

DEDDINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting held in the Old School Room, Hempton on
16 November 2016 at 7.30pm

Present: D Anderson (Vice Chair), A Collins, M Cox, J Flux, H Oldfield, J Reeve, D Rogers (Chair), M Squires, J Watts and B Wood (Vice Chair). **Also in Attendance:** County Cllr A Fatemian, District Cllr B Williams, one member of public and representative from Deddington News.

245/16	Apologies: Cllr J Finnigan, J Higham, Cllr A Morrell and S O'Neill.
246/16	<p>Declarations of Interest: General interests were declared by the following Cllrs;</p> <p>Cllr M Squires: Agenda Item 6, 252/16 Warriner School Bus as his daughter attends the school, Agenda Item 12, E&R Allotment tenancy agreement review as an allotment holder and Agenda Item 13, H&T New Street Parking as a local resident.</p> <p>Cllr J Reeve: Agenda Item 10, Planning 16/01937/LB & 16/01999/F: 8 Castle Street as neighbour.</p> <p>Cllrs M Cox and D Rogers: Agenda Item 12, E&R Allotment tenancy agreement as allotment holders.</p> <p>Cllr A Collins: Agenda Item 12, E & R Farmers Market request to re-order the sheds at the Holly Tree club as a member of the Farmers Market team.</p> <p>Cllr J Flux: Agenda Item 12, E & R Farmers Market request to re-order the sheds at the Holly Tree club as a member of the Holly Tree Club and Agenda Item 15 Members' Allowance Scheme as he is on the committee.</p> <p>Cllrs H Oldfield: Agenda Item 13, H&T New Street Parking as a local resident.</p>
247/16	<p>Minutes: Cllr B Wood proposed, Cllr A Collins seconded the motion and the PC RESOLVED (unanimous, by those in attendance) that the minutes of the meeting of 19 October 2016 were a true record. The Chair then signed the minutes.</p>
248/16	<p>Matters Arising from the Minutes:</p> <p>Recording of Parish Council Meetings. Cllr M Cox joined the meeting during the discussion. Cllr M Squires proposed and Cllr J Watts seconded a motion that the PC no longer records parish council meetings to enable more fluid debate, avoid entrapment and because it is a waste of time. This motion fell when put to the vote (two votes for, four against and four abstentions).</p> <p>The Clerk will clarify the suspension of meetings with OALC.</p>
249/16	<p>10 Minute Open Forum:</p> <p>Jean Rudge noted that a 10ft hedge width had been removed by David Wilson Homes resulting in concerns about wildlife. It was noted that S278 detailed the agreement regarding this hedgerow. District Cllr B Williams will speak to one of the CDC Aborculturists.</p> <p>David French spoke on behalf of the Neighbourhood Plan (NP) working group and reminded the PC of the background to the NP. He updated the Council about progress and noted that the PC will be required to sign off the documentation on four separate occasions:</p> <ol style="list-style-type: none"> 1. Prior submission to CDC for the District Councils initial sign off (early 2017) 2. Prior to the 6-7 week parish consultation which will be held after CDC's comments have been taken into account (Spring 2017). 3. Prior to submission of the NP to the independent examiner after taking into account the results of the 6-7 week public consultation. 4. Prior to the parish referendum that will be organised by CDC after any changes required by the independent examiner have been made. <p>The NP has to be submitted with the following three ancillary documents:</p> <ol style="list-style-type: none"> 1. A consultation statement 2. A sustainability appraisal report 3. A basic conditions statement. <p>The NP working team are currently awaiting details of the CDC Local Plan Part 2 (Allocations) and the assessment of the submitted sites. This is due out January 2017. The Chairman thanked David French for his presentation.</p>
250/16	<p>County and District Councillor updates. These were received and available on the PC website.</p> <p>(i) Report from County Cllr A Fatemian: discussion was deferred until later in the meeting.</p> <p>(ii) Report from District Cllr B Williams: The report was received and the following noted:</p> <ol style="list-style-type: none"> a) Cherwell Local Plan. The 'Options' Consultation Paper (Partial Review of Local Plan Part 1) has been endorsed. Six possible locations for development have been put forward in Deddington and one in Hempton. b) Community Infrastructure Levy (CIL). District Cllr B Williams will check when the Parish will benefit from the CIL on the new housing development. c) Consultation. The consultation documents Local Plan (Part 1): Oxford's Unmet Housing Need, the Community Infrastructure Levy Draft Charging Schedule and Draft Developer Contributions Supplementary Planning Document are available to view online or library. d) Location of the BT Telecoms Cabinet. A meeting was held with representatives from CDC and OFNL and it was agreed to locate the cabinet on the grass verge east of the road and near the hedge, north of the Fire Station. e) Windmill St & Windmill Close Car Parks. Works to the Windmill Street car park will take place from 17 Thursday November and works to Windmill Close car park will follow on. f) Deddington Traffic Lights. A parishioner has asked that the time allowed for pedestrians to cross be extended so that the elderly & large groups of children can cross safely.

	<p>g) Increased HGV activity on Hempton Rd. Several parishioners have reported increased activity of HGV's along the Hempton Rd. District Cllr B Williams to investigate.</p> <p>h) Land North of Gaveston Gardens – 16/01548/F. The agenda for the next CDC Planning Committee meeting has been published. If the PC wishes to speak at the meeting or submit a written objection, it has to be lodged with CDC beforehand.</p>
251/16	<p>Neighbourhood Plan Working Group update: The NPWG suggested that the NP and ancillary documents will be put in front of the PC by March 2017. However a delay may occur when the NP is submitted to the independent examiner. It is possible that a response may not arrive until Sept 2018 so the PC would then sign off the revised NP in Nov 2018. There will then be a referendum which may not take place before March 2019. Cllr A Collins proposed, Cllr J Watts seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the PC approves the emerging Movement and Transport and Business policies.</p> <p>The emerging Community policy will be presented to the PC for approval at the December meeting. It was noted that there are issues of concern that are not evidence based e.g. the adoption of play areas, leaseholds of homes, renewables not owned by the home owner, unadopted roads and refuse collection. County Cllr A Fatemian joined the meeting at this point.</p> <p>David French left the meeting after being thanked for the enormous amount of work he has input into the Neighbourhood Plan.</p>
252/16	<p>Report from County Cllr A Fatemian (available online)</p> <ol style="list-style-type: none"> 1) Warriner School Bus. Cllr M Squires declared a general interest. It has been resolved to put on an additional paid for school bus. 2) Pedestrian Crossing at Traffic Lights. County Cllr A Fatemian was asked to look at getting the time extended as the elderly and young were finding it difficult to cross in the time allocated. 3) Traffic Flow. County Cllr A Fatemian will request a study to improve traffic flow using S106 monies. 4) David Wilson Hedge. County Cllr A Fatemian will check the legality of the hedge work. 5) David Wilson Traffic. The traffic exiting the site should turn left towards Banbury but this is not always happening despite it being a planning condition. County Cllr A Fatemian and District Cllr B Williams will follow this matter up. 6) Daytime Support Service Consultation. The proposed cuts may effect Deddington groups so Cllrs and residents were urged to respond as individuals. The PC is counted as only one response. 7) Waste and Recycling Centres. Five will remain open for the medium term.
253/16	<p>Reaffirmation of the Retention of Documents and Records Policy: Cllr D Anderson proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) to approve and maintain the policy.</p>
254/16	<p>Approval for updated Deddington Parish Council Publication Scheme: Cllr D Anderson proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) to approve the updated Deddington Parish Council Publication Scheme.</p>
255/16	<p>Planning Matters.</p> <p>Applications</p> <ol style="list-style-type: none"> a) 16/01937/LB & 16/01999/F: 8 Castle Street, Deddington. Refurbish garden shed, replace asbestos roof with slate to match adjoining W/C repair window, replace door and frame, re-plaster inside walls, repoint brick/stone work, new gutters to match house. Replace woodwork on prefabricated garage to include doors. Repair garden walls, re-point and replace some tiles and replace some tiles and mortar where needed. Replace front door/frame to match adjoining house (7 Castle Street) with 2 small panes of glass for extra light. Cllr J Reeve declared a general interest. Cllr M Squires proposed, Cllr A Collins seconded the motion and the Council RESOLVED (seven votes for and three abstentions) to query if this was a retrospective application. b) 16/00289/TCA: Ivy Cottage, 3 St Thomas Street Deddington. T1 x Bird Cherry Fell. Cllr D Rogers proposed, Cllr D Anderson seconded the motion and the Council RESOLVED (eight votes for, one against and one abstention) to make no objection but request that the DPC Tree Policy is adhered to. c) 16/01971/F & 16/01972/LB: The Cottage, Philcote Street, Deddington. New flat roof extension over existing internal courtyard. Cllr H Oldfield proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) to make no objection but requires assurances that there will be minimum highways disruption during loading and unloading during the build. d) 16/0211/LB: The Unicorn Hotel, Market Place, Deddington. Single storey side extension to include two openings into existing building (Resubmission of (16/01494/LB). Cllr D Anderson proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (nine votes for and one abstention) to make no objection but defer to the CDC conservation officer. e) 16/01691/F: 2 Chapmans Lane, Deddington. Variation of condition 2 of 16/00057/F – change of approved drawings. Minor variations on design, materials, fenestration. Cllr A Collins proposed, Cllr J Reeve seconded the motion and the Council RESOLVED (nine votes for and one abstention) to make no objection. f) Ref: 16/02062/F& 16/02063/LB: Hilary's Hat Hire, Market Place. Part of existing roof to be stripped of plain concrete tiles, roof structure strengthened and re-laid using blue slates. This application is part of the previous approved planning and listed building consent for works to this building – 16/01288/F & 16/01289/LBC respectively. Removal of concrete roof tiles, strengthening and replacement by blue

	<p>slate. Cllr B Wood proposed, Cllr D Anderson seconded the motion and the Council RESOLVED (unanimous) to make no objection but defer to the CDC conservation officer.</p> <p>Approvals 16/01723/F – Deddington Antiques Centre – change of use to dwelling. 16/00259/TCA – The Stile House – fell of Chestnut. 16/00229/TCA – Stonewalls – fell or reduce 15 trees. 16/01726/F – Tennis Club lights.</p> <p>Withdrawn 16/01677/CLUP – 2 Gaveston Gardens, single story rear extension. 16/01616/TEL56 - Telco cabinet.</p>
256/16	<p>Large Scale Development Working Group Report: District Cllr B Williams left the meeting at this point. The report was received and considered and the following noted:</p> <ol style="list-style-type: none"> 1) Section 278. An OCC officer has confirmed that S278 covered items such as entrance, crossing, footpaths, 30mph sign and had not been signed off by the developer and therefore they should not legally be on site. Cllr A Collins proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that CDC be asked to enforce it. 2) Discharge of Conditions. There are no areas of concern. 3) Section 106 agreement. Concern was raised about s106 monies so previous developments are to be reviewed to see if the agreed levels of S106 were actually made. Cllr D Rogers will meet with District Cllrs H Brown, M Kerford-Byrnes and B Williams to undertake the review. 4) Letter to CDC. Cllr D Rogers proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) that the draft letter be sent to CDC.
257/16	<p>Environment and Recreation Report: The report was received and considered and the following noted:</p> <ol style="list-style-type: none"> 1. Bowls Club / Windmill update. The PC will encourage CDC to require developers to provide adoptable play areas and a commuted sum for their maintenance. The Oxfordshire PFA report has arrived and contact made with Sport England regarding the project. 2. Fitness trail sign. The Fitness Trail at the Windmill Centre will soon be installed. 3. OCV - Sunday, 26 March 2017. OCV has been asked to clear the foot path and repair fences between the cemetery and the Windmill Centre. PC to provide materials. 4. Preparing for winter. Priority reconnection service in place for elderly/frail in the event of a power cut. 5. Defibs / kiosks. The phone kiosks in Clifton and Hempton were discussed. Cllr M Squires proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that Community Heartbeat Trust be asked to adopt the kiosks initially then let them pass ownership (for £1 each) at a later date. PC will be responsible for installation and insurance cover for the defibrillators. Once grant has been confirmed the order will be placed. Discussion taking place regarding location of central Deddington defrib, consideration will be given to the red kiosk. Cllr M Squires proposed, Cllr J Watts seconded the motion and the Council RESOLVED (eight votes for, one against and one abstention) that the Hempton Road, Deddington kiosk be removed. 6. Christmas tree. Being delivered and installed at 9am on Tuesday 29 November. 7. Tree work (attached) Cllr M Squires proposed, Cllr B Wood seconded the motion and the Council RESOLVED (unanimous) that the following works be undertaken - cutting trees behind AWC, £395 plus VAT, Strimming BMX track of saplings, £395 plus VAT and removing the tree seats £105 plus VAT. 8. Grass cutting contract. Is due for renewal. 9. Allotment tenancy agreement review. Cllrs M Squires, M Cox and D Rogers declared a general interest. There are five plots currently vacant. Consideration is being given in ways to fill all plots and generate a waiting list and that weed suppressant be laid on empty allotments. 10. Christmas tree lights. David Hope of DH Electrical was thanked by the Council for offering his services free of charge and to supply the remaining hardware and installation. 11. Farmers Market request to re-order the sheds at the Holly Tree club. Cllrs A Collins and J Flux declared a general interest. Cllr M Squires proposed, Cllr D Anderson seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the PC accept the offer of a new shed at the Holly Tree Club but in a slightly different position. 12. Sign Cleaning. The Parish roundels and signs to be cleaned this week. The names of those involved will be passed to Clerk in order that they are covered by the PC's public liability insurance.
258/16	<p>Highways and Transport report</p> <ol style="list-style-type: none"> 1) Data from Speed Monitoring equipment at Clifton Mill. The results suggest that 76% of vehicles travelling eastbound at this point and 66% travelling westbound exceed the 30mph limit. Robert Franklin was thanked for funding this survey. Cllr M Cox proposed, Cllr D Rogers seconded and the Council RESOLVED (unanimous) that OCC Highways are asked if these results would warrant further action. Data to be shared with Thames Valley Police (TVP). 2) Speedwatch. TVP have acquired new SID equipment which they will test in Deddington prior to completing the purchase. If the equipment is reliable sessions will be arranged at Clifton Mill, Earls Lane, and the corner of Hopcroft Lane and St Thomas Street. 3) VAS sign at western entrance to Clifton. Vehicle speeds dropped in the period immediately after the VAS installation. The highways group will re-check speeds at the same place and same time of day with a speed gun rather than SID to see if the improvement has been maintained.

	<p>4) Disabled bay in Hudson Street. OCC Highways has been advised that the person for whom the bay was intended has passed away.</p> <p>5) Featherton House. Complaints received about the potholes in the area alongside the road near to the entrance causing a hazard to elderly residents walking or in wheelchairs. Repairs have been requested on Fix My Street, and County Cllr A Fatemian has also been informed.</p> <p>6) Parking in Market Place: Cllr M Cox proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (nine votes for and one abstention) that the Clerk send the letter as drafted regarding concerns about parking bays in the Market Place</p> <p>7) Junction of Earls Lane with Banbury Road: OCC has been asked to repaint the KEEP CLEAR wording and lines on the road, the turn right arrow at the traffic lights have the wording and the lines on the roadway at the Chapel Square pinch point. The request has been acknowledged along with the statement "...that with the current state of the road surface, any carriageway marking recovery work at any of these locations will be short-lived."</p> <p>8) New Street Parking: Cllrs M Squires and H Oldfield declared a general interest. A resident of New Street wrote of his concerns about parking in the "restaurant belt". This has been forwarded to OCC. Cllr M Cox proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) to respond though sympathetic to the resident's concerns that the PC was not keen on either of the proposed solutions (removing grass verge, introduction of residents permits).</p> <p>9) Keep Clear sign: A resident has pointed out that a 'no parking' bay on the public highway in front of the former Congregational Church appears to have been repainted by persons other than the highways authority. The letter and photographs have been forwarded to OCC.</p> <p>10) Pinch point at Chapel Square: A resident asked that the road markings at the pinch point be repainted when the building work in the area is completed (see above); and further enquired whether it would be possible to make the Give Way sign at the Clifton end of the junction a Stop sign. A response has been sent detailing OCC's response to previous suggestions about signage at the choke point.</p> <p>11) St Thomas Street/ Hopcroft Lane: A St Thomas Street resident wrote expressing his concern at traffic, including buses and lorries, using these streets as a route to Aynho and travelling too fast. Letter passed to OCC and reply sent informing him of the various traffic-calming/detering schemes that have been considered and in the end rejected as unlikely to bring about an improvement.</p> <p>12) Earls Lane speeding: An Earls Lane resident has expressed his worries about speeding in Earls Lane. The Clerk has forwarded this complaint to TVP and will also forward it to the highways authority, OCC. The resident will be invited to join speedwatch - Earls Lane is on the list of locations.</p> <p>13) The Tchure: A High Street resident has complained about hazardous traffic and inconsiderate parking in Tchure as building work is carried out. He asked for a site visit. It was noted that parking was a condition of the planning approval.</p> <p>Transport. Nothing to report</p>																																													
259/16	<p>Finance and General Purposes County Cllr A Fatemian left the meeting at this point.</p> <p>1) Bank accounts. The bank accounts for October reconcile. The significant items of expenditure and income were noted.</p> <p>2) Accounts. The forecast for this year shows a shortfall. The draft budget for next year includes a reduction in interest on bonds. Income from clubs has reduced by 25% as the bowls club has folded. CDC have informed the PC that the New Homes Bonus will be lower. On the expenditure side E&R is £2,000 higher than the forecast. Over the years, interest income has reduced.</p> <p>3) Solar Income. SSE have sent £1,689.04 for solar for the summer period 8 July to 27 October.</p> <p>4) Maturing Bond. Nationwide bond matures this month. Cllr B Wood and Clerk will investigate options.</p>																																													
260/16	<p>Members' Allowance Scheme – CDC review. Cllr Flux declared a general interest. Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (eight for and two abstentions) that the PC continue with present policy.</p>																																													
261/16	<p>Responses to the Oxfordshire Fire & Rescue Service Community: Cllr D Rogers proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous) that the drafted response as agreed and will be sent in as a response to the consultation.</p>																																													
262/16	<p>CDC Correspondence re adoption of phone boxes. Dealt with in E&R report above.</p>																																													
263/16	<p>The recording of meetings – Cllr M Squires. Discussed under Matters Arising.</p>																																													
264/16	<p>Windmill Centre Upgrade: A boiler problem is being investigated. The grant application for LED hall lights is ongoing with an outcome expected in December. The floor of the kitchen is also being considered.</p>																																													
265/16	<p>Invoices for Payment: The Council RESOLVED (unanimous) that the invoices for payment be made on 16 November 2016, totalling £6,222.45 were approved for payment.</p>																																													
266/16	<p>Report upon the investment of the Parish Council's Funds as at 31 October 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>85,483.22</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>81,124.71</td> <td>1.2%</td> <td>1 Yr Fixed</td> <td>Mid July 2017</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>533,041.07</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	85,483.22	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	81,124.71	1.2%	1 Yr Fixed	Mid July 2017	Hampshire TB	75,000.00	1.9%	1 Yr Fixed	Start Dec 2016	Total	533,041.07			
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267/16	<p>Update from Parish Council Representatives.</p>																																													

	School Governors. Cllr M Squires is a co-opted member as the trust fund states that there should be a member from the PC.
268/16	Correspondence. None.
269/16	AOB as allowed by Chairman: None.
270/16	Next Meeting: The next meeting of the Parish Council will take place on Wednesday 21 December 2016 at 7.30pm in the Holly Tree Club, Deddington.
271/16	Exclusion of the Public and Press. The Council RESOLVED that because the nature of the business to be transacted is sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1) and they left the meeting. The Clerk and minute secretary also left the meeting at this point.
272/16	Staff Matters: The benchmarking of the Clerks job was discussed. The Council RESOLVED (5 votes for, 2 against and 3 abstentions) to accept these documents (Job Description and Evaluation) and if the Clerk agrees with the changes we submit them to Bethan (the HR professional whom the PC has employed to assist on this matter). The meeting closed at 22.25pm