

## DEDDINGTON PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting followed by the May Monthly Meeting that was held in the Windmill Community Centre, Deddington on

**Wednesday 18 May 2016 at 7.30pm**

**Present:** Cllrs A Collins, M Cox, J Finnigan, J Flux, J Higham, A Morrell, H Oldfield, S O'Neill, D Rogers (Chair), M Squires, J Watts, B Williams (also District Cllr) Cllr B Wood (Vice Chair) County Cllr A Fatemian. Also in attendance a representative of Deddington News and 2 members of public.

#### ANNUAL PARISH COUNCIL MEETING

94/16	<b>Apologies:</b> Cllr D Anderson
95/16	<b>Election of Chairman and signing of Acceptance of Office.</b> Cllr M Cox nominated Cllr D Rogers as Chairman of the Parish Council. This nomination was seconded by Cllr B Wood. No other nominations were received. <b>RESOLVED</b> (unanimous) that Cllr D Rogers is elected as the Chair of the Parish Council for 2016/17. Cllr D Rogers signed his acceptance of office in the presence of the Proper Officer (Parish Clerk). <b>Vote of thanks.</b> Cllr J Watts led the council in a vote of thanks to Cllr A Collins for his works as Chair for the last four years.
96/16	<b>Election of Vice Chairman(s) and signing of Acceptance of Office(s).</b> Cllr D Rogers proposed, Cllr J Flux seconded that Cllr B Wood be appointed to Vice Chair. Cllr D Rogers proposed, Cllr A Collins seconded that Cllr D Anderson be appointed to Vice Chair. Cllr M Squires proposed, Cllr J Watts seconded that Cllr J Flux be appointed to Vice Chair. As there were three candidates for the two posts a vote was taken and it was <b>RESOLVED</b> that Cllrs D Anderson and B Wood are appointed as Vice Chairs for 2016/17. Cllr Wood signed his acceptance of office form in the presence of the Proper Officer (Parish Clerk) and Cllr D Anderson will do so before the next Parish Council meeting.
97/16	<b>Working Groups Structure and Membership for 2016/17:</b> Cllr A Collins joined the Neighbourhood Plan working group. The membership of all other working groups will remain the same.
98/16	<b>Confirmation of Members serving on outside bodies:</b> The Council <b>RESOLVED</b> the following; <ol style="list-style-type: none"> <li>1. Trustee of Deddington School Trust. The PC no longer have a position on the School Governors but Cllr M Squires has been co-opted as a Trustee and will report to council.</li> <li>2. Deddington Charity Estate – Cllr H Oldfield. Cllr H Oldfield will confirm the DCE PC membership requirement.</li> <li>3. Friends of Castle Grounds – Cllr J Flux.</li> <li>4. OALC meetings – The Clerk to see if there are any vacancies and if so ask for an indication of the commitment in terms of timings and frequency.</li> <li>5. Libraries – Cllrs A Collins, J Flux and B Williams.</li> <li>6. Parish Transport Representative - Cllr H Oldfield.</li> </ol>
99/16	<b>To Appointment the following Professional Bodies and Advisors;</b> <b>1. Internal Auditor:</b> After providing his services free of charge in recent years John Suckling will be standing down as the PC's internal auditor once the accounts have been audited and finalised for the 2015/16 year. The PC will therefore need to appoint a new internal auditor. <b>2. Insurers:</b> Zurich were confirmed as the Parish Council's insurers for 2016/17. The Clerk when the next review is due to take place.
100/16	<b>Standing Orders and Financial Regulations:</b> The PC formally approved the use of the current Standing Orders and Financial Regulations.
101/16	<b>Asset Register and Risk Assessment.</b> It was confirmed that the Asset Register and Risk Assessment will continue to be routinely reviewed throughout the year.
102/16	<b>Attendance records for 2016/17:</b> The attendance record of Cllrs at PC meetings during 2015/16 was noted.
103/16	<b>Calendar of meetings 2016/17.</b> The meeting dates and venues were agreed for 2016/17.
<b>May Monthly Parish Council Meeting</b>	
104/16	<b>Apologies:</b> Cllr D Anderson.
105/16	<b>Declarations of Interest:</b> Cllr D Rogers declared a general interest in Agenda Item 7 Planning 16/00776/Q56: Ilbury Farm Barn, Nether Worton Road, Hempton as he has dealings with the applicant.
106/16	<b>Minutes:</b> The PC <b>RESOLVED</b> (unanimous, by those in attendance) that the minutes of the meeting of 20 April 2016 were approved. The Chair then signed the minutes.
107/16	<b>Matters Arising from the Minutes:</b> <b>Parish Council Bins.</b> Cllr H Oldfield suggested four sites for the parish council bins that are currently held next to the Town Hall. The Bullring, Outside the Holly Tree, Behind the bus shelter or inside the Holly Tree Club. The Clerk to check with CDC as to whether they would empty the bins if they are in a discreet bin storage unit.
108/16	<b>10 Minute Open Forum:</b> Annette Murphy addressed the PC and invited Cllrs to the Friends of Daedas Woods 20 <sup>th</sup> Anniversary on 2 July at 2-5pm. Cllr A Collins to speak with rural police to see if they could be in attendance. Events will be held over two days, 2-3 July, with the Woodland Trust also in attendance and fun events for children including a Treasure Hunt and Fun Run.

109/16	<p><b>County and District Councillor updates.</b> These will be made available on Deddington-On-Line.</p> <p>(i) <b>Report from County Cllr A Fatemian:</b> The report was received and noted. In response to a previous query regarding what constitutes a refugee family he has been told that it is a couple. Families with young children will remain in Syria. County Cllr A Fatemian congratulated District Cllr B Williams on his winning more votes than any other Cllr in the recent District Council elections. Former Cllr Aaron Bliss was also congratulated for being “best of the rest”. <b>County Cllr A Fatemian left the meeting at this point.</b></p> <p>(ii) <b>Report from District Cllr B Williams:</b> The report was received and it was noted that:</p> <p>a) <b>District Council Elections.</b> The Deddington Ward is now represented by District Cllrs Hugo Brown, Mike Kerford-Byers and B Williams. Cllr Bryn Williams is still the first point of contact for Deddington parishioners. Cllr Williams will sit on the following CDC committee’s; Overview &amp; Scrutiny, Personnel and Licensing and also be a substitute on the Planning Committee. Cllr Williams thanked parishioners for the support during the recent election and looks forward to continuing his work with Deddington PC and representing the parish at CDC.</p> <p>b) <b>Unitary Councils.</b> CDC have appointed an accountancy firm to conduct an independent study that explores varying options for unitary councils, this is as a direct result of OCC appointing another firm to carry out a similar study on their behalf. This was triggered by OCC announcing that the county would be better represented by one unitary council, i.e. OCC based in Oxford and either restructured or disbanded district councils within Oxfordshire. The district councils have countered that the reverse would be more efficient, hence the independent studies by both organisations. The results are subject to review in the Autumn, with recommendations due from November.</p> <p>c) <b>CDC Parish Liaison Meeting:</b> This will be held on 8<sup>th</sup> June at Bodicote House, Bodicote.</p> <p>d) <b>Windmill St and Windmill Close Car Parks.</b> Mr Turner has changed job and so details of his replacement will be sent.</p> <p>e) <b>Dropped Step in Tchure.</b> It was noted that a dropped step has been installed outside Foresters Cottage in the Tchure. District Cllr B Williams will ask CDC to do a site visit and comment.</p>
110/16	<p><b>Planning Matters.</b></p> <p><b>Applications</b></p> <p>a) <b>Revised Application Ref: 16/00053/F: Residential Development of 99 Dwellings (Use Class C3) together with parking, public open space, landscaping and associated infrastructure. Land North of Gaveston Gardens and rear of Manor Farm, Banbury Road, Deddington</b> - amendments to scheme. Cllr D Rogers proposed, Cllr M Squires seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the letter drafted by Cllr D Rogers which lists the PC concerns be sent.</p> <p>b) <b>16/00661/F &amp; 16/00662/LB: Philip Allan Publishers, Deddington Sales Rooms, Market Place, Deddington</b> – revised scheme to 14/02169/F. There are no letters of objection on the CDC planning portal. The amendments are within an enclosed courtyard which does not overlook any neighbouring properties. CDC have been asked how the original application for three dwellings and an annex has now become four separate dwellings and whether they were aware of this amendment. Cllr B Williams proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>c) <b>16/00766/F: Castle Lodge, Castle Street, Deddington.</b> 1<sup>st</sup> floor side extension to form new master suite and stairwell access. This is a renewal of a previously approved and lapsed application. There are no letters of objection on the CDC planning portal. Cllr B Williams proposed, Cllr S O’Neill seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection</p> <p>d) <b>16/00776/Q56: Ilbury Farm Barn, Nether Worton Rd, Hempton</b> – change of use from agricultural building to a dwelling. The barn is currently within a courtyard of other farm buildings. No letters of objection are on the CDC planning portal. Cllr B Williams proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (eleven for and two abstentions) no objection.</p> <p>e) <b>16/00114/TCA: Castle End House, Castle Street, Deddington</b> – fell 1 x Birch, 1 X Plum, 1 x Willow, 2 x Ash, 1 x Field Maple &amp; 1 x Yew trees. Cllr J Watts proposed, Cllr A Morrell seconded the motion and the Council <b>RESOLVED</b> (unanimous) objection on the grounds 1) no reason given for removal of trees 2) trees subject to TPO’s 3) does not comply with the PC tree policy.</p> <p><b>Approvals</b></p> <p>16/00471/F: Saxton House, The Lane, Hempton.</p> <p>16/00426/F: 6 Walnut Close, Clifton.</p> <p>16/00104/TCA Cricket and Football Ground, Castle St, Deddington.</p> <p>16/00138/DISC – Land North of Gaveston Gardens and rear of Manor Farm Banbury Road Deddington Discharge of Condition 6 (Construction Phase Safety, Health and Environment Plan and Traffic Management Plan) of 13/00301/OUT DPC objected. Application Permitted.</p> <p><b>Refusals</b></p> <p>16/00141/DISC: Land North of Gaveston Gardens and rear of manor Farm, Deddington – Discharge of Condition 10 (Landscaping) of 13/00301/OUT</p> <p>16/00143/DISC: Land North of Gaveston Gardens and rear of manor Farm, Deddington – Discharge of Condition 18 (Landscaping) of 14/02111/REM</p> <p>16/00137/DISC - Land North of Gaveston Gardens and rear of Manor Farm Banbury Road Deddington Discharge of Condition 4 (Drainage Strategy) of 13/00301/OUT Application</p>
111/16	<p><b>Neighbourhood Planning Working Group:</b> Cllr A Collins reported the draft policies for the neighbourhood plan were being finalised and were now out in the public domain.</p>

112/16	<p><b>Large Scale Developments Working Group</b>  <b>Blue Cedar Homes.</b> Blue Cedar Homes will be invited to meet individual Cllrs on the PC's conditions that had previously been agreed and that the Neighbourhood Planning working group could also attend.  <b>Heritage Homes.</b> It was agreed that a meeting should take place with the same terms as Blue Cedar Homes. Dates to be circulated.</p>
113/16	<p><b>Environment and Recreation report.</b></p> <ol style="list-style-type: none"> <li>1. <b>Castle Grounds.</b> Meadow Mats (supply and lay) ordered at a cost of £652 Inc. VAT. FoCG have offered to make a donation.</li> <li>2. <b>Trees at Castle Ground update.</b> Site visit with CDC on 19 May.</li> <li>3. <b>OCV at Castle Grounds.</b> 15 meters of wall left to go. It looks like there is enough sand to complete the job but mortar will need to be purchased.</li> <li>4. <b>Request from Clifton resident to use Welford's Piece for a party.</b> Cllr J Flux proposed, Cllr B Wood seconded <b>RESOLVED</b> (11 for and two abstentions) that a letter be sent stating that the PC can not give permission as it has to preserve fair and open access to all.</li> <li>5. <b>Complaint.</b> Grass cutting complaint from the Lane in Hempton. Resident directed to OCC. As concern was regarding obstruction of splay line vision the PC will also contact OCC. Please note all residents can use <a href="http://fixmystreet.oxfordshire.gov.uk">fixmystreet.oxfordshire.gov.uk</a> to report issues.</li> <li>6. <b>Top soil.</b> OCC have confirmed that they are happy for the beds in front of the cemetery to be used. Two tonnes of top soil ordered £180 Inc. VAT, delivery and spreading.</li> </ol>
114/16	<p><b>Highways and Transport report.</b></p> <ol style="list-style-type: none"> <li>1. <b>Working group.</b> The group was thanked for its hard work over the past year. The Members wished to continue on the working group. Cllr H Oldfield will lead on Transport and Cllr M Cox on Highways.</li> <li>2. <b>Speed watch.</b> A meeting took place between PSCO Lana Smith and Cllrs. Two dates have been agreed for Speed Watch. The PC is seeking volunteers to help with monitoring.</li> <li>3. <b>TVP speed enforcement.</b> It was noted that this took place approx. 2 weeks ago on the Hempton Rd.</li> <li>4. <b>Damage to car in Grove.</b> A concerned Cllr informed the PC that a residents' car windscreen had been broken at The Grove.</li> <li>5. <b>New St / High St. – Parking alongside double lines.</b> It was noted that this has become an issue again resulting in highway obstruction. Parking alongside double white lines is illegal and dangerous. Thames Valley Police have been contacted.</li> </ol> <p><b>TRANSPORT.</b></p> <ol style="list-style-type: none"> <li>8. <b>Buses:</b> OCC's subsidies to buses end in July. Ten per cent of the county's bus services are affected by the cuts, but operators are hoping to maintain some of them without subsidy.</li> <li>9. <b>Pilot scheme.</b> OCC have a statutory duty to provide transport for school children and for older people wishing to go to day centres. They have a fleet of minibuses, with drivers on full-time contracts who currently have little to do between the morning and afternoon peak hours. A pilot scheme, if agreed at the county council's May cabinet meeting, will start so that parishioners can book a place on a bus during the day. The cost would be £18 per hour but if used by 10 it would cost £1.80 per person. A pilot scheme is likely to begin at the end of the month. PC's and other community bodies will be relied upon to publicise the scheme. If the scheme does take wing, it sounds a possibility for people in Hempton and Clifton. So far there are no cuts planned for the concessionary bus passes which cost OCC £8million a year. It is still a statutory duty to provide the passes.</li> <li>10. <b>S106:</b> This council should try to ensure that S106 contributions towards public transport previously agreed with M&amp;G (around £95,000) are replicated or improved by the new owners/developers of School Field, David Wilson Homes.</li> </ol>
115/16	<p><b>Finance and General Purposes report:</b></p> <ol style="list-style-type: none"> <li>1) <b>Bank Accounts.</b> Bank accounts all reconcile. The significant items of income and expenditure were noted.</li> <li>2) <b>Investments.</b> Santander have confirmed that interest will be paid gross (the bond certificate said net). Cllr D Anderson will report on the Public Sector Deposit Fund - CCLA next month.</li> <li>3) <b>Standing Orders.</b> PC Standing Orders remain current. The Asset Register has been amended to add the Vehicle Activated Sign, and now totals £4,723.96.</li> <li>4) <b>Internal auditor.</b> The PC would be grateful to hear from someone suitably qualified who would be prepared to take on the internal auditor role on a pro bono basis.</li> <li>5) <b>Accounts to 31 March 2016.</b> Are with the internal auditor. After ordinary operating expenses there was a small surplus of £3,412, with £19,204 spent on the Windmill Centre.</li> <li>6) <b>Windmill &amp; Reserve.</b> There was a suggestion of spending a further £17,592 this financial year on the Windmill leaving the PC with £26,000 in the Revenue Reserve. Discussion followed and it was decided that it will be PC policy to aim to maintain a revenue reserve of approximately £20k in case of emergencies. All Windmill costs this year will be subject to three quotations, where appropriate, and items put on the agenda for the Council to approve or otherwise beforehand. Any further major work will probably have to be grant supported. Cllr J Flux proposed, Cllr B Williams seconded the motion and the Council <b>RESOLVED</b> (unanimous) that a maximum budget of £475 is approved for the deep cleaning of the lavatories. The PC is currently looking into the possibility of installing a fitness trail around the WC grounds for which the PC may be able to get with a grant (although a small fee may be payable). The Clerk mentioned that the PC, WMC, Farmers Market and DCE may wish to apply for LEADER grants that can provide up to 40% towards capital projects.</li> </ol>

	<b>7) Public service re-organisation.</b> The suggestion has been made that parishes might be invited to take over some responsibilities from OCC. It is thought that the parish does not have the staffing capacity to assume further work however it will wait and see what is proposed.																																													
116/16	<b>Need Not Greed:</b> Cllr B Wood explained that a coalition of organisations has got together to form "Need not greed" in the hope that it will have more influence against the Local Enterprise Partnership (LEP).																																													
117/16	<b>Minutes of the Annual Parish Meeting held on Wednesday 4 May 2016:</b> Deferred.																																													
118/16	<b>Update from the Parish Council Representatives.</b> None.																																													
119/16	<b>Invoices for Payment:</b> The Council <b>RESOLVED</b> (unanimous) that the invoices paid between 21 April – 18 May 2016, totalling £6,626.50 were approved for payment.																																													
120/16	<p><b>Report upon the investment of the Parish Council's Funds as at 30 April 2016</b></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>101,681.23</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Santander</td> <td>76,880.48</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Santander</td> <td>82,037.11</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Nationwide</td> <td>130,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2016</td> </tr> <tr> <td>Nationwide</td> <td>80,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid July 2016</td> </tr> <tr> <td>Hampshire TB</td> <td>75,000.00</td> <td>1.9%</td> <td>1 Yr Fixed</td> <td>Start Dec 2016</td> </tr> <tr> <td><b>Total</b></td> <td><b>547,683.57</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Cllr A Collins will be removed as a signatory on the PC's accounts. Cllr D Rogers will be added when accounts or bonds are opened.</p>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	101,681.23	0.1%	Current		Santander	76,880.48	0.75%	1 Yr Fixed	Start Feb 2017	Santander	82,037.11	0.75%	1 Yr Fixed	Start Feb 2017	Nationwide	130,000.00	1.4%	1 Yr Fixed	Mid Nov 2016	Nationwide	80,000.00	1.4%	1 Yr Fixed	Mid July 2016	Hampshire TB	75,000.00	1.9%	1 Yr Fixed	Start Dec 2016	<b>Total</b>	<b>547,683.57</b>			
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121/16	<b>NALC survey on Parish Councils in 2025:</b> The deadline is 27 May. Cllrs will respond as individuals.																																													
122/16	<b>OCC Update – Public Service Re-organisation in Oxfordshire.</b> Dealt with earlier on.																																													
123/16	<p><b>Correspondence:</b></p> <p><b>Drainage Issue.</b> G Handley correspondence regarding PC responsibility for his drain. This was passed to Cllr D Anderson and he is currently preparing a response.</p> <p><b>Youth Club.</b> Lord Green has advised that the Youth Club will fold at the end of the summer term.</p>																																													
124/16	<b>Clerks Pay and Conditions including pension:</b> This was deferred to the June 2016 meeting.																																													
125/16	<p><b>AOB as allowed by Chairman:</b></p> <p><b>Gaveston Green.</b> A resident has offered to cut back overgrowth and shrubs at the Gaveston Gardens if covered by PC insurance. The PC was grateful for the offer and approved it. This will be noted on the insurance file and the resident will be covered by the PC insurance when undertaking the agreed tasks.</p> <p><b>David Wilson Homes removal of hedge.</b> The developer has informed CDC that there were no nesting birds although provided no proof. The PC to write and request their ornithologist report.</p>																																													
126/16	<b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 15 June 2016 at 7.30pm</b> in the <b>Holly Tree Club, Deddington</b> . The meeting closed at 9:45pm.																																													