

# DEDDINGTON PARISH COUNCIL

Minutes of the Meeting held in the Windmill Centre, Deddington on

Wednesday 19 March 2014 at 7.30pm

**Present:** Cllrs A Collins (Chair), D Anderson (Vice Chair) S Boulter, M Cox, J Day, J Flux, M Squires, H Oldfield, S O'Neill, D Rogers, J Watts, B Williams, B Wood (Vice Chair), District Cllr P O'Sullivan and 6 members of the public.

41/14	<b>Apologies:</b> Apologies were received and accepted from Cllr J Finnigan.
42/14	<b>Minutes: RESOLVED</b> (unanimous) that council approved the minutes of the meeting held on 19 February 2014 as a true record. The Chair signed the minutes.
43/14	<b>Matters Arising from the Minutes.</b> None.
44/14	<p><b>Declarations of Interest.</b></p> <p><b>51/14 14/00203/F Tennis Club, Windmill Centre Deddington</b> Cllrs A Collins, M Cox, J Day and D Rogers declared a general interest.</p> <p><b>51/14 Deddington Cricket Club</b> Cllrs A Collins and J Flux declared a general interest.</p> <p><b>51/14 (ii) Neighbourhood Planning, (iii) S106 and (iv) Community Charge Levy (CIL)</b> Cllr S O'Neill declared a pecuniary interest as a landowner and left the meeting whilst these items were discussed.</p>
45/14	<p><b>10-Minute Open Forum:</b></p> <p>Mrs Emma Noon, Chair of the Deddington Festival enquired about the possibility of a donation from the Parish Council. She has already submitted an application but will clarify the amount requested and explain how the money would be spent. She will also send a copy of the Festival's accounts. The Council will then consider the application.</p> <p>Mr Geoff Todd spoke on behalf of several local residents/property owners against planning application <b>14/00203/F Tennis Club, Windmill Centre Deddington</b>. He noted that only four of the 25 letters of support on the CDC Planning Portal were from parishioners and none from Mill Close. He reiterated previous concerns about the lighting columns and said that, if approved, playing fewer hours on fewer evenings would be preferred as some residents work unsociable hours.</p>
46/14	<p><b>County and District Councillor updates.</b></p> <p><b>District Cllr P O'Sullivan</b> reported upon the CDC election in May and confirmed that he is retiring and so will not stand. Cllr J Flux proposed, Cllr A Collins seconded and the Council <b>RESOLVED</b> (unanimous) that the PC thank Paul for his many years of service and wish him all the best for the future.</p>
47/14	<p><b>Emergency Planning:</b></p> <p><b>Grit Bins at Goose Green.</b> OCC quote for £250 and confirmation that it is an acceptable location received and passed to F&amp;GP.</p>
48/14	<p><b>Finance &amp; General Purposes</b></p> <ol style="list-style-type: none"> <li>1. <b>Co-op.</b> The Co-op has kindly agreed to donate £750 towards the works on the Market Place Green. A letter of thanks and invoice will be sent by the Clerk.</li> <li>2. <b>Bank Accounts.</b> The bank reconciliation and cash books agreed. The main items of income and expenditure were explained.</li> <li>3. <b>Investments.</b> The interest on the NatWest bond was noted.</li> <li>4. <b>Forecast for this year and budget for next.</b> The original forecast has proved to be pessimistic and the current forecast is for a small surplus for the year. The budget has been redrafted to take recent changes into account.</li> <li>5. <b>Precept.</b> The various precept figures quoted by CDC are confusing and therefore CDC will be asked for clarification.</li> <li>6. <b>Clerk.</b> The Clerk has passed the Certificate in Local Council Administration (CiLCA) qualification and is therefore entitled, under her terms and conditions, to a small increase in salary and the associated pension provision. Cllr B Wood proposed, Cllr J Day seconded and the Council <b>RESOLVED</b> (unanimous) that this pay increase is approved. Cllr B Wood proposed, the Chair seconded and the Council <b>RESOLVED</b> (unanimous) that Lorraine be congratulated on her success.</li> <li>7. <b>Grass Cutting.</b> Discussed below in E&amp;R. It was noted that OCC has advised that the grass cutting grant is likely to be reduced by 50% in 2015/16. The new agreement will take this into account.</li> <li>8. <b>Floodlighting of Parish Church.</b> The PC has in the past paid a proportion of the cost of floodlighting the Parish Church. The Friends of Deddington Church intend to introduce a Floodlight Sponsorship Scheme and so the current PC contribution will be discussed with them.</li> <li>9. <b>Green grit bin for Goose Green.</b> Cllr B Wood proposed that a grit bin be purchased for £250. Cllr J Watts seconded this motion and it was <b>RESOLVED</b> (unanimous) by the Council.</li> </ol>
49/14	<p><b>Environment &amp; Recreation</b></p> <ol style="list-style-type: none"> <li>1) <b>Cemetery Rules.</b> The draft cemetery rules have been reviewed by the Institute of Cemetery and Crematorium Management (ICCM). Cllr D Rogers proposed that the draft rules be adopted. Cllr J Day seconded the motion and it was <b>RESOLVED</b> (unanimous).</li> <li>2) <b>Cemetery fees.</b> Three options for the scale of fees were discussed. It was noted that memorial inspections are an on-going cost that must be taken into account. Cllr J Day proposed that the fees scale at option two (average prices from the web) be adopted and Cllr M Squires seconded this motion. Cllr H Oldfield proposed an amendment whereby the current prices are increased by 10%. This amendment was not seconded and so fell. Cllr J Flux proposed a further amendment whereby the PC adopt option 3 (fees between current prices and the higher average web fees). Cllr J Watts seconded this motion and the council <b>RESOLVED</b> (10 votes for, 3 votes against) to approve this amendment. The</li> </ol>

	<p>amended motion was then put and it was <b>RESOLVED</b> that the PC will increase its cemetery fees in line with option 3 (fees between current prices and the higher average web fees) from 1<sup>st</sup> April 2014.</p> <p>3) <b>British Register of Accredited Memorial Masons (BRAMM).</b> Cllr D Rogers proposed Cllr J Watts seconded and the council <b>RESOLVED</b> (unanimous) that the PC join BRAMM.</p> <p>4) <b>Memorial Inspections.</b> The memorials in the Hensington Road Cemetery must be inspected every five years for insurance purposes. Cllr D Rogers proposed, Cllr D Anderson seconded and the council <b>RESOLVED</b> (unanimous) that the ICCM, the accredited industry training body, do this for £750.</p> <p>5) <b>Top Soil for Flowerbeds outside Cemetery.</b> Cllr D Rogers proposed, the Chair seconded and the Council <b>RESOLVED</b> that additional topsoil will be purchased, when required, for the flowerbeds at the front of the cemetery at a cost of £98.</p> <p>6) <b>Grass Cutting.</b> Three tenders were received from companies applying to undertake the grass cutting and maintenance contract for the PC. Discussion followed during which the Council decided that all of the work would go to one contractor rather than split as in previous years. Cllr D Anderson proposed, Cllr D Rogers seconded and the Council <b>RESOLVED</b> (unanimous) that Thomas Fox Landscaping and Maintenance be awarded the contract and that the contract will contain a rider that the frequency of cuttings may have to change in line with the proposed reduction in the OCC grass cutting grant.</p>
50/14	<p><b>Highway &amp; Transport</b></p> <ol style="list-style-type: none"> <li><b>Hempton Gates.</b> These have been installed.</li> <li><b>Speedwatch.</b> Contact has been made with PCSO Lana Smith TVP and speed monitoring will take place in April. A new volunteer from Clifton has come forward to help.</li> <li><b>Broken BT manhole cover in Castle Street.</b> Reported on the OCC help line and swiftly made safe.</li> <li><b>Coombe Hill Farm &amp; Circular walk.</b> No further news.</li> <li><b>Windmill Street Car Park.</b> A complaint was received from a resident of Windmill St with two main issues i) flooding of the car park and ii) the state of the grass verge outside a house in the Hempton Rd, entrance to the home does not have a dropped kerb. When the flooding was reported to OCC it was found that OCC had not adopted the car park and CDC owns the site so District Cllr O'Sullivan will make further enquiries. In response to the second issue the resident has been advised to contact OCC as the grass verge is their responsibility. It was noted that the installation of a dropped kerb would have to be funded by the resident of the property.</li> <li><b>Drains.</b> Blocked drains in the Horsefair and the Market Place were reported to OCC, inspected and cleared. The highways group will undertake a periodic inspection of the gullies in the three villages.</li> <li><b>Flood Forum.</b> Cllrs M Cox and H Oldfield attended a recent event in Oxford and circulated their report to Cllrs.</li> <li><b>Alterations/reshaping of the Market Place Green.</b> Waiting for a work start date.</li> </ol> <p><b>Transport</b></p> <ol style="list-style-type: none"> <li><b>New Street bus stop.</b> A small area of Grasscrete paving will be laid by the bus stop pole where people alight from buses. It is to be provided at OCC's expense in the next few weeks.</li> <li><b>Real-time displays at bus stops.</b> Further investigations are being carried out to see if displays can be put at the Market Place bus stops as part of the Pegasus S106 contributions. As the Town Hall is listed alternative ideas are being sought such as solar-powered display signs.</li> <li><b>Transport budget:</b> the County transport budget – mostly the bus service – is to be halved over the next few years (by £2million). OCC currently has no strategy for how it will make the savings.</li> <li><b>Dial-a-ride:</b> The current scheme runs out on 31<sup>st</sup> March 2014. It will continue after that, but users will need to renew their subscriptions. CDC is continuing to fund a second bus in the north area of Cherwell.</li> <li><b>Disabled access:</b> OCC transport staff would like to hear from disabled bus passengers and others who have difficulty getting on and off buses.</li> </ol>
51/14	<p><b>Planning Applications</b></p> <p><b>14/00083/TCA The Stile House New Street Deddington</b> 1 x Lime – Crown reduction by 35%. Cllr J Day proposed, Cllr D Rogers seconded and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p><b>14/00062/TCA Land Adjacent to The Tchure Deddington</b> Fell 1 x Cherry and 1 x Laurel. No reason has been given for the removal of these two trees from the conservation area. Cllr J Day proposed, Cllr B Wood seconded and the Council <b>RESOLVED</b> (unanimous) to <b>OBJECT</b> to the application because the removal is detrimental to the environment of the conservation area. If approved, the PC request that conditions are applied to include for 2 new trees to be planted on site as per PC tree policy.</p> <p><b>14/00203/F Tennis Club, Windmill Centre Deddington.</b> Installation of floodlighting to 2 Courts This is a similar application to 13/00178/F but with a reduced height from 8mtr columns to 7mtr with 1 fewer Column and therefore 2 fewer light fittings. Cllrs A Collins, M Cox, J Day and D Rogers declared a general interest. Cllr D Day proposed that PC adopt the same response as before (at 13/00178/F) that the Parish Council makes no objection but that CDC includes the following conditions: 1) That lights are turned off at 20:30. 2) That the possibility of using telescopic lighting columns is investigated, 3) That the Tennis Club make the courts more accessible to the public all year round. 4) A limit is applied restricting the use of lights to a maximum of 4 nights per week. Cllr J Watts proposed, Cllr M Squires seconded and the Council agreed an amendment (<b>RESOLVED</b> (7 votes for, 1 vote against and 5 abstentions) to (1) so that the lights are turned off by 9pm. The amended motion was then put and the council <b>RESOLVED</b> (7 votes for, 1 vote against and 5 abstentions)</p>

	<p>1) That lights are turned off at 21:00.  2) That the possibility of using telescopic lighting columns is investigated,  3) That the Tennis Club make the courts more accessible to the public all year round.  4) A limit is applied restricting the use of lights to a maximum of 4 nights per week.</p> <p><b>14/00210/F The Nook Victoria Street Deddington</b> Barn conversion with raised roof height and single storey link building. Cllr J Day proposed, Cllr D Rogers seconded and the Council <b>RESOLVED</b> (10 votes for and 3 abstentions) that it has no objection but asks that the CDC Conservation Officer is asked to review the possibility of overlooking and the impact of light to the neighbour property.</p> <p><b>14/00169/F 24 Windmill Street Deddington</b> Two proposed dwellings and a single storey rear extension to existing property. Cllr J Day proposed, Cllr M Cox seconded and the Council <b>RESOLVED</b> (10 votes for and 2 abstentions) that it has no objection.</p> <p><b>Approvals</b>  14/00023/TCA The Old Vicarage Church Street Deddington  14/00073/F 4 Hempton Road Deddington  14/00036/TCA Grove House High Street Deddington</p> <p><b>Correspondence</b>  <b>Deddington Cricket Club</b> The club has written to the PC expressing their wish to either improve the existing pavilion or build a new pavilion and asking to discuss this with the PC. Cllrs A Collins and J Flux declared a general interest.  <b>RESOLVED</b> that Cllrs J Day and D Rogers will liaise with the cricket club and the WMC to be informed as matter of courtesy. A legal agreement would need to be completed that confirms that the PC will remain the owner of any new infrastructure or property, at the cricket clubs cost, prior to any approved works commencing.</p> <p><b>Application 14/00210/F</b> A copy of an objection to CDC can be viewed on the planning portal or in the office <b>Thames Valley Primary Care Agency</b>. Application for unforeseen benefits within a 200 metre radius of Deddington Post Office, Market Place, Deddington. This is an application to provide pharmacy services in the village from as yet an unknown site. Cllr J Day proposed, Cllr J Watts seconded and the PC <b>RESOLVED</b> (12 votes for and 1 abstention) that it does no object to this application as long as it has no impact on the current services provide by the health centre.</p> <p><b>(ii) Neighbourhood Planning.</b> Cllr S O'Neill declared a pecuniary interest as a landowner in the parish and left the room at this point.</p> <p><b>Planning Appeal Working Group.</b> The Bloxham PC has contacted the PC about an issue that will be discussed at the next meeting.</p> <p><b>Dispensation for Cllrs working on the NP.</b> In order to comply with the code of conduct all Cllrs should consider writing to the Clerk and request a dispensation to be involved in the NPWG.</p> <p><b>Dorchester Group Approach.</b> The Chair proposed, Cllr J Day seconded and the Council <b>RESOLVED</b> (11 votes for and 1 abstention) to decline the invitation from the Dorchester Group to do a combined NP.</p> <p><b>(iii) S106</b> Cllrs received and considered a draft potential S106 wish list. Various items have been allocated to Cllrs and the Clerk for further investigation. The findings will be sent to the Chair of the Planning WG and compiled into a revised list that can be further considered at the next meeting.</p> <p><b>(iv) Community Charge Levy (CIL).</b> It is currently unclear whether the CIL will be adopted. CDC will be asked to confirm the format, style and level of detail required in the PC presentation of S106 suggestions for CDC consideration.</p>												
52/14	<p><b>Dates of Future Meetings</b> Cllr S O'Neill re-joined the meeting at this point.  The Clerk distributed a revised schedule of PC meetings and will enquire about moving the September PC meeting to the Primary School. The Clerk will email the slides from the recent CDC election briefing to Cllrs. It was noted that anyone wishing to stand for election should hand deliver their papers to CDC. The Deddington News agreed to include a link to the CDC website that provides more information to potential Cllrs. The Clerk will produce a poster notifying residents about the election. It was noted that the Annual Parish Meeting will include an item about Neighbourhood Planning. Further suggestions for topics to be on the agenda for this meeting should be sent to the Clerk.</p>												
53/14	<p><b>Update on BT Openreach and Possible Supply Problems</b>  A letter will be sent to the parties in Openreach who have been dealing with the Fibre only network, because some parishioner's are now being told they need to pay for pole installations. The PC was informed that the Openreach works would provide the infrastructure for the entire parish to be able to join the fibre network at no cost to the parishioners. If the response is not satisfactory it will be escalated.</p>												
54/14	<p><b>War Memorial</b>  Responses from the Church and British Legion are currently being sought.</p>												
55/14	<p><b>Reports from the PC nominated representatives</b>  <b>DCE.</b> The re-rendering of the Town Hall may begin in July. It was asked that the electric box be removed by June. Quotes are to be sought to remove and renovate the coat of arms. The Clerk has made a contact from within the College of Heraldry and so will seek recommendations.</p>												
56/14	<p><b>Invoices for Payment:</b> The February invoices totalling £5,342.71 were approved for payment.</p>												
57/14	<p><b>Investment of Council Funds</b> On 28 February 2014 the balances were as follows:</p> <table border="1" data-bbox="178 2047 1495 2157"> <thead> <tr> <th>ACCOUNT</th> <th>BALANCE</th> <th>INTEREST</th> <th>NOTICE</th> </tr> </thead> <tbody> <tr> <td>Barclays Imprest Acct</td> <td>2,141.16</td> <td>0.1%</td> <td>Imprest</td> </tr> <tr> <td>Barclays Current Acct</td> <td>44,633.92</td> <td>0.1%</td> <td>Current</td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Imprest Acct	2,141.16	0.1%	Imprest	Barclays Current Acct	44,633.92	0.1%	Current
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	Santander	75,000.00	1.4%	1 year fixed (July 14)
	Santander	140,000.00	1.4%	1 year fixed (Sept 14)
	Santander	75,000.00	1.4%	1 year fixed (Jan 15)
	Nat West	128,033.84	1.0%	1 year fixed (July 14)
	Nat West	80,000.00	1.4%	1 year fixed (Nov 14)
	<b>TOTAL</b>	<b>544,808.92</b>		
58/14	<b>Correspondence:</b> None discussed.			
59/14	<p><b>AOB as allowed by Chairman.</b></p> <p><b>Castle Grounds Entrance.</b> Cllrs received an update concerning the ownership of the entrance to the Castle Grounds. There is a common right of access across this land but the ownership is unclear. The PC does not own the entrance track and so has no responsibility for it or authority to spend PC funds on it. Further investigations are to be made and the results brought back to the next meeting by the E&amp;R WG.</p> <p><b>Risk Assessment.</b> The Council thanked Steve Hetherington for undertaking a Risk Assessment of the Hempton Road Cemetery free of charge.</p>			
60/14	<p><b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 16 April 2014 at 7.30pm</b> in the <b>Church Hall in Hempton</b>. The meeting closed at 9:30pm.</p>			