

DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Holly Tree Club, Deddington on

Wednesday 19 December 2012 at 7.30pm

Present: Cllrs Collins (Chair), Anderson, Bliss, Cox, Finnigan, Flux, O'Neill, Oldfield, Rogers, Squires, Watts, Williams, Watts, Wood and County Cllr Jelf and 6 members of the public.

206/12	Apologies: Cllr Day and District Cllr O'Sullivan
207/12	Minutes of the last meeting: 195/12 Emergency Planning. The second sentence should read " <i>It was agreed that the plan be developed by a temporary working group comprising of Cllrs Rogers (Chairman), Cox, Oldfield O'Neill and Williams.</i> " The minutes of 21 November 2012 were then approved and signed as a true record by Cllr Collins.
208/12	Declaration of Interest. 215/12 Planning Pegasus Planning Group and Potential Housing Developments in Deddington Cllr O'Neill declared a pecuniary interest.
209/12	10 Minute Open Forum. None Cllr Squires in discussion with Cllr Anderson noted that a software problem prevented the correct notice of the council meeting being emailed to councillors within the required time limits (notice to parishioners was compliant). As a result it was decided that NO decisions could be taken at this meeting away from normal administration matters.
210/12	County and District Councillor updates. County Cllr Jelf thanked the PC for the contribution towards the Clifton to Deddington footpath and said that it was gratefully appreciated. Cllr Collins informed him that he had received expressions of gratitude from many parishioners. Cllr Flux pointed out that it had been identified as something the community would like in the Parish Plan of 1994.
211/12	Emergency Planning Cllr Rogers reported that at the recent Emergency Planning Working Group meeting the Cllrs on the group had concurred that an emergency & winter plan working group should become a permanent DPC working group. Cllr Rogers asked if Cllrs Collins and Watts would be a happy to continue to be the first point of contact in Clifton and Hempton respectively and they both agreed to do so. Cllr Rogers will be the primary contact for Deddington. Cllr Rogers suggested that the PC purchase a PAYG mobile on 02 for use in an emergency for retention in the PC office. It was suggested and agreed that this could be purchased for under £100 under the Chair and Clerk discretion. Cllr Flux said that the working group should not be taking over the responsibilities of OCC or the parish might be asked to take on further commitments in the future. Cllr Collins suggested that a Terms of Reference be drawn up for discussion at the next meeting along with any budgetary requests for the forthcoming year.
212/12	Finance & General Purposes <ol style="list-style-type: none"> 1. Bank accounts for November were agreed but a small adjustment may be required. The largest items of expenditure this month were £555 for cutting hogweed and nettles at Castle Grounds and £768 for the repair to church clock of which the PC expects 50% to be contributed by the PCC. 2. Investments. The £75,000 with NatWest has been rolled over at 1.75%. The next date on which any of the accounts is due for re-investment is July 2013. 3. Budget for next year and precept. Cllr Wood explained that there was much confusion about setting a precept. "Councils are facing a perfect storm of imperfect information and confusion at budget setting time of year". His previous forecast, which was almost a breakeven, will be the model for next year's budget. The precept setting might not be possible in January and may therefore have to be delayed until February. He asked that all working groups submit their budget suggestions to him prior to the next meeting. Cllr Anderson drew attention to the legal confusion surrounding the setting of the precept and possible Disclosure of a Pecuniary Interest by all councillors. This would mean they could not vote unless a dispensation was obtained. He will produce a note for council to consider. 4. Procedures. Cllr Anderson is looking at a number of procedures and policies using NALC guidance. It is expected that versions will be available for comment by councillors before the January meeting. The procedures will cover; retention of documents, risk assessments, annual investment policy, financial regulations, code of conduct and complaints procedures for staff and public. 5. Club insurances. These look to be fine but the F&GP will confirm if the situation is otherwise at the next meeting. 6. Town Hall. DPC is waiting for a statement from DCE. 7. Clifton Rd. footpath. OCC Cllr Jelf has advised the PC that OCC do not produce invoices. Therefore the PC will send OCC the cheque for the footpath contribution and a receipt will be sent to the PC for its records.
213/12	Environment & Recreation <ol style="list-style-type: none"> 1. Christmas Tree. Yngve Granne gifted the tree to the Parish which has been erected in the Market Place. The council will send a letter of thanks. The Electricity supply has been installed. It uses a 24V system as favoured by CDC. The box may be moved to somewhere less visually intrusive in the New Year after discussion with DCE. Cllr Flux was thanked for his considerable effort in getting the supply sorted out to the Town Hall. 2. Gaveston Gardens Tree. A new tree will be planted to replace the felled specimen. It was removed due to a dangerous overhanging branch that had split and the tree was also dying. E&R will come up with a proposal for the replacement tree and put it to council in due course.

3. **Noticeboards.** The refurbishment of the notice boards will be partly funded by the Deddington News, and the PC would like to record our thanks for their generosity. The parish steward is aware of the situation and will take action in due course. The Clerk to seek quotes.
4. **Dog Mess Bin.** The request for a new dog mess bin in Cosy Lane will be investigated and presented to PC in January.
5. **Bench maintenance.** Various benches around the village require maintenance, which will be undertaken by the parish steward.
6. **Market Place Oak.** OCC staff have been notified that the council supports their recommendation that an oak tree and two Sorbus trees are planted on the village green.
7. **Tree and PC Land policies.** It is hoped that these will be finalised at the January Meeting.

214/12

Highways & Transport

- 1) Cllrs Cox and Rogers met with Anthony Kirkwood and Peter Egawhary from OCC to discuss; the traffic incident in Clifton, the pinch point in Deddington towards Clifton, traffic entering Hempton from Chipping Norton and A4260 at the site of the proposed development and signage regarding the school.
 - **Clifton.** There is no obvious space for a footpath from the Pub towards the mill. It was perceived to be too dangerous along the roadside due to narrowness. A possible route forward might be to utilise some privately owned land but even if the owner agreed to surrender a portion of their land for a footpath there is no budget to build the path. Gates may be considered entering the village from Deddington. The gates would cost approximately £500. The PC would have to fund the purchase but OCC would then take on the maintenance & replacement.
 - **Pinch point in Deddington.** The general view from OCC is that the traffic priority should flow out of a village not into it and so it seems that the pinch point is correctly laid out.
 - **Hempton.** The possibility of gates (as mentioned above) was discussed but the working group did not support this recommendation because evidence has shown the gates would make less than 1% difference to the speed and the effect would wear off within 18 months. Cllr Watts said that this speeding hotspot had been on the PC radar for years and that something should be done. He believed that there was a case for gates and flashing lights, which are proved to work. County Cllr Jelf agreed to re-examine extending the 40mph limit toward Chipping Norton. Cllr Squires questioned whether all traffic calming measures should be resurrected and re-evaluated. Cllr Rogers said that he was not in favour of road narrowing due to the need for constant maintenance. Yngve Granne had mentioned that Cllr Rodney Rose "offered" countdown signs into the village. County Cllr Jelf to chase up and report back to Clerk.
 - **A4260 / Earls lane / field opposite Fire Station.** CC has offered to install warning signs on lamp posts before the end of the financial year. Flashing lights are only possible if a school crossing person exists. Cllr Squires agreed to mention this at the next governors meeting and report back and Cllr Collins will approach PTA.
 - **Other points raised.** Existing speed and accident data should be available to the PC. The accident black spots in the village are (in terms of incidents); A4260 south of Deddington, A4260 crossroads with Hempton Road and Junction of A4260 New Street / High Street and Hudson Street.
- OCC Highways to send PC a full report of the meeting and confirm the decisions that were made.**
- 2) **Salt bins.** Highways to continue to have responsibility for checking supplies and ordering salt annually as before. The reflectors for the Featherton House salt bin were discussed. The Clerk has been investigating fluorescent rather than reflective markings so that residents can see the bin. It was thought that both should be purchased for the different cars and pedestrian purposes. Cllr Flux suggested the Clerk contact OCC Highways to see what they recommend.
- 3) **Budget** – no major budget considerations are anticipated unless the PC wants to purchase traffic calming gates for Hempton and Clifton.

Transport

Bus Service. The worst that could come out of the current bus review by OCC is that the S4 service between Banbury and Oxford would be halved to a two-hourly service, with the last buses in both direction lost; the Sunday S4 axed completely; the Thursday-only number 90 bus via Hempton abolished and the Saturday 81 service between Clifton and Banbury gone.

The WG response has been submitted to the consultation, somewhat beefed up in light of the official analysis of the bus survey and comments from Upper Heyford and Middle Barton whose PC' are now getting involved as well.

The official survey analysis shows that 18.2% of households throughout the parish responded. In particular there seems to have been a very vocal response from Hempton.

	<p>It has been asked that all the existing service be maintained or rationalised to make it more viable and expanded. The new service will come into effect next June.</p> <p>Cycle Path. 98 people said in the survey that they would be more inclined to use their bikes if there was a cycle track between Oxford, Deddington and Banbury. Cllr Squires suggested that Cllr Oldfield contact Sustrans as he believes that there is a cycle route from Banbury to Oxford already in place.</p> <p>Transport Summary. Cllr Collins asked Cllr Oldfield about her progress on combining the information of all transport available to the parish on one sheet of paper. Cllr Oldfield said that as things are in the midst of changing it would be out of date within six months. It was suggested that this sheet should be produced now and then the council can decide whether to distribute them at this stage. Cllr Rogers suggested a Deddington News inclusion.</p>
215/12	<p>Planning Applications 12/01250/F – Orchard House, Chapel Close, Clifton, Oxfordshire. The proposed demolition of the existing house and outbuilding and construction of a new house, detached garage and associated works. The proposed replacement dwelling is to be centrally repositioned within the existing plot, which currently has a large garden located to the west of the existing property. The proposed dwelling is of a similar size to the existing dwelling and is screened by a hedge and a tree from one neighbouring property to the north. No objection but the PC will suggest that the replacement dwelling is built using the same type of Hornton stone building materials that the current house is built with to ensure the replacement dwelling is in keeping with the properties in the village.</p> <p>Appeals APP/C3105/A/12/2177557 - Hempton Lodge, Hempton, Oxfordshire. Proposed development of a detached dwelling with garage. The appeal was dismissed.</p> <p>Approvals 12/00305/TCA – 7 Hudson Street, Deddington, Oxfordshire 12/01434/LB – 1 Hopcraft Lane, Deddington, Oxfordshire 12/01461/LB – The Unicorn Hotel, Market Place, Deddington, Oxfordshire 12/01373/F – 2 Duns Tew Road, Hempton, Oxfordshire</p> <p>Correspondence Thames Valley Primary Care Agency An application by Day Lewis PLC for preliminary consent to provide NHS Pharmaceutical services from premises in the vicinity of Market Place, Deddington, Oxfordshire. The PCT determined that having considered the application, all representations received; a report prepared by TVPCA and information in the PNA it was neither necessary nor expedient to grant this application. The application was therefore refused. Thames Valley Primary Care Agency. An application by White House Dispensing Surgery for a minor relocation of 500 metres or more from Horsefair, Chpping Norton to the proposed New Medical Centre, beside Chipping Norton Health Centre, London Road, Chipping Norton, Oxfordshire. Pegasus Planning Group A letter dated December 7th was received from Pegasus Planning Group notifying the PC that they were aware of another potential housing development in Deddington. In light of this development they asked to be kept informed of what was happening at the December PC meeting so that they could react accordingly. Potential Housing Developments in Deddington In the region of 50 letters/emails have been received by the PC relating to the potential housing developments in Deddington. These have been printed and filed at the PC office for Councillors to view. Tennis Court Lighting. The Chair and Clerk had discussed this matter with CDC planners at the recent Parish Liaison Meeting who confirmed that the proposed Tennis Court lighting would not be considered to be permitted development.</p>
216/12	<p>Report, discussion and next steps from the Parish meeting held on 11 December 2012 The minutes of the Parish Meeting were received and considered. Due to the technical problems experienced when issuing the December agenda the council was not empowered to make any decisions at this meeting and therefore Cllr O'Neill remained in the room for the discussion. After much discussion and interpretation of the communities feeling it was generally agreed that there were many different views. Cllr Squires suggested that those living on the east side of the village were in favour of development on the west side and vice versa. Cllr Collins felt that the desire of the residents in attendance was that they be best mobilised to see off development and that perhaps the parish should have a plan. Cllr Oldfield considered that a majority of attendees preferred infill development. Cllr Collins said that infill would not give the community affordable housing – if this is what the community wanted. Cllr Squires suggested that expanding the school would result in an expansion of the village in the region of 500 houses. Cllr Collins said that he had heard that OCC had 3 different plans for the school. Cllr Squires said that he was not sure if the school governors could, or would wish to, veto any school expansion proposals. Cllr Collins reminded Cllrs that although the school was close to capacity the students were not necessarily from the Parish and that there was opportunity for expansion of both the Deddington and Hook Norton schools. Cllr Collins considered that the rejection at appeal of the Adderbury development had worked</p>

	<p>because it was in keeping with the CDC local plan. Cllr Collins said that he felt that the community wished to have a Neighbourhood Plan. Cllr Wood said that in order to do this the PC would require help from parishioners and possibly external bodies and that the resulting plan must be of a good quality. Cllr Squires reiterated that it was a massive amount of work siting his work on the 2006/7 Parish Plan when he had worked with the PC and four committed volunteers. He suggested that a team of 10-12 people would be required to dispatch, collect and chase responses, then to collate and analyse and then to write the findings. He said that it had taken in the region of two years. Cllr Collins said that the PC required 10 committed volunteers outside the PC to undertake a Neighbour Plan. Cllr Flux said that it was also possible to contract out some of the roles as in 1994 when the PC had paid in the region of £500 to someone to collate the data. Cllr Squires suggested that it could cost in the region of £2000 but this cost may be met by grants. Cllr Rogers said that Eric Pickles MP had recently announced that £5000 might be made available to create a plan. Cllr Wood reiterated that the right team of people would be needed to ensure that the plan was of a high standard otherwise it could prove easy for CDC to find flaws and ultimately veto the neighbourhood plan. It was suggested that Grahame Handley be asked to give the PC further advice. The Clerk said that when drawing up its plan Thame Town Council had employed a specialist-planning expert with particular experience in public consultations and data analysis to achieve the required standard. Cllr Oldfield said that if parishioners wanted a Neighbourhood Plan it should be done. Cllr Collins was asked how far Adderbury PC had been in developing their plan when they saw off the development. He said he believed it to be a few months. Cllr Squire said that the PC needed to assess cast iron feeling and suggested that either a petition or a vote, at a polling station, could confirm the views of residents. Cllr Williams asked about the life span of a Neighbourhood plan and it was suggested to be somewhere around 6/7 years. The Clerk suggested that a staggered rolling update could be utilised to keep it up to date once the initial document has been produced with particular groups updating their part as necessary. Cllr Squires considered that the decision will be political and so pressure should be exerted on local politicians. Cllr Cox had spoken to group of WI members and a majority had been in favour of a development of around 40 houses. It was noted that at least 51% of residents taking part in a referendum about a Neighbourhood Plan must be in favour of the plan. It was then discussed whether an infill of 3-5 houses per annum would be consistent with the Local Plan. The Clerk said that community in Thame had used their Neighbourhood Plan to stipulate preservation areas and set quotas for affordable housing. Cllr Collins said that it needs to be decided where and within what parameters housing is required in the parish and how much, if any, affordable housing is required. The Clerk said that she would forward some interesting slides on Neighbourhood Plans that she had received at a recent meeting of the Oxfordshire Society of Local Clerks. Cllr Collins reiterated that we should decide whether we should have a Neighbourhood Plan and suggested that another Parish Meeting be called when a planning application is received and then the PC can decide whether parishioners should be balloted. The Clerk will clarify the rules on ballots with CDC in order that the PC can respond quickly if required.</p>																																				
217/12	<p>BT Fibre Optics Project Cllr Rogers had been told by Steve Jones from BT Wholesale that all 82 service providers had been informed of the fibre optic capabilities coming to the Parish and other outlying villages. Cllr Rogers said that it was the responsibility of the homeowner to contact his provider to see what was available. He had contact four of the providers and none of them had heard of it. Cllr Anderson explained that Wendy at BT had circulated a note saying that the providers had yet to cascade the news to their customer services hence the lack of awareness.</p>																																				
218/12	<p>Invoices for Payment: Schedules of invoices totalling £4,515.95 for December were approved for payment.</p>																																				
219/12	<p>Investment of Council Funds On 19 December 2012 the balances were as follows:</p> <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>1,379.60</td> <td>0.1%</td> <td>Imprest</td> </tr> <tr> <td>Barclays Current Acct</td> <td>39,564.59</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 (Nov 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 (Oct 13)</td> </tr> <tr> <td>TOTAL</td> <td>535,944.19</td> <td></td> <td></td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Imprest Acct	1,379.60	0.1%	Imprest	Barclays Current Acct	39,564.59	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 (Nov 14)	Nat West	125,000.00	3.0%	1 year fixed (July 13)	Nat West	80,000.00	2.0%	1 year fixed (Oct 13)	TOTAL	535,944.19		
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220/12	<p>Correspondence: None</p>																																				
221/12	<p>AOB Cllr Squires questioned that given guidance on good governance why did it take more than two weeks to receive the DPC minutes. The Clerk said that it was not considered good practice to put the minutes into the public domain until they had been approved at council. Cllr Collins added that he was given a prior copy of the minutes for comment but could not always turn the round as quickly as he would like but would see what could be done. Cllr Collins said that DPC would continue to work towards draft minutes being available to councillors in a more timely manner but personal commitments for those involved would continue to be a factor.</p>																																				
221/12	<p>Next Meeting: The next meeting of the Parish Council will take place on Wednesday 16 January 2013 at 7.30pm in Windmill Community Centre, Deddington. The meeting closed at 9:18pm.</p>																																				