

DEDDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held in the Holly Tree Club, Deddington on Wednesday 18 May 2016 at 7.30pm

Present: Cllrs D Anderson (Vice Chair), A Collins, M Cox, J Finnigan, J Flux, J Higham, H Oldfield, S O'Neill, D Rogers (Chair), M Squires, J Watts, B Williams (also District Cllr) Cllr B Wood (Vice Chair), District Cllr M Kerford-Byers and County Cllr A Fatemian. Also in attendance a representative of Deddington News and 6 members of public.

127/16	Apologies: Cllr A Morrell.
128/16	Declarations of Interest: Cllr D Rogers declared a general interest in Agenda Item 6. Cllrs M Cox, D Rogers and M Squires each declared a general interest to Agenda Item 16 Environment and Recreation 11) Bee Keeping at the allotments as allotment holders.
129/16	Minutes: The PC RESOLVED (unanimous, by those in attendance) that the minutes of the meeting of 18 May 2016 were approved. The Chair then signed the minutes.
130/16	Matters Arising from the Minutes: None
131/16	10 Minute Open Forum: John Everett addressed the PC regarding planning application 16/00584/F: Land at Hempton Lodge, Snakehill Lane, Hempton to explain the features of the revised planning application that had been submitted by his company. Nick Gillham expressed his objections to planning application 16/00584/F: Land at Hempton Lodge, Snakehill Lane, Hempton. He considered the site to be too small, noted that the boundaries had been marked incorrectly and suggested that this might set an undesirable precedent for small sites. Robert Franklin from Clifton Mill addressed the PC regarding his concerns of speeding and safety for pedestrians on the road outside the Mill. He said that the bottle neck frequently caused damage to vehicles that either clipped his property or other vehicles. He will liaise with County Cllr A Fatemian and Cllr D Rogers to discuss options and arrange a site visit. A Black box was suggested to monitor the situation at a cost of £108 + VAT for recording for one week.
132/16	County and District Councillor updates. These will be made available on Deddington-On-Line. (i) Report from County Cllr A Fatemian: was received later in the meeting as he had to attend another Parish Council meeting before coming to Deddington. (ii) District Cllr M Kerford-Byers introduced himself to the PC. He has been a District Cllr for five years for the Astons and Heyfords. The ward now consists of 13 parishes so the three District Cllrs will divide the ward to be the primary focus for particular parishes. Mike will be the primary contact for the parishes to the East of the region including Fritwell, Souldern, Somerton, Duns Tew and Steeple Aston. Bryn will still be the key contact for Deddington. Mike serves on the Planning Committee which means that he can speak several times during the debate on any planning application. He also Chairs the Accounts Audit and Risks Committee and sits on the Business Development and IT Boards. Mike recognised that communications from the planning department need to be improved and that any decisions that are contrary to a PC's recommendation should be clearly explained. Mike is married, works for an American IT company and is the Chairman of Finmere PC. He answered several queries about planning and reminded Cllrs that a parish council is a statutory consultee. He said that a major planning application would automatically be called in to the Planning Committee and that other applications may also be called in if they are of considerable local interest and concern. He noted that CDC consider representations from a range of different authorities e.g. Highways (traffic no. & movements, visibility) Thames Water (infrastructure, services) etc. before making their decisions. County Cllr A Fatemian joined the meeting at this point. (iii) Report from District Cllr B Williams: The report was received and it was noted that: a) Parish Liaison Meeting. It was noted that CDC had frozen the Council Tax for the seventh year running. CDC continued to receive favourable feedback from parishioners within the district. The prospect of a unitary council or the possibility of CDC linking with another district council within Oxfordshire, possibly West Oxfordshire District Council was mentioned at the meeting. Parishes received presentations about - the Plunkett Foundation, which supports people and community co-operatives who wish to own and run local pubs, shops and other facilities; - Planning Enforcement and how CDC intend to improve communication with PCs during enforcement cases. Several parishes citing examples of unsuitable and unsustainable developments within their villages. CDC confirmed that they intend to give more credence to the views and feedback of PCs than they may have done in the past as well as keeping them updated on the progress of planning applications. - Cherwell's online services and about specifically improving their website which was the subject of considerable negative feedback from the PC's in attendance. CDC noted that OALC have grants for PC's to improve their own websites and purchase certain pieces of IT equipment. b) Windmill St and Windmill Close Car Parks. A change in staff has meant that there is now a new manager who District Cllr B Williams will contact shortly.
133/16	Planning Matters. Applications a) 16/00207/DISC: Old Foresters Cottage, The Tchure, Deddington. Discharge of condition 6 (landscaping) of 15/00959/F concerning the materials to be used. There were no letters of objection on the portal. Cllr B Williams proposed, Cllr J Finnigan seconded the motion and the Council RESOLVED

	<p>(unanimous) that it has no objection on condition that no planters or screens of any size should be erected or placed within the mews and vehicle access is restricted to loading/unloading and strictly not for parking.</p> <p>b) 16/00584/F: Land at Hempton Lodge, Snakehill Lane, Hempton. Development of single storey dwelling – re-submission of 15/01563/F. There were 13 letters of objection on the planning portal. The previous application for this site was rejected last year by DPC and CDC. The Secretary of State had also rejected an appeal for a previous application in 2012 (12/00299/F). The current application is the fifth attempt to develop this site. A single storey development is proposed, as was the last one that Deddington PC had objected to. The latest application presents a degree of reduction in height by 0.3m and floor space by 129 sq. ft., however it was felt that it did not address DPC’s previous objections. Cllr B Williams proposed, Cllr M Cox F seconded the motion and the Council RESOLVED (eleven for and 2 abstentions) that DPC OBJECT to this planning application on the grounds of over development, infill, lack of amenity to the occupants and neighbouring properties.</p> <p>c) 16/00884/TPO: Car Parking Area at Holcombe Gardens, Deddington. Yew tree T2 crown 20% reduction, lift crown 1 metre – subject to TPO 38/89. This is an overgrown tree in a confined space near the entrance to Holcombe Gardens and High St. There are no letters of objection on the planning portal. Cllr B Williams proposed, Cllr S O’Neill seconded the motion and the Council RESOLVED (unanimous) that it has no objection.</p> <p>d) 16/00757/F: 45 The Daedings, Deddington. Conversion of garage to habitable accommodation. There was one letter of objection requesting that the window facing No 44 The Daedings be opaque and not clear glass. Cllr B Williams proposed, Cllr A Collins seconded the motion and the Council RESOLVED (twelve for and one abstention) that it wishes to make no objection on condition that the glass in the window facing No 44 The Daedings is opaque.</p> <p>Approvals 16/00320/F: 7 Castle St, Deddington 16/00057/F: 2 Chapman’s Lane, Deddington 16/00407/F: Tara, Duns Tew Road, Hempton 16/00446/F: Ithaca, Hopcraft Lane, Deddington 16/00563/F: 15 The Beeches, Deddington 16/00485/F: Geggs Lodge, Deddington</p> <p>Correspondence Sue Marchand / CDC. Confirmation that Satin Lane Allotments have been accepted by CDC as an Asset of Community Value. The owners of Castle End House had written and clarified why they wished to fell some trees on their land.</p>
134/16	<p>Highways and Transport report– Cllrs Cox and Oldfield</p> <ol style="list-style-type: none"> 1) Speed watch. Monitoring was abandoned due to TVP equipment failure. During the Hempton speed watch 10 vehicles out of the 159 monitored, were found to be travelling at speeds that would warrant a speeding ticket. Cllr J Higham will liaise with PCSO Smith about further TVP enforcement monitoring. 2) Community speed monitoring with speed guns. TVP had forwarded information about ‘Non-use of Speed guns for community speed watch’. Home Office advice regarding suitable devices to be used for Community Speed watch stipulates that they must be Non-Home Office Type Approved devices such as Speed Indication Devices or those which show a smiley/sad face, preferably without displaying a speed and specifically warned against the use of “laser guns”. H&TWG noted this advice. 3) White lines High St – parking area next to the Grove. The PC discussed the possibility of introducing parking bays in this area but decided that this would not necessarily increase parking capacity and that white lines in a conservation area are not attractive or desirable. A similar suggestion in the Market Place was considered inappropriate for similar reasons. It was noted the Neighbourhood Plan Highways topic group had reached the same conclusion. This can be debated again when the NP movement and transport policies are considered by DPC. 4) Hempton – Deddington footpath grass cutting. A Hempton resident has complained of the overgrown grass and weeds on either side of the footpath as they impede safe access for mobility scooters. The Clerk gave the complainant the contact details for OCC. County Cllr A Fatemian has also raised the issue and will chase a response. 5) Missing letter in drive carefully signs at the entrance of Deddington and Clifton. OCC have supplied the missing letters free of charge. The Steward will replace. <p>Transport. Nothing to report. County Cllr M Kerford-Byers left the meeting at this point.</p>
135/16	<p>Proposal to change the A361 to a B road through South Newington: Cllr M Squires proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the PC objects to any plans that re-route HGV’s from an A roads to B roads. A letter of objection will be sent to CDC, Victoria Prentis MP and County Cllr Ian Hudspeth.</p>
136/16	<p>Request from Sandford & Ledwell PC re HGV sign: Cllr J Watts proposed, Cllr B Wood seconded the motion and the Council RESOLVED (eleven for and two abstentions) that DPC send a sympathetic letter that explains that DPC has to object to the proposed placement of “Unsuitable for HGV’s” signage because of the South Newington proposal.</p>
137/16	<p>Neighbourhood Planning Working Group: Nothing to report.</p>
138/16	<p>Adoption of Assets: The developers of the School Grounds seem to be suggesting that either the PC or a management company looks after any new play area and the roads within the new development. They</p>

	<p>have sought a meeting with the PC but Cllrs felt that this may have limited benefit to the community. It was noted that developers tend to work on a fifteen-year cycle and not in perpetuity although the play areas and roads require a life-time commitment. Some Cllrs were worried that unless the PC was involved any new play area might be of a lower specification than others in the parish and only utilised by new residents. After further discussion it was suggested that the playground might be accepted but not the roads. The PC would only consider taking on the playground if the agreement contained stringent conditions e.g. with regard to the type of play surface. A steering group will go back to the developer.</p>
139/16	<p>Letter to CDC regarding affordable housing: The Council agreed that a letter be sent to CDC.</p>
140/16	<p>Large Scale Developments Working Group. Nothing to report.</p>
141/16	<p>Letter to CDC regarding foul water. Cllr D Rogers proposed, Cllr M Cox seconded the motion and the Council RESOLVED (unanimous) that a letter regarding foul water be sent to CDC.</p>
142/16	<p>Environment and Recreation report.</p> <ol style="list-style-type: none"> 1) Chair of working group. Jonathan Watts agreed to Chair E&R. 2) Library hanging baskets. £100 has been spent on hanging baskets for the library and the PC has received a letter of thanks. 3) Cemetery gardening. Volunteers are being sought to help maintain the cemetery flower beds during the summer. 4) Hedges around the parish. Cllr D Rogers proposed, Cllr M Squires seconded the motion and the Council RESOLVED (unanimous) that the steward's hours during the Autumn months be increased by 1 hour per week to allow him to trim the hedges that are at a safe height for him to manage. 5) Four Farms challenge. Thomas Fox was thanked a free grass cut at the Castle Grounds. 6) Last grass cut. The Clerk, Chair and various Cllrs have received comments about the last grass cut. The contractor was informed and performed a partial recut. The contractor suggested that an additional cut might be included in the schedule. Cllr J Watts proposed, Cllr J Flux seconded RESOLVED (unanimous) that the Clerk and contractor monitor the situation and if a cut needs to be brought forward then the Clerk can action this as long as the total number of cuts remains the same. Cllr H Oldfield proposed and Cllr D Rogers seconded a motion that a goodwill payment of £160 be made to Thomas Fox for the remedial work that he had undertaken however this fell on a vote (three votes for, seven against and three abstentions). 7) Protecting public rights of way. OCC has asked the PC to monitor footpaths in the parish and to also watch out for planning applications that may affect them. It was reported that this is already in hand and the PC thanked everyone involved. 8) Quad bikes at Castle Grounds. Reports of quadbikes at the Castle grounds had been received but this issue has now been resolved. 9) Wild flower mats at the Castle Grounds. FoCG have installed the wild flower mats, one that vandals had lifted has been replanted. 10) Dog fouling on the Windmill pitches. Football matches have been suspended to allow the removal of dog mess from pitches at the Windmill Centre. A ban of dogs from the sport pitches has been suggested so the football and cricket clubs will be contacted and asked for their views. 11) Bee keeping at the allotments. The allotment society have received a request to keep bees at Satin Lane. This will be investigated further with the allotment society with reference to insurance, H&S, risk assessment and an agreed policy. It was suggested that rather than using an allotment another quiet area be considered. 12) Skip at the allotments. Cllr J Watts proposed, Cllr M Squires seconded RESOLVED (ten for and three abstentions) that a skip is not allowed at the allotments to allow a builder to repair a wall. 13) RoSPA report. The latest RoSPA report recommends that one wooden leg which has started to rot on a piece of equipment is repaired. This was agreed. The Clerk will seek a quote from a contractor. 14) Fitness trail at the Windmill Centre. StreetSpace have provided a quote for a wooden adult fitness trail at the Windmill Centre. There is no fee payable, the supplier uses a third party to apply for a grant and the fee for this service is taken from the grant if successful. The WMC and pitch users have been sent the information. Cllr D Rogers proposed, Cllr J Watts seconded the motion and DPC RESOLVED (unanimous) that the PC consult with their RoSPA inspector and that if all parties are happy the PC apply. 15) Rubbish. The PC will consider a suggestion from the village steward for a Grundon bin.
143/16	<p>Finance and General Purposes report:</p> <ol style="list-style-type: none"> 1) Bank accounts. The bank accounts reconcile. The major items of income and expenditure were explained. 2) Annual accounts: Cllr Wood explained the details of the annual accounts for the year ended 31st March 2016. The accounts show a deficit for the year of £15,792, but as this includes £19,204 of renovation at the Windmill (including the boiler), there is a small operating surplus of £3,412 which is the sort of result we aim for. The VAS has been written off against the Capital Reserve. £4,723.96. The simplified return to the external auditor has been drafted and will be sent off when signed. In the notes to the accounts there is a reference to the Windmill Centre and a valuation of £60,000 which is an historic figure that no-one can remember where it came from. This figure is not part of the statutory accounts, but for clarity a comment has been added to say that the insurance valuation is £545,924. 3) Investments. An £80,000 bond with Nationwide BS matures on the 15th July. They have offered 1.2% to roll it over. Cllr B Wood proposed, Cllr A Collins seconded the motion and it was RESOLVED

	<p>(unanimous) that the bond be rolled over and that Cllr D Rogers will be added as a signatory. Cllr D Anderson is still researching COIF and may be able to report to the meeting.</p> <p>4) Internal auditor. A new internal auditor is being sought to replace Mr Suckling.</p> <p>5) Insurance. The Zurich Insurance Company quote is competitive. Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) that the PC continue to insure with Zurich. It was noted that the VAS will be added to the schedule so the premium will be slightly higher.</p> <p>6) Reserve Policy. Cllr B Wood proposed, Cllr M Cox seconded the motion and the Council RESOLVED (unanimous) that the revenue reserves target should be £25,000. Future expenditure on the Windmill may have to come from grants or other sources although some funding may be made available, if appropriate, from the PC's Capital Reserve.</p> <p>7) Routine pay adjustments. Cllr B Wood proposed, Cllr J Flux seconded the motion and the Council RESOLVED (unanimous) that from now on that the routine annual SLCC, NALC national pay award be implemented without the need for further authorisation.</p> <p>8) Windmill Centre. Cllr B Wood proposed, Cllr J Flux seconded the motion and the Council RESOLVED (unanimous) that guttering works for £844.80 are approved.</p> <p>9) Attendance of meetings. Cllr D Rogers would like to attend future F&GP meetings, and asked that they be held in the afternoon.</p>																																													
144/16	<p>Annual Accounts for 2015/16: The Council received and considered:</p> <p>a) <u>The Annual Governance Statement for the year ended 31 March 2016:</u> Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) that the Annual Governance Statement for the year ended 31 March 2016 is approved.</p> <p>b) <u>The Statement of Accounts for the year ended 31 March 2016:</u> Cllr B Wood proposed, Cllr J Finnigan seconded the motion and the Council RESOLVED (unanimous) that the annual accounts for the year ending 31st March 2016 are approved.</p> <p>c) <u>The Annual Return for the year ended 31st March 2016:</u> Cllr S Squires proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) that the Annual Return for the year ending 31st March 2016 is approved and will be signed by the Clerk/RFO and Chairman.</p> <p>d) <u>The internal auditors report:</u> The Council received and noted a letter from the internal auditor that confirms that the accounts for the year ended 31st March 2016 have been prepared correctly.</p>																																													
145/16	To formally thank the internal auditor and review progress on appointing his successor. Deferred to the July 2016 meeting.																																													
146/16	Windmill Centre Upgrade. Deferred to the July 2016 meeting.																																													
147/16	To receive information for the Parish Liaison – Chairman. Deferred to the July 2016 meeting.																																													
148/16	Parish Council outreach at the Farmers Market – Chairman. Deferred to the July 2016 meeting.																																													
149/16	Update from the Parish Council Representatives. Deferred to the July 2016 meeting.																																													
150/16	Invoices for Payment: The Council RESOLVED (unanimous) that the invoices paid between 19 May - 15 June 2016, totalling £6,507.39 were approved for payment.																																													
151/16	<p>Report upon the investment of the Parish Council's Funds as at 31 May 2016</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>96,522.76</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Santander</td> <td>76,880.48</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Santander</td> <td>82,037.11</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Nationwide</td> <td>130,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2016</td> </tr> <tr> <td>Nationwide</td> <td>80,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid July 2016</td> </tr> <tr> <td>Hampshire TB</td> <td>75,000.00</td> <td>1.9%</td> <td>1 Yr Fixed</td> <td>Start Dec 2016</td> </tr> <tr> <td>Total</td> <td>532,955.90</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	96,522.76	0.1%	Current		Santander	76,880.48	0.75%	1 Yr Fixed	Start Feb 2017	Santander	82,037.11	0.75%	1 Yr Fixed	Start Feb 2017	Nationwide	130,000.00	1.4%	1 Yr Fixed	Mid Nov 2016	Nationwide	80,000.00	1.4%	1 Yr Fixed	Mid July 2016	Hampshire TB	75,000.00	1.9%	1 Yr Fixed	Start Dec 2016	Total	532,955.90			
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152/16	Correspondence. Noted.																																													
153/16	Clerks Pay and Conditions including pension. Deferred to the July 2016 meeting.																																													
154/16	AOB as allowed by Chairman. None.																																													
155/16	Next Meeting: The next meeting of the Parish Council will take place on Wednesday 20 July 2016 at 7.30pm in the Old School House, Hempton . The meeting closed at 10:08pm.																																													