

**DEDDINGTON PARISH COUNCIL**

**Minutes of the Parish Council Annual and monthly meeting held in The Windmill Centre, Deddington on  
Wednesday 16 May 2018 at 7.30pm**

**Present:** Cllrs A Collins, M Cox, J Higham, H Oldfield, S O'Neill, J Reeve, M Robinson, D Rogers, M Squires, T Timms, J Watts and B Wood. **Also in attendance:** District Cllr B Williams, a Deddington News representative and three members of public.

<b>Annual Parish Council Meeting</b>	
90/18	<b>Apologies:</b> County Cllr A Fatemian
91/18	<b>Election of Chair:</b> Cllr B Wood proposed, Cllr S O'Neill seconded the motion that Cllr D Rogers be appointed Chair of the Parish Council for 2018/19. No other nominations were received. The Council <b>RESOLVED</b> (unanimous) that Cllr D Rogers be appointed Chair of the Parish Council. He then signed his acceptance of office in the presence of the Proper Officer (Parish Clerk).
92/18	<b>Co-option of a Cllr:</b> <b>Vacancy One.</b> Cllr H Oldfield proposed, Cllr D Rogers seconded the motion and the Council <b>RESOLVED</b> (unanimous) that Jo Eames be co-opted to the PC. She signed her acceptance of office in the presence of the Proper Officer (Parish Clerk) and joined the Council. <b>Vacancy Two.</b> Cllr A Collins proposed, Cllr J Higham seconded the motion and the Council <b>RESOLVED</b> (unanimous) that Mark Swadling be co-opted to the PC. He signed his acceptance of office in the presence of the Proper Officer (Parish Clerk) and joined the Council. The Clerk will notify CDC of the appointments.
93/18	<b>Election of Vice Chair(s):</b> Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (13 for and one abstention) that Cllr B Wood be appointed as Vice Chair of the Parish Council for 2018/19. Cllr J Watts proposed, Cllr M Squires seconded the motion and the Council <b>RESOLVED</b> (13 for and one abstention) that Cllr H Oldfield be appointed as Vice Chair of the Parish Council for 2018/19. No other nominations were received. They both signed their acceptance of office forms in the presence of the Proper Officer (Parish Clerk).
94/18	<b>To Confirm the Working Group Structure and Membership for 2018/2019:</b> <b>Finance &amp; General Purposes (F&amp;GP)</b> - Cllrs B Wood (Chair), H Oldfield, M Robinson and D Rogers. <b>Highways and Transport (H&amp;T)</b> - Cllrs M Cox (Chair), A Collins, J Higham and H Oldfield. <b>Environment and Recreation (E&amp;R)</b> - Cllrs J Watts (Chair), J Reeve, M Squires and T Timms. <b>Planning</b> - Cllrs S O'Neill (Chair), J Eames and M Swadling. <b>Large Developments</b> - Cllrs A Collins, H Oldfield, D Rogers and B Wood. <b>Windmill Centre Facilities Working Group</b> - Cllrs H Oldfield, M Robinson, D Rogers, M Squires, M Swadling, B Wood and J Watts. <b>Emergency and Winter Planning</b> - Cllr M Cox, J Higham, S O'Neill, D Rogers, M Swadling and J Watts. Also, District Cllr B Williams. <b>Neighbourhood Planning (NP)</b> - Cllrs A Collins (Chair), M Cox, H Oldfield, J Eames, D Rogers and B Wood. Also, District Cllr B Williams.
95/18	<b>To Confirm Members Serving on Outside Bodies:</b> The Council <b>RESOLVED</b> that the following appointments are confirmed: Trustee of Scholl Trust Fund/School Governor – Cllr M Squires until end of 2018 (Agenda item for next meeting) Deddington Charity Estate (DCE) – Cllrs M Cox and H Oldfield Friends of Castle Grounds (FOCG) – Cllr J Reeve Oxfordshire Association of Local Council (OALC) and the Local Strategic Partnership (LSP) – Cllr M Cox Friends of Deddington Library – Cllrs A Collins, S O'Neill and District Cllr B Williams. The Holly Tree Club – The PC is the Custodian Trustee. Cllrs S O'Neill and D Rogers are also Trustees as individuals rather than Cllrs. Windmill Centre – Cllr D Rogers is a Trustee of the WC. He invited other Cllrs to consider becoming members of the WC Management Committee. Parish Transport Representatives – Cllr H Oldfield. Banbury Rural Forum (formerly NAG) – Cllr A Collins.
96/18	<b>To appointment the following Professional Bodies and Advisors:</b> <b>Internal Auditors.</b> Agenda item for June 2018 meeting. <b>Insurers.</b> Cllr B Wood proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that Zurich continue to provide insurance cover for the Parish Council.
97/18	<b>To Confirm the use of the Current Standing Orders and Financial Regulations:</b> Cllr A Collins proposed, Cllr B Wood seconded the motion and the Council <b>RESOLVED</b> (unanimous) to continue using the current Standing Orders and Financial Regulations until they have been updated in accordance with OALC/NALC guidance.
98/18	<b>To Note the Attendance Records for 2017/18:</b> Cllrs O'Neill, T Timms and J Watts attended every Parish Council meeting during 2017/18.
99/18	<b>To Confirm the Calendar of Meetings.</b> The Clerk provided a full calendar of meetings and events for the 2018/19 year which was approved by the Council.

**May Monthly Parish Council Meeting**

100/18	<b>Apologies:</b> County Cllr A Fatemian.
101/18	<b>Declarations of Interest:</b> Cllr M Swadling declared a pecuniary interest in Agenda Item 15 E&R 115/18 Existing AWC - replacing the lighting at the AWC, as he works for the contractor who has been appointed. All Cllrs declared a general interest in Agenda Item 11 – Planning Application 111/18 - 18/00581/CLUP Applicant: Deddington Parish Council Proposal: Certificate of Lawfulness of Proposed Development for a new multi-use games area as PC Councillors.
102/18	<b>Minutes:</b> Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous by those in attendance) that the minutes of the meeting held on 18 April 2018 were approved as a true record subject to the following amendments: a) Present: Cllr J Higham attended the meeting. b) 72/18 Matters arising was amended to include: 3) The PC approved that Martin Squires, as an individual, should advertise the council vacancy to try and get fresh blood in to the PC. c) 76/18 Correspondence (iii) Deddington S106 Contributions Request List. The second sentence was amended to read: Discussion followed about; a) Affordable Housing, in particular the lack of affordable bungalows, and b) the possible effect of adding the Holly Tree Club to the list might have on future S106 funding allocations to the Windmill Centre. d) 77/18 F&GP 1 Windmill Issues (i) Windmill Roof. The second sentence was amended to read: The Chairman of the Windmill Centre Management Committee has obtained 3 quotes and recommended a quote of £34,700 from a local company for the installation of a new roof plus an additional £750 for the removal and reinstatement of the solar panels. e) 77/18 F&GP 1 Windmill Issues (ii) Windmill Centre Lease. The sixth sentence, was amended and a seventh sentence added so that it reads as follows: It was noted that the WCMC wants the Windmill Centre to be self-sufficient. The WCMC Chairman has been asked to produce a plan for financing the maintenance of the sports fields for the PC to consider. f) 83/18 Highways and Transport Bus service during Deddy CarFest. The reference to Cllr James Reeve was deleted and the minute amended to note that: The Chair of the CarFest will put something in the June edition of Deddington News to notify residents of any changes to the usual bus service. The Chairman then signed the minutes.
103/18	<b>Matters arising from the minutes and not referred to later on the Agenda:</b> None
104/18	<b>10 Minute Open Forum:</b> A resident of Chapel Square addressed the Council about his concerns regarding the on-going issues with the pinch point, in particular drivers passing very close to his home, and asked the Council to consider some form of traffic calming.
105/18	<b>Item from Agenda Item 17 H&amp;T report and Agenda Item 18 Progress on Measures for the Chapel Square pinch-point.</b> The Council agreed to bring forward these agenda items as they respond to the query raised by the resident in the 10 Minute open forum. Cllr M Cox identified three current options; maintaining the status quo, a mirror on a house or an intelligent VAS. Residents affected by the issue are to be given the opportunity to make alternative suggestions before any decisions are made. It was noted that there had been some improvement when the lines had been recently repainted but they are already wearing away. OCC Highways have declined to comment, thus far, regarding the 2014 Legislation permitting mirrors under certain conditions. A higher kerb was suggested but concerns were raised that this would put vehicles in a more central position when negotiating the junction.
106/18	<b>County and District Councillor updates:</b> i. <b>Report from County Cllr A Fatemian:</b> None received. ii. <b>Report from District Cllr B Williams:</b> (report available on line). The report was received and noted. In the Local elections District M Kerford-Byrnes was re-elected to represent the Deddington Ward and will continue to represent the ward with District Cllrs H Brown and B Williams. District Cllr B Williams has been allocated following committees for the 2018/19 term; Licensing Committee (Vice Chairman), Overview & Scrutiny, Personnel and Standards. He looks forward to continuing to work with the PC and representing the residents of the Deddington Ward. Congratulations were also passed from the PC to Annette Murphy and Aaron Bliss.
107/18	<b>Finance &amp; General Purposes.</b> 1) <b>Cash flow to end April.</b> All accounts balanced and agreed. 2) <b>Annual accounts to 31 March 2018.</b> These have been cleared by the internal auditor. 3) <b>PFSU.</b> The cheque for S137 grant agreed last month is being signed. 4) <b>Holly Tree Club.</b> £10,000 to pay for architects' fees has been drawn down from the £100,000 previously agreed. 5) <b>FOCG.</b> £100 has been given to the Friends of Castle grounds. 6) <b>Office copier.</b> The current contract will be extended for another year. 7) <b>Thursday Club.</b> A further request has been made for £1,000+. Further information is being sought. 8) <b>Investments.</b> United Trust Bank has confirmed the rate as 1.6%. Further information has been provided to Skipton BS. 9) <b>Second steward.</b> The primary steward wishes to reduce his hours. The second steward will take over some duties now, as agreed with the primary steward, and take over other tasks as the year progresses. 10) <b>Accounts preparation.</b> Cllr B Wood informed the PC that this is the last set of PC accounts he will prepare. A replacement needs to be sought and the move to a suitable accounting package will be considered.

108/18	<p><b>Annual Accounts:</b> To receive and approve;</p> <ol style="list-style-type: none"> <li>1) <b>The Annual Accounts.</b> Cllr B Wood proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC approve the annual accounts. Cllr M Squires raised a query regarding allotment receipts over 16/17 and 17/18. The Clerk and Cllr B Wood will clarify the position.</li> <li>2) <b>The Annual Governance Statement for the year ended 31 March 2018.</b> Cllr B Wood proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC approve the annual governance statement for year ended 31 March 2018.</li> <li>3) <b>The Statement of Accounts for the year ended 31 March 2018.</b> Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC approve the statement of accounts for year ended 31 March 2018.</li> <li>4) <b>The Annual Return for the year ended 31 March 2018.</b> Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC approve the annual return for year ended 31 March 2018.</li> <li>5) <b>The Internal Auditors Report.</b> Cllr H Oldfield proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC approve the internal auditors report.</li> </ol>																																													
109/18	<p><b>Approval of Invoices for Payment.</b> Cllr J Eames proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the invoices totalling £25,961.69 were approved for payment.</p>																																													
110/18	<p><b>Report upon the investment of the Parish Council's Funds as at 30 April 2018.</b></p> <table border="1" data-bbox="201 622 1481 898"> <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>298,641.47</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Nationwide</td> <td>132,899.92</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2018</td> </tr> <tr> <td>Nationwide</td> <td>82,103.54</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid July 2018</td> </tr> <tr> <td>Hampshire TB</td> <td>77,449.88</td> <td>1.3%</td> <td>1 Yr Fixed</td> <td>Mid Dec 2018</td> </tr> <tr> <td>Cambridge &amp; Counties Bank</td> <td>85,000.00</td> <td>1.1%</td> <td>1 Yr Fixed</td> <td>Early April 2018</td> </tr> <tr> <td>United Trust</td> <td>85,000.00</td> <td>1.35%</td> <td>1 Yr Fixed</td> <td>Mid-April 2018</td> </tr> <tr> <td><b>Total</b></td> <td><b>764,529.99</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	298,641.47	0.1%	Current		Nationwide	132,899.92	0.75%	1 Yr Fixed	Mid Nov 2018	Nationwide	82,103.54	0.75%	1 Yr Fixed	Mid July 2018	Hampshire TB	77,449.88	1.3%	1 Yr Fixed	Mid Dec 2018	Cambridge & Counties Bank	85,000.00	1.1%	1 Yr Fixed	Early April 2018	United Trust	85,000.00	1.35%	1 Yr Fixed	Mid-April 2018	<b>Total</b>	<b>764,529.99</b>			
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111/18	<p><b>Planning Matters.</b>  <b>Planning Applications</b></p> <ol style="list-style-type: none"> <li>a) <b>18/00729/F Denbigh Place Main Street Clifton.</b> Single storey library extension. A library extension to connect the home office and garage, within a large plot, well screened from neighbours. Cllr S O'Neill proposed, Cllr B Wood seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</li> <li>b) <b>18/00581/CLUP Applicant: Deddington Parish Council Proposal:</b> Certificate of Lawfulness of Proposed Development for a new multi-use games area. Location: Grounds Windmill Community Centre and Sports Complex Hempton Road Deddington. Noted.</li> </ol> <p><b>Correspondence.</b> A copy of an e-mail was forwarded to the Council from a resident, regarding the Salt Barn at the Highways Depot on the Banbury Road. The e-mail was sent to OCC in response to the results of an FOI that the residents had requested.</p>																																													
112/18	<p><b>Cherwell District Council Local Plan Part 2 - letter to CDC regarding a policy for an area to be protected from flooding – Cllr D Rogers.</b> District Cllr B Williams has not heard back regarding making a representation. He will chase.</p>																																													
113/18	<p><b>Neighbourhood Plan Working Group:</b> Cllr A Collins proposed that the PC adopt a policy to formally review the NP on a four-yearly basis (after the next Parish Council elections) and have it completed within five years. Cllr M Squires proposed an amendment to review the NP every five years from the date of adoption. Cllr A Collins accepted this amendment. Cllr M Squires seconded the amended motion and the Council <b>RESOLVED</b> (unanimous) to adopt a review of the NP every five years from the date of adoption. District Cllr B Williams left the meeting at this point.</p> <p>Cllr A Collins drew the Cllrs attention to the letter from a resident in the Deddington News regarding weighting the NP criteria. The resident felt that without weighting it was not clear how a proposal decision could be made. Cllr H Oldfield said that there should be justification and that sites were not expected to meet all criteria. Cllr J Eames raised concerns about weighting as the Council had a duty to look at each site individually and consider all of its merits each time. A sample assessment has been undertaken although not published. Cllr A Collins suggested that a couple of HELAA identified sites are appraised to road test the criteria. It was noted that the new National Planning Policy Framework is out for consultation.</p>																																													
114/18	<p><b>Large Scale Developments Working Group Report – Cllr D Rogers:</b> None.</p>																																													
115/18	<p><b>Environment and Recreation.</b></p> <ol style="list-style-type: none"> <li>1) <b>Hempton footpath behind the Methodist Chapel.</b> Forms completed.</li> <li>2) <b>Play Area work.</b> Wimborn Close and Welford's Piece awaiting contractor to return to fix issues. Awaiting an installation date for Welford's Piece fence. Under 6 at Windmill, bark delivered and spread. Two bolts are missing from the Cheese Slide so the Clerk will arrange for replacement bolts.</li> <li>3) <b>Welford's Piece.</b> Has not been rolled yet so the Clerk will chase.</li> <li>4) <b>Existing AWC.</b> Refencing date to be confirmed. Replacing the lighting during third week in June.</li> <li>5) <b>MUGA2.</b> CLUP application with CDC.</li> <li>6) <b>Parish Spring Clean.</b> Thanks to all those who helped. Own pickers will be available for an Autumn pick.</li> <li>7) <b>Weed Spraying.</b> Ordered, awaiting first spray.</li> <li>8) <b>Jobs around the Parish.</b> Cllr T Timms is compiling a list of preventative maintenance jobs around the Parish for the second Steward.</li> </ol>																																													

	<p>9) <b>Speed Watch.</b> Cllr M Squires proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to spend £324.56 on "speed check in operation signs". Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the Clerk can use the PC debit card to pay for this (as it is over her current £200 authorisation). Statistics to be provided to TVP once data collated from speed watch events. Cllr M Squires left the meeting at this point.</p>
116/18	<p><b>Windmill Centre Redevelopment Working Group:</b></p> <ol style="list-style-type: none"> <li>1) <b>Children's Play Area and Woodland Trail.</b> The PM will be working on a Master Plan design for the whole area (including the AWC, new MUGA, children's play area and woodland trail, paths and access). Sport England have said they have no objection to the former bowling green being used as a children's play area (subject to seeing a site plan). The addition of the new MUGA nearby means there is no net loss of sports facilities on the site.</li> <li>2) <b>New MUGA.</b> Fifteen contractor applications have been received. A recommendation to appoint a contractor to be brought to the June meeting.</li> <li>3) <b>Windmill Centre building upgrade.</b> A wish-list for a future WCC has been drawn up. The list will be sent to the three interested architects for them to submit sketch feasibility plans along with a rough costing. Cllr J Eames to input into the process.</li> <li>4) <b>Planning/PEA.</b> RSK confirmed they would start the bat emergence survey mid-May.</li> </ol>
117/18	<p><b>Highways and Transport.</b> The report from the H&amp;TWG was received and considered.</p> <ol style="list-style-type: none"> <li>1) <b>School Field Site Bus stops - site meeting with OCC.</b> OCC will forward pictures of the type of bus stop to be supplied and further costing to Cllr D Rogers. The development covenant dictates that £12,000 (index linked) has been set aside to provide and include flag, poles, shelter, hard standing, dropped and raised kerbs and crossings in the vicinity of the site.</li> <li>2) <b>OCC meeting at the Town Hall</b> with OCC, DCE and members of working group regarding siting of the PC's wheelie bins. The OCC representative had no objection to their present position but on the day of the site meeting he did note that the bins were not locked; they were overflowing and would perhaps benefit from being housed in a conservation sympathetic lockable container. Alternative sites were considered and noted and a suggestion of private rubbish collection firm to empty the waste bins. Timing of collections would need to be negotiated, costed and not clash with existing CDC collections. The advantage would be that there would not be wheelie bins anywhere. The PC would pay a contractor to empty the bins rather than the steward. In addition to a private collection there could be a locked cabinet on Earls Lane by the tree to hold 2 bins to accommodate any overflow produced by events in the market place. This matter will be on the Agenda for the June 2018 meeting.</li> <li>3) <b>Earls Lane.</b> Cllr M Cox requested that OCC consider laying down some type of hard core in the deep holes in the highway caused by overflow parking in this area.</li> <li>4) <b>New St Bus Stop.</b> In April the Highways group were surprised to find that there was no sign of the green hard standing and suspected that the green surface laid down by Highways had disappeared, which OCC have confirmed. A further site visit to take place to reconsider moving it to a more acceptable safer site about approx. 50 yards up the road.</li> <li>5) <b>Parish Roads.</b> A response has been received regarding the state of Deddington's roads from OCC. OCC say that assurance cannot be provided that the condition of roads will significantly improve in the near future however, the council is actively taking steps to try and address this issue.</li> <li>6) <b>County Cllr A Fatemian.</b> Awaiting response on VAS feedback and outstanding issues such as St Thomas St – Pear Tree.</li> </ol> <p><b>Transport</b></p> <ol style="list-style-type: none"> <li>7) <b>S4 bus:</b> The half-hourly service between Deddington and Banbury will cease as from 21 May 2018. Reverting to an hourly service between Banbury and Oxford. Stagecoach apparently want the S4 to be more of a commuter bus, so they are adding an extra, faster bus to Oxford in the morning leaving Deddington at 7.40 which will run straight down the A4260. OCC are going to subsidise a last bus in each direction, 18.50 from Banbury to Oxford and 20.20 Oxford to Banbury (Deddington 21.11 to Banbury 21.29). Deddington Grange estate comes with a public transport contribution of £73,000. So far, the money has not been allocated. There may be other S106 contributions from other villages along the S4 route. David Taylor, the OCC officer responsible, says it is OCC's aim to have a half-hourly Oxford/Banbury service, and these extra fundings might make it possible in the future.</li> <li>8) <b>Bus stops:</b> Two new bus stops on the A4260 outside Deddington Grange estate should soon be installed. There will be no laybys but there has recently been talk of bus shelters being included. £12,000 S106 money was set aside for the stops.</li> <li>9) <b>Carfest:</b> The organisers of the Carfest have been in touch with CDC and Stagecoach about a road closure and a diversion of the S4 buses on Sunday June 10 and have submitted an item about this to the Deddington News. All four S4 buses each way Banbury/Oxford will stop at the junction of Hudson Street and High Street during the Deddington Carfest. Clerk to laminate information poster provided by Cllr H Oldfield.</li> <li>10) <b>Comet bus service:</b> This is a service provided by OCC for groups and individuals in outlying villages using school minibuses and their drivers when they're not ferrying schoolchildren. The service is fully subscribed – a Deddington group uses it regularly – and is secure for the time being. But, at the recent Parish Transport Representatives meeting, OCC officers were unable to guarantee that Comet will continue indefinitely.</li> </ol>
118/18	<p><b>Progress on Measures for the Chapel Square pinch-point</b> (dealt with in minute 105/18)</p>

119/18	<b>Meeting about re-routing the S4 buses during events in the Market Place:</b> A meeting to be arranged with Trevor Bayliss, Chair of CarFest and Cllr J Reeve regarding changes to bus timetable and the maps provided. It is hoped that a future procedure can be agreed upon.
120/18	<b>Progress on Scanning and Archiving Minutes and GDPR Requirements:</b> This matter should have been taken under the F&GP report. Cllr D Rogers proposed, Cllr H Oldfield second the motion and the Council <b>RESOLVED</b> (unanimous) that the Clerk is authorised to work an additional 9 hours to progress the scanning of Council minutes and progressing the GDPR documentation at a cost of £127.98.
121/18	<b>Update from Parish Council Representatives.</b> None
122/18	<b>Correspondence:</b> None
123/18	<b>Any Other Points - No decisions can be taken under this agenda item:</b> Thanks were passed to Don Anderson and John Finnigan for their work as Councillors over the previous years. The Chairman welcomed the new Cllrs.
124/18	<b>Date of the next meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 20 June 2018 at 7.30pm</b> in the Holly Tree Club, Deddington.
	The meeting closed at 10:07pm