedule circulated at the meeting, a copy of which is filed with these minutes, were approved for payments. A further £93 for Deddington Youth Club (as agreed at the previous meeting) needed to be added to this list This was agreed.

251/02

Investment of Councils Funds

a) At the close of business on 19 June 2002 the balances were as follows:

BANK BALANCES

<u>Date</u>	<u>19 June 2002</u>	<u>Rate of Interest</u>		<u>Notice</u>
		£		
Account Number				
60858471	4,660.81	1.5%	14 days	
60708569	1,186.78	0.1%	Overnight	
70012564	0.00	0.1%	Overnight	
70708526	1,500.00	0.1%	Imprest	
70708542	743.00	0.1%	Current	
	<u>8,090.59</u>			
Bradford & Bingley Building Society	1,000.00	3.4%	120 days	
West Bromwich Building Society	548,819.43	4.05%	Overnight	
TOTAL	<u>557,910.02</u>			

A withdrawal of £20,000.00 has been made from the West Bromwich Building Society to the Barclays Current Account. This will show in three working days.

b) The Clerk wished it to be noted that the PC was now drawing down from the West Bromwich Building Society to meet its monthly requirements.

252/02

Correspondence

A list of correspondence was circulated at the meeting.

- a) CDC - Dog Bin Emptying. The Council was up to capacity on this and no additional emptying could be undertaken.
- b) Letter of complaint regarding Royal British Legion Club. The Chairman proposed that a letter be sent to the Club expressing the Councils concerns regarding this matter.
- c) Oxford Ragwort Strategy. The Clerk confirmed that she had put the Stewards on this.

- d) A quote for the Parish Church clock had been requested following a recent maintenance check that indicated that the hands on the South face were too close to the clock face.
- e) Use of Deddington Coat of Arms for commercial business. After some discussion it was agreed that the Clerk should write to JP Removals confirming that the rules regarding this were unchanged for this application.
- f) Deddington News Reprographic Equipment. A letter had been received from Mr Hall, Editor of Deddington News, offering to repay a loan made 12 years ago to purchase photographic equipment, in effect to make a donation to the village since the loan is no longer on the books. The Chairman reported that he had responded by asking Deddington News to come up with some suggestions as to what they felt would be appropriate, which could then be discussed by the Parish Council.

253/02 **Painting of Town Hall**

The Chairman reported that one of the bids reported at the previous meeting had not included the cost of scaffolding. The three bids were therefore £1105, £1250 and £1550 respectively. None had indicated a definite start date. Cllr Todd proposed that the lowest quote be accepted and this was agreed.

254/02 **Deddington Market**

The Chairman reported that a letter had been received from the Deddington Market Management Group asking if the signs for the Market could be put up by the Stewards on the Monday before each Market day, and taken down the following Monday. They would pay for this service. This was agreed, and that the Management Group be charged at cost.

255/02 **Use of Cars by Stewards**

The Clerk reported that one of the Stewards was shortly to change his car and had asked if the Council would be prepared to contribute to the cost of getting a tow bar in order that he could use a trailer, rather than having to put everything inside his car. It was agreed that the Finances and General Purposes Working Group should look at this (including whether the Council would then have to buy a trailer) and in particular to any other financial implications.

256/02 **Date of Next Meeting**

Wednesday 17 July at the **Windmill Centre** commencing at 7.30pm