

# DEDDINGTON PARISH COUNCIL

Minutes of the Meetings held at The Church Hall, Hempton on

Wednesday 15 May 2013 at 7.30pm

**Present:** Cllrs Collins (Chair), Cox, Flux, O'Neill, Oldfield, Rogers, Squires, Watts, Williams, Wood and 2 members of the public.

**Apologies:** Cllrs Finnigan, Day, Anderson and County Cllr Arash Fatemian

<b>Agenda Annual Parish Council Meeting</b>	
67/13	<p><b>Election of Chairman and signing of Acceptance of Office</b> Cllr Cox nominated Cllr Collins to continue as Chair; Cllr Wood seconded this and the PC <b>RESOLVED</b> (unanimously) that Cllr Collins continue as Chair. He then signed his acceptance of office in the presence of the proper officer.</p>
68/13	<p><b>Election of Vice Chairman and signing of Acceptance of Office</b> Cllr Squires proposed that the PVC revert back to electing one vice chair rather than two and Cllr Watts seconded this motion but the motion fell on a vote (2 votes for, six against with two abstentions). The council then elected its two vice Chairs. Cllr Collins nominated Cllr Wood; Cllr Squires seconded this and Deddington Parish Council <b>RESOLVED</b> (unanimously) that Cllr Wood be elected as Vice Chair. He then signed his acceptance of office in the presence of the proper officer. Cllr Collins advised the PC that Cllr Day wished to relinquish his role as Vice Chair due to work commitments. Cllr Collins nominated Cllr Anderson in his absence to be the other Vice Chair (and confirmed that Cllr Anderson was aware of this nomination and was happy to take the position). Cllr Watts seconded this and Deddington Parish Council <b>RESOLVED</b> (unanimously) that Cllr Anderson be elected as Vice Chair. The Clerk will arrange for Cllr Anderson to sign his acceptance of office as soon as possible.</p>
69/13	<p><b>Working Groups Structure and Membership for 2013/14</b> Cllr Flux proposed that the Status Quo remain for the working groups and their respective Chairs in the forthcoming year. Cllr Watts seconded this and this was <b>RESOLVED</b> (unanimously). The Clerk noted that there was currently a vacancy on the Environment and Recreation Working Group. This will be offered to the new Cllr who will replace Aaron Bliss. The Clerk noted that Cllr day no longer wishes to lead the Planning Working Group so the group will confirm it's new Chairman when it next meets.</p>
70/13	<p><b>Confirmation of Members serving on outside bodies</b> <b>School Governors</b> Cllr Squires, <b>Deddington Charity Estates</b> Cllrs Anderson and Oldfield, <b>Friends of Castle Grounds</b> Cllr Flux, <b>OALC</b> Cllr Oldfield (with the exception of July 2013) until Cllr Watts can take over in October 2013, <b>Libraries</b> Cllr Flux, <b>Parish Transport Rep</b> Cllr Oldfield.</p>
71/13	<p><b>Appointment of Professional Bodies</b> <b>Internal Auditor</b> Deddington Parish Council <b>RESOLVED</b> (unanimously) that John Suckling be asked to continue as the Internal Auditor. <b>Insurers</b> This was agreed later in the meeting under the F&amp;GP (83/13)</p>
72/13	<p><b>Standing Orders and Financial Regulations</b> Cllr Wood proposed that Deddington Parish Council continue to use the current Standing Orders and Financial Regulations. Cllr Collins seconded this and DPC <b>RESOLVED</b> (unanimously) that the current Standing Orders and Financial Regulation are adopted.</p>
73/13	<p><b>Asset Register and Risk Assessment for 2013/14</b> Cllr Wood informed the PC that there had been no changes to the assets held by the PC during 2012-13 and that the risk assessment was up to date.</p>
74/13	<p><b>Attendance records for 2012/13</b> The Clerk ran through the attendance record for the Cllrs. Cllrs Cox, Flux, Watts and Williams had attended all meetings. The majority of the Cllr had achieved a high attendance with some being elected to the PC part way through the year. It was noted that there is no legal requirement for the District and County Cllr to attend but it was considered good practice where possible.</p>
75/13	<p><b>Calendar of meeting for 2013/14</b> Cllr Squires queried the date for the PC May 2014 monthly meeting as elections are due to be held on the first Thursday of the month and so the Council should meet within 14 days of the election. The Clerk will check with CDC and then confirm the date for the May meeting. Cllr Collins proposed that the rest of the calendar of meetings be agreed, Cllr Rogers seconded this and was unanimously agreed. <b>RESOLVED</b> (unanimously) that the PC Meetings for June 2012- April 2014 are adopted with the Annual Parish Meeting to be held on 7 May 2014.</p>
<b>May Monthly Parish Council Meetings</b>	
76/13	<p><b>Apologies:</b> Cllrs Anderson, Day, Finnigan, Oldfield and County Cllr Fatemian</p>
77/13	<p><b>Declarations of Interest</b> No Cllrs declared a pecuniary interest at this meeting. <b>84/13 Allotments</b> Cllr Cox declared a general interest because her husband has an allotment at Satin Lane. Cllr Squires declared a general interest as he has an allotment at Satin Lane. <b>86/13 13/00483/F 2 Council House, Duns Tew House, Hempton</b> Cllr Rogers declared general interest as he is friends with the applicant. <b>86/13 Neighbourhood Plan Proposal</b> Cllr O'Neill expressed a general interest as a land owner and left the meeting whilst this item was discussed for the sake of transparency.</p>
78/13	<p><b>Minutes of the last meeting:</b> The minutes of the meeting that was held on Wednesday 17<sup>th</sup> April were approved subject to the following</p>

	amendment and duly signed by the Chairman: 52/13 the second paragraph should read "56/13 Pegasus planning application & Savills public participation Cllr O'Neill expressed a general interest but for the sake of transparency left the meeting whilst these matters were discussed".
79/13	<b>Matters arising</b> Cllr Rogers questioned if there had been any progress regarding the parish debit card. The Clerk to contact OALC for further clarification.
80/13	<b>10-Minute Open Forum. None</b>
81/13	<b>County and District Councillor updates.</b> Cllr Fatemian was unable to attend the PC meeting but had previously submitted a brief report. This reported that the Conservatives had won 31 seats on OCC in the recent election, falling one short of the 31 required for an overall majority. Since then an agreement has been reached with three independent Cllrs for agreement or abstention on key votes and at budget times. This allowed Cllr Hudspeth to be appointed as Leader at the Annual Meeting of the Council on 14 May 2013. Locally, Cllr Fatemian has an annual communities budget of £10,000 to spend across his ward and would welcome applications from community groups and a discussion with the PC on possible priorities. This £10,000 has to spread across Adderbury, Barford St John and St Michael, Bodicote, Clifton, Deddington, Duns Tew, Fritwell, Hempton, Middle Aston, Milton, North Aston, Somerton, Souldern, and Steeple Aston. He will be trying to spend this proportionately and so Deddington Parish should get a bigger share as one of the largest parishes in the division. On planning and the Pegasus development, Cllr Fatemian considered this to be primarily a district council issue and so deferred it to Cllr O'Sullivan. However he was greatly disappointed that despite some very proper and valid objections the recommendation was for approval. Cllr Fatemian hoped that the planning committee would assess the objections on merit and vote to overrule the officer recommendation (something which has happened before at CDC). In the meantime, he had been continuing to hold conversations over the valid planning objections with colleagues at CDC and Sir Tony Baldry MP.
82/13	<b>Emergency Planning</b> 1. <b>Salt at Holly Tree Club (HTC).</b> Cllr Rogers confirmed that that the concrete base layer had now been installed and was large enough for three large salt bags. He passed his and the PC thanks on to the HTC for letting the store be held there. Cllr Flux said that the HTC had requested that the site be tidied up. He also reported that the HTC would not charge for the salt storage as it was their contribution to the Winter/Emergency Planning. 2. <b>Salt Spreaders.</b> The Clerk confirmed she would soon be ordering three salt spreaders.
83/13	<b>Finance &amp; General Purposes</b> 1. <b>Cash flow to end April.</b> The bank statements did not arrive in time. However there are no major receipts or expenses to report. 2. <b>PC Mail.</b> The Clerk has expressed concerns about the safety of the mail arrangements at the Windmill Centre and so will speak to the post office about the possibility of a secure post box for PC. 3. <b>Investments.</b> The £125,000 with NatWest (at 3% interest) matures on 6 <sup>th</sup> July 2013. NatWest has recently offered 1.5% interest on similar accounts. The working group members will investigate other suitable accounts. 4. <b>Precept.</b> The precept is the same total as last year. It includes a £2,022.24 CTRS (council tax reduction scheme), which was paid with the first instalment so the second instalment will be less. 5. <b>New Homes Bonus.</b> The PC has been awarded £2,510 under the New Homes Bonus arrangement to reflect the additional people likely to be living in Cherwell. A total of £285,595 has been allocated over the villages, loaded to those villages, which have taken most new houses, but in our Parish case reflecting general increase in activity i.e. not related to Pegasus. A claim has to be made to show the way it will improve community facilities. Cllr Wood asked that suggestions on areas to specifically spend this money be given to the Clerk so that the F&GP can produce a short list for the June PC meeting. 6. <b>Draft accounts to March 31 2013.</b> These have been prepared but await the internal audit report. 7. <b>Interest.</b> Interest shows an average return of 2.6% which will not be repeated this year £13,198. Despite higher than expected grass cutting costs due to the weather, the savings on Town Hall expenditure and income from solar panels (£4,243) have resulted in a surplus of £2,579 which is slightly higher than anticipated (although still subject to audit). 8. <b>Insurance.</b> Company A quoted £3,942 and Company B £1,321. Cllrs Wood and Anderson have checked through the figures in case anything was missed. It was felt that the Company B cover was not only significantly cheaper but also provided better cover. Cllr Wood proposed that Company B is employed to initially provide one year of insurance and if all goes well at renewal they may consider a three-year contract. Cllr Watts seconded this and was unanimously agreed. <b>RESOLVED</b> (unanimously) that the PC will purchase one years insurance cover commencing on 1 June 2013 from Zurich Municipal. 9. <b>Grit Bin.</b> The Clerk has obtained a quotation for an additional grit bin but it is yellow and the PC would prefer one that is green. Cllr Rogers suggested that if the Clerk shops around for a green one any reasonable additional cost should be agreed now so that the decision did not need to be bought back to council. Cllr Wood proposed that the Clerk purchase a grit bin, with a preference for a green one, for a cost in the region of £180 for delivery to Hempton. Cllr Watts seconded this and it was <b>RESOLVED</b> (unanimously) that the bin be purchased given the above conditions. Cllr Cox asked that Paul Wilson be informed of its exact location once installed to ensure it is filled at the end of 2013. 10. <b>Hempton Gates.</b> A quote has been received from OCC for £2,259.55 for gates on the entrance into

	<p>Hempton from Chipping Norton. After much discussion Cllr Watts proposed that the gates be purchased, Cllr Williams seconded this and it was <b>RESOLVED</b> (7 votes for and 3 abstentions).</p> <p>11. <b>School notice board.</b> A misunderstanding about the notice board at the school is being resolved.</p>
84/13	<p><b>Environment &amp; Recreation</b></p> <ol style="list-style-type: none"> <li><b>1. Parish Notice Boards.</b> Not ordered yet as waiting for a copy of the proposed design for the PTA funded board outside the school. If judged appropriate the design may be adopted. This could reduce overall cost and provide work for a parish-based business.</li> <li><b>2. Town Hall.</b> A letter has been received from Deddington Charity Estates (DCE). Scaffolding will be required to carry out roof work and this will prevent hanging baskets from being hung at the Town Hall this year. Also, the watering system is broken in two places but DCE hopes to incorporate a better system for the baskets once the Town Hall restoration has been completed.</li> <li><b>3. Gaveston Garden Tree.</b> The tree has now been planted and Cllr Rogers has kindly agreed to monitor and water as required.</li> <li><b>4. Cemetery inspection.</b> An inspection of the cemetery has revealed an accumulation of grass and hedge clippings in the south eastern corner that has become unsightly. In addition, a section of the fence there has collapsed. A meeting has been arranged to obtain a quotation for resolution of these issues. In future, the grass problem should not arise as the new PC mower mulches the clippings however it may be necessary to budget for removing hedge clippings or have the job done by a contractor. Finally, the compost bin is creating a smell at the entrance to the cemetery. It was suggested that this be relocated and replaced with another brown bin so that the contents are removed regularly.</li> <li><b>5. Tree Survey Castle Grounds.</b> Three tenders have been sought from suitably qualified arborists for a condition survey. Two tenders have been received, one costing £1330 plus VAT and the other £1775 plus VAT. While the contractor offering the cheaper quotation is known to provide a professional job and is local, the quotation from the other contractor is detailed and supported by what Bob Staig describes as “an exceptionally professional submission”. The Clerk has the respective quotation documents for inspection. Although more expensive, the higher quotation is recommended based on the likelihood of a higher quality outcome and a more detailed survey and report.</li> <li><b>6. Allotments in Satin Lane.</b> Cllrs Cox and Squires declared a general interest. Vandalism and damage has recently occurred at the Satin Lane Allotments and it was queried whether bylaws should be introduced. It was noted that there were currently no rules and regulations visible such as no un-supervised children, or no alcohol. Concerns were also raised about the water troughs and their possible link to bacterial infections in the chickens on the site. Other concerns about the troughs included evaporation, leakage, water pumps and chemicals on watering cans. Cllr Flux proposed that the allotment committee be asked for their proposals concerning these matters. Cllr Watts seconded this and the Council <b>RESOLVED</b> (unanimously) that the Allotment Committee is asked for suggestions/proposals for rules suitable for the Satin Lane Allotments site and also to comment about the water troughs. Cllr Watts asked that the finalised version of the rules be passed to the Hempton Allotments for consideration.</li> </ol>
85/13	<p><b>Highways &amp; Transport</b></p> <ol style="list-style-type: none"> <li><b>1. Traffic Calming Gates-Hempton.</b> Please see 83/13 10. Hempton Gates for PC decision.</li> <li><b>2. Hempton Grit Bin.</b> Please see 83/13 9 Grit Bin for PC decision. Cllr Rogers to negotiate a site for the bin with Mr Chappell and Cllr Watts. Highway permission may need to be sought.</li> <li><b>3. Road Traffic Collision.</b> On the Clifton Road within the 30 – 40 mph stretch. A Fire engine and ambulance attended the scene and a casualty was hospitalised. The road was blocked for some time and traffic had to be diverted. Our Local TVP officer has been asked if he can supply details of the incident. Cllr Cox is hoping that the 40mph section can be decreased to 30mph.</li> <li><b>4. Speedwatch - TVP</b> put this on hold for the time being. Residents are encouraged to take part in the survey at <a href="http://www.surveymonkey.com/s/22ZY7DD">www.surveymonkey.com/s/22ZY7DD</a> to tell TVP of their top concerns in the area.</li> <li><b>5. Parking opposite double white lines in New Street.</b> TVP did a leaflet drop in the area and spoke to a builder who may have initiated the complaints. He has told TVP that The Mallards have applied for off road parking on the grass at the front of the property. The situation is now much improved.</li> <li><b>6. Yellow Hatch parking.</b> There had been no resolution to a vehicle parked daily on the yellow hatch at the top of Philcote Street. Cllr Watts to photograph and send to Cllr Collins.</li> <li><b>7. Road Policing Activity- response from TVP R Miller-</b> The Road Policing Department is not part of his responsibility. However, he has said “ <i>I made a request for support following your recent mail concerning safety at the cross roads and recent collisions. I will keep in mind your suggestion about Hempton itself but there are no current plans for them to be tasked with this location.</i>” Cllr Cox has thanked him on behalf of Deddington Parish Council.</li> </ol> <p><b>Transport</b></p> <ol style="list-style-type: none"> <li><b>8. Buses.</b> There will be a new last bus from Banbury to Deddington, leaving Banbury at 6.45pm and terminating at Steeple Aston. There will also be a new 81 bus from Deddington to Bicester on Saturday mornings – leaving Deddington at 9am, Clifton a few minutes later and arriving at Bicester at 9.50. This will give two hours and ten minutes before the last bus back to Deddington at 12 noon. This is an improvement on the existing set-up where buses from Deddington to Bicester arrive, turn around and come straight back. Both of these are things that the PC, and the respondents to our survey specifically asked for, so it seems that OCC took account of our representations. The only place that has seen no improvement is Hempton.</li> </ol>

**Planning****Applications**

**13/00393/F 2 Windmill Street, Deddington.** Erection of a single and two-storey rear extension plus the demolition of existing front canopy and erection of a replacement front porch. Cllr Williams proposed no objection. Cllr Watts seconded this motion and it was **RESOLVED** (unanimously) that there is no objection but the PC asks for conditions to ensure materials used are in keeping with the existing property.

**13/00327/LB Home Farm, Main Street, Clifton.** Barn stabilising works. . Cllr Williams proposed no objection with Cllr Watts seconded this and it was **RESOLVED** (unanimously) that no objection made.

**13/00483/F 2 Council House, Duns Tew House, Hempton.** Amendment to application 13/01373/F to include step in north elevation, omission of window in north elevation, increase in pier to garage door and rear window to kitchen increased in size and re-located. Cllr Rogers declared general interest. Cllr Williams proposed no objection, Cllr Watts seconded this and it was **RESOLVED** (9 votes for and 1 abstention) that no objection be made.

**Approvals**

13/00280/F Castle Lodge, Castle Street, Deddington

13/00278/F Gaslight, Earls Lane, Deddington

13/00118/F Knotty Ash, Hempton Road, Deddington

**Withdrawals**

13/00263/F Russell House, New Street, Deddington.

**Refusals**

13/00178/F Tennis Courts, Windmill Community Centre, Hempton Road, Deddington

**Correspondence**

**Cherwell District Council – Email 18/04/13.** Register of Local Heritage Assets. The public consultation for criteria and implementation questionnaire has been passed to Cllr Day with Cllr Williams requesting to see a copy.

**Thames Valley Primary Care Agency** Notification of an application by West Street Dispensing Surgery of the relocation by 500m or more from 12 West Street, Chipping Norton to the proposed new Medical Centre beside Chipping Norton Health Centre, London Road, Chipping Norton.

**Oxfordshire Partnership for Local Councils.** Deddington PC has reserved 2 places booked on a seminar to discuss 'How Local Councils fit into the Planning System and Effective responses to Planning Applications' on July 10<sup>th</sup> in Didcot.

**Neighbourhood Planning grant support.** Newsletter from the Society of Local Council Clerks notifying that from 1 May Neighbourhood Planning Groups can apply for grants of between £500 - £7000 plus direct support.

**Neighbourhood Plan (NP) Proposal**

Cllr O'Neill left the meeting which this item was discussed.

Following last month's PC meeting the Chair provided the PWG with a list of potential volunteers prepared to support the creation of a NP. Consideration has been given to the proposed changes to the draft Cherwell Local Plan and advice has been provided at a meeting with Sir Tony Baldry MP.

Cllr Williams proposed and Cllr Collins seconded a motion that "Deddington Parish Council forms a new Working Group to manage the process and creation of a neighbourhood plan for our community with the Parish boundary as the scope. NB This being Conditional on the Cherwell District Council rejecting the Pegasus Application for 85 houses on land north of Gaveston Gardens." After discussion Cllr Flux proposed an amendment to the proposal whereby the word 'manage' and replaced by the word 'explore' and that final sentence about it being conditional on CDC rejecting the Pegasus application be removed. This amendment was accepted by Cllr Williams. After further discussion Cllr Collins proposed a further amendment with the aid of Cllr Oldfield that the words 'Deddington Parish Council forms a new Working Group to explore the process' is deleted and replaced by 'Deddington Parish Council will start work on' and a final sentence was added to the amended motion as follows 'The Council would reconsider this decision if CDC were to demonstrate their abandonment of their own Local Plan by approving the Pegasus application'. This motion was seconded by Cllr Watts and Cllr Williams agreed to this amendment.

Deddington Parish Council **RESOLVED** (5 votes for, 1 vote against and 2 abstentions) that Deddington Parish Council will start work on the creation of a neighbourhood plan for our community with the Parish boundary as the scope and that the Council would reconsider this decision if CDC were to demonstrate their abandonment of their own local plan by approving the Pegasus Planning application.

Cllr Williams then proposed, Cllr Rogers seconded and Deddington Parish Council **RESOLVED** (unanimously) that the new working group is to be chaired by the PC Chair with a minimum of 5 Councillors willing to join the group; if possible a representative from each existing working group should be sought and that this group will be responsible for creating a development framework proposal to present to the PC for approval and then managing the process with the aid of volunteers from the Parish.

Progress from this WG will be reported to the Council in June.

87/13	<b>Report on the Play Areas</b> The Clerk reported that there were no problems, however, the improvement in weather had seen increased usage and some residents had to be reminded that dogs are not permitted in the under 6's play area.																																				
88/13	<b>Invoices for Payment:</b> The schedule of invoices totalling £3,724.13 for May was approved for payment.																																				
89/13	<b>Investment of Council Funds</b> On 15 May 2013 the balances were as follows: <table border="1"> <thead> <tr> <th>ACCOUNT</th> <th>BALANCE</th> <th>INTEREST</th> <th>NOTICE</th> </tr> </thead> <tbody> <tr> <td>Barclays Imprest Acct</td> <td>1,500.01</td> <td>0.1%</td> <td>Imprest</td> </tr> <tr> <td>Barclays Current Acct</td> <td>52,655.87</td> <td>0.1%</td> <td>Current</td> </tr> <tr> <td>Santander</td> <td>75,000.00</td> <td>3.0%</td> <td>1 year fixed (July 13)</td> </tr> <tr> <td>Santander</td> <td>140,000.00</td> <td>3.2%</td> <td>1 year fixed (Sept 13)</td> </tr> <tr> <td>Nat West</td> <td>75,000.00</td> <td>1.75%</td> <td>1 year fixed (Jan 14)</td> </tr> <tr> <td>Nat West</td> <td>125,000.00</td> <td>3.0%</td> <td>1 year fixed (July 13)</td> </tr> <tr> <td>Nat West</td> <td>80,000.00</td> <td>2.0%</td> <td>1 year fixed (Nov 13)</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>549,155.88</b></td> <td></td> <td></td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Imprest Acct	1,500.01	0.1%	Imprest	Barclays Current Acct	52,655.87	0.1%	Current	Santander	75,000.00	3.0%	1 year fixed (July 13)	Santander	140,000.00	3.2%	1 year fixed (Sept 13)	Nat West	75,000.00	1.75%	1 year fixed (Jan 14)	Nat West	125,000.00	3.0%	1 year fixed (July 13)	Nat West	80,000.00	2.0%	1 year fixed (Nov 13)	<b>TOTAL</b>	<b>549,155.88</b>		
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90/13	<b>Correspondence:</b> <b>Council Protocol.</b> Susan Fuller had sought clarification as to who was allowed to see Council correspondence prior to being put to council.																																				
91/13	<b>AOB</b> That PC meetings in the WMC be held in another room to try and avoid the background noise from the Zumba class.																																				
92/13	<b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 19 June 2013 at 7.30pm</b> in <b>The Holly Tree Club, Deddington</b> . The meeting closed at 9.20pm.																																				