

## DEDDINGTON PARISH COUNCIL

### Minutes of the Parish Council meeting held at 7:30pm on 21 June 2023 at Hempton Lounge, Windmill Centre, Deddington.

**Present:** Cllrs M Cox (Chair), M Ince, J Higham, S Patterson, M Swadling, A Swan, T Timms and J Watts  
**Also, present:** District Cllr B Williams, Parish Clerk, a Deddington News representative.

103/23	<b>Chair for meeting.</b> In the absence of Cllrs H Oldfield and M Robinson Cllr J Watts asked for a proposal for Chair to cover the meeting. Cllr A Swan proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) that Cllr M Cox Chair the meeting.
104/23	<b>Apologies:</b> Cllrs A Collins, H Oldfield, S O'Neill, M Robinson, J Norton, C Snashall and County Cllr A Fatemian
105/23	<b>Declarations of Interest</b> <b>General Interest:</b> Cllr M Cox 111/23 Finance and General Purposes item r) Request from FOCG to undertake ground work at Castle Grounds up to £2,500 +VAT, due to being a member of English Heritage. Clerk 111/23 Finance and General Purposes item t) Digitisation of cemetery records, due to the person undertaking this being a relative.
106/23	<b>Minutes:</b> Cllrs A Swan and J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous by those in attendance) that the minutes of the meeting held on 17 May 2023 were a true record of the meeting.
107/23	<b>Matters arising from the minutes and not referred to later on the agenda:</b> None.
108/23	<b>10 Minute Open Forum:</b> None
109/23	<b>County Cllr A Fatemian update:</b> Written report received.
110/23	<b>District Cllr B Williams update:</b> Written report received.
111/23	<b>Finance and General Purposes.</b> a) <b>Sign off Internal control checklist</b> - May 2023. Signed off. b) <b>Cemetery Rules - June 2023.</b> Sentence has been added advising that maintenance will be charged for hardwood memorial benches. Also, a list of approved cemetery contractors has been added. Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt the updated Cemetery Rules - June 2023 c) <b>Memorial benches maintenance.</b> Cllr M Swadling proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve maintenance cost of memorial benches up to £500. d) <b>Asset Register.</b> Cllr M Swadling proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt the updated Asset Register as at 31 March 2023. e) <b>Windmill roof update.</b> Planning permission granted. The construction survey has not been received. This has been chased today. Contractor B has been contacted - hoping to arrange a meeting soon. Contactor A is still interested. Parish Council have applied for £80,000 from the lottery fund, and £50,000 from Valencia Waste Disposal. No replies received as yet. f) <b>Four Farms run.</b> Very successful once again. Cllr M Swadling proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) for the Clerk to send a letter of congratulations to the organisers of the Four Farms run. g) <b>Market Place Wifi.</b> Two lamp posts in close proximity to Town Hall provide ideal locations, as easily connected and potential for wide coverage. Next steps are to get a quote and then to engage with Deddington Farmers Market regarding demand. h) <b>Parish Council cards - (requiring the Council approval of use of Coat of Arm).</b> Cllr M Swadling proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to purchase Parish Council cards at a cost of up to £35. i) <b>Kitchen refurbishment contract.</b> Quotations received and checked. Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve the kitchen refurbishment contract up to £24,950 using S106 money.

	<p>j) <b>Clerk training.</b> Cllr M Swadling proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve Clerk training at a cost of £60.</p> <p>k) <b>Over 6 play area fencing.</b> Cllr M Swadling proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to, in principle, fence back of property of Over 6 play area at a cost of £831+VAT.</p> <p>l) <b>Gate from Adventure Playground to Woodland Trail.</b> Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to, in principle, approve a quote of up to £827 +VAT for the purchase of a gate from the Adventure Playground to the Woodland Trail.</p> <p>m) <b>Windmill Gate slam post replacement.</b> Cllr M Swadling proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to purchase a Windmill Gate slam post replacement at a cost of up to £584 +VAT.</p> <p>n) <b>Signage from Woodland Walk to Adventure Playground.</b> Cllr M Swadling proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to purchase signage from the Woodland Walk to the Adventure Playground at a cost of up to £50.</p> <p>o) <b>Windmill Gate extension piece.</b> Cllr M Swadling proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to purchase a Windmill Gate extension piece at a cost of £190 +VAT.</p> <p>p) <b>To consider allocation of reserves to future projects.</b> In March 2023 Parish Council had a total of approximately £591,000, including £390k in capital reserve. Cllr M Swadling proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve the following allocations: i) the contingency fund be raised from £60k to £80k; ii) £150,000 be set aside for accrual fund for eventual replacement of three parish play areas, and other necessary replacement of assets; iii) £150,000 be earmarked for future projects upgrading facilities, including the Windmill Centre.</p> <p>q) <b>To consider responsibilities at Deddington Grange - confirmation from CDC required.</b> Meeting requested with CDC Landscape Design Officer to consider whether responsibility (and commuted sum) for play area can be passed on to the Parish Council, but not responsibility for the balancing pond. Cherwell District Cllr B Williams to attend the meeting if available.</p> <p>r) <b>Request from FOCG to undertake ground work at Castle Grounds up to £2,500 +VAT.</b> Cllr M Swadling proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the Clerk seek quotes from Steve Reiss and Dave Hart and if favourable, find out if one or other would be acceptable to English Heritage.</p> <p>s) <b>To update investments and sign necessary paperwork.</b> Agenda item for next month due to Cllr A Collins absence.</p> <p>t) <b>Digitisation of cemetery records.</b> Cllr M Swadling proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve an additional £80 for the digitisation of cemetery records.</p>
112/23	<p><b>Annual Accounts</b></p> <p>a) <b>The annual Internal Auditor Report 2023.</b> Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the annual Internal Auditor Report is received and noted.</p> <p>b) <b>The Annual Governance Statement (Section 1).</b> Cllr M Swadling read out the governance statement and then proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the Council agree and approve Section 1 as discussed.</p> <p>c) <b>The Accounting Statements (Section 2).</b> Cllr M Swadling proposed, Cllr S Patterson seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the Council approve Section 2 of the Accounting Statements.</p> <p>d) <b>Signing of the Annual Governance.</b> The RFO had signed (Section 2) of the accounting statement prior to presenting to the Council the meeting. The Chair then signed section 1 &amp; 2 of the Accounting statements with the Clerk Signing Section 1 only for year 2022/2023.</p> <p><b>The RFO will set commencement date for the exercise of public rights.</b> The RFO confirmed that the dates for the exercise of public rights would run from 22 June to 2 August 2023.</p>
113/23	<p><b>Approval of invoices:</b> Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the invoices with a total of £10,325.58 were approved for payment</p>
114/23	<p><b>Report upon the investment of the Council's Funds as at 31 May 2023.</b></p>

<b>Account</b>	<b>Balance</b>	<b>Interest</b>	<b>Notice</b>	<b>Matures</b>
Current	73,250.54		Current	
Imprest	1,990.58		Imprest	
Unity Trust Bank	10.61		Current	
Unity Trust Bank	33,417.97	2.30%	Savings	
Redwood Bank	88,105.03	1.35%	95 Day Notice	Opened Aug 2019
Hampshire TB	80,007.68	0.10%	Not reinvested	
Cambridge and Counties	85,857.06	2.10%	1-year fixed deposit	27 July 2023
United Trust Bank	90,138.31	1.55%	1-year fixed deposit	4 May 2024
Skipton Build Soc	89,246.94	1.10%	1-year fixed deposit	21 May 2024
<b>Total</b>	<b>541,908.54</b>			

115/23	<p><b>Planning report.</b></p> <p>a) <b>23/01347/TCA Windsor Cottage, High Street, Deddington.</b> Tree works. No comment as application already determined.</p> <p>b) <b>23/01376/F Holly Tree Club, Horse Fair, Deddington.</b> Single storey extension to the front of existing building and associated landscaping. Cllr A Swan proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>c) <b>23/01518/F Land Adjacent to Clifton Gate Development, Clifton Road, Deddington.</b> Erection of single dwelling. Cllr A Swan proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection on the condition that the Oak on the northern boundary (with a TPO) must be protected during and after development, particularly in relation to installing a 2.5m high noise mitigation boundary immediately adjacent to it.</p> <p>d) <b>23/01522/TCA Plummers, 8 Hopcroft Lane, Deddington.</b> Tree works. Cllr A Swan proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>e) <b>23/01485/F 7 Hobart Way, Deddington.</b> Retrospective application for the erection of a utility room including WC to rear of existing garage. Cllr A Swan proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>f) <b>23/01528/AGN OS Parcel 4174 South East of College Farm, Duns Tew Road, Hempton.</b> Extension of existing agricultural building to form additional straw storage. Cllr A Swan proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>g) <b>23/01498/F Stable End, St Thomas Street, Deddington.</b> Single storey side extension. Cllr A Swan proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>h) <b>23/01581/LB Old Corner House, Market Place, Deddington.</b> Repositioning of two ground floor doors and various associated works. Cllr A Swan proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p><b>Approvals</b>  22/03872/F Holly Trees, Earls Lane, Deddington.  23/01347/TCA Windsor Cottage, High Street, Deddington.  23/00924/F &amp; 23/00925/LB The Cottage, Philcote Street, Deddington.  23/00997/F Middle Yard, The Tchure, Deddington.  23/00811/LB Crossways, Hempton.  23/00457/NMA Hempton Gate, Deddington.  23/00808/LB Dragon House, Bull Ring, Deddington.  23/00914/F British Microlight Association, Bullring, Deddington.</p> <p><b>Refusals</b>  22/03802/OUT Part of OS Parcel 8752 East of Combe Cottage and South of St Johns Way, Hempton Road, Hempton.</p> <p><b>Correspondence</b>  Invitation received to CDC Planning Consultee Focus Group for Parishes. Cllr S O'Neill was planning to attend but due to illness was unable to</p>
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116/23	<b>Neighbourhood Development Planning report.</b> Nothing to report.
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117/23	<b>Large Scale Developments Working Group report.</b> Cllr A Swan proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the document did not need to be discussed.
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118/23	<b>Highways and Transport report. (See 120/23)</b>
119/23	<p><b>Environment and Recreation report.</b></p> <p>a) <b>Emergency Plan.</b> To discuss next month.</p> <p>b) <b>Community Payback Volunteers.</b> To remove dead choisya branches and spread all chippings on the woodland paths. Also to tidy up around the graveyard. To come on the 8 July 2023. Parish Councillor required to meet them on the day.</p> <p>c) <b>Litter bins.</b> Waiting for update from CDC regarding emptying.</p> <p>d) <b>S106 old play area.</b> Options including gym equipment or mini tennis area under consideration. Mini tennis area seen as favourable option. Options still being explored.</p> <p>e) <b>Memorial bench.</b> Donor happy with the site opposite the Castle Grounds entrance.</p> <p>f) <b>S106 Adventure Playground.</b> Potential removal of witch's hat, with it relocated to Wimborn Close.</p> <p>g) <b>S106 Wimborn Close additions.</b> Witch's hat potential installation. Requested a requote for the boat design created by Trevor Stewart for Hempton play area.</p> <p>h) <b>Litter picking.</b> Bi-annual community litter pick in April and October after the last mow and avoiding the school holidays. Organised by DEN with the support of CDC and DPC. Anyone wishing to do some litter picking outside of these two community events should be encouraged and provided with pickers, bags and hi-vis vests. Existing and top-up equipment to be kept in the Holly Tree shed. Budget of £100 to be brought to a future meeting.</p> <p>i) <b>'No smoking' signs in children's areas.</b> Can claim up to £1000 to have smoke free signage printed. Can be done off the back of children's artwork. Suggestion to contact the primary school regarding this. Cllr M Cox to pass this on as a school governor. Proposition to provide a book token as a prize for the winning designs</p>
120/23	<p><b>Highways and Transport report.</b></p> <p>a) <b>Erosion of Market Place Greens - site visit.</b> Cllr M Cox proposed, Cllr M Ince seconded the motion and the Council <b>RESOLVED</b> (unanimous) to not go forward with a 30-minute waiting period, and yellow lines as suggested by Dave Catling. David Catling to be left to source additional bollards where required.</p> <p>b) <b>VAS signs.</b> OCC have agreed in principle to replace all existing VAS signs which are no longer operable due to the reduced speed limit.</p> <p>c) <b>Air quality.</b> Cllr M Cox proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) to contact Adderbury Council and enquire about diffusion tube monitors, with the potential to monitor air quality impact pre and post 20mph scheme. Additional consideration of the impact of No Mow May on hayfever and asthma sufferers. Possibility for phased No Mow May suggested.</p>
121/23	<b>Items for information.</b> None. Cllr J Higham entered the meeting.
122/23	<p><b>Update from the Parish Council Representatives.</b></p> <p><b>Deddington Primary School</b> - Cllr M Cox informed the Council that she has passed her DBS check for her new role on the governors. Cllr M Cox to clarify whether a DPC member needs to be a trustee.</p> <p><b>OALC</b> - Decision whether Cllr M Cox will be accepted on to the executive committee will be made next month.</p> <p><b>Police Forum meeting</b> - Lack of speed enforcement in local area to be passed on at next meeting.</p>
123/23	<b>Date of the next meeting:</b> The next Parish Council meeting will take place on 19 July 2023 at 7:30pm in Hempton Lounge, Windmill Centre, Deddington. Meeting closed at 8:50pm
124/23	<p><b>Exclusion of the Public and the Press: 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. 2).</b></p> <p><b>Volunteer Award.</b> Cllr M Ince proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to confirm nomination and confirmation that our nominee had won the Young Volunteer Award.</p>