

DEDDINGTON PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held on Wednesday
28th October, 1992**

Present:-

Councillors Oddy, Bowen, Clarke, Canning, Clinch, Mrs Lee, Miss Hill, Reed, Mrs Stevens, Mrs Swash and Todd. County Councillor Matthews and District Councillor Croft in attendance.

80/92 Apologies for absence.

Apologies were received from Councillors Mrs Garvey, Mace, O'Brien, and Todd.

81/92 Minutes of the Council Meeting held on 23rd September, 1992.

The Minutes of the above Meeting were approved as a true record and signed by the Chairman

82/92 Allocation of the Council's Capital Receipts and Accrued Interest to Schemes.

The Council considered the notes of the Public Meeting on the above matter held on 12th October, 1992, which had been previously circulated, a copy of which is attached as an addendum to these minutes. Letters on the subject had been received from the following parishioners and organisation:- C.Marmion, N.Stone, Mrs J Robins, Deddington Charity Estates, R.Hayward and G.Fenemore which had either been circulated to members or were read by the Chairman. The main points raised in the correspondence were:- (1) the allocation should be delayed until the results of the Village Appraisal were available, (2) inadequate publicity was given to the Public Meeting which probably restricted the attendance, (3) insufficient reference made to the possibility of forgoing a precept, (4) funds should be used to give the greatest value to the largest number of people-how is this being assessed? (5) if an early application is made for a Grant of Arms the overall cost would not exceed £5,000 and might well be much less,

(6) the allocation should not be finalised until the Council had debated the feasibility study report on the Town Hall.

The Chairman reported that Cr O'Brien had arranged a meeting with all users of the Windmill Centre for Monday, 2nd November to discuss the proposed alterations to the Centre and the development of facilities in order that such works were in the best interests of the majority of present and possible users. Considerable debate ensued in which the main matters revolved around whether the Council should await the results of the Village Appraisal before finalising allocation, the split between immediate spending on schemes and investment and whether an investment should be made to provide for a nil precept in the next and future years.



2.

It was stated that the measure of benefit to parishioners from utilisation of the funds was not only monetary. The Council resolved unanimously to reduce the allocation in respect of the Coat of Arms to £5,000 and the Chairman proposed that the structure of the proposals proceed as set out in the Appendix to these minutes without waiting for the results of the Village Appraisal. The motion was approved by 8 votes to nil, Crs Clinch and Miss Hill abstaining.

83/92 Precept for 1993/94.

A paper setting out the estimates for receipts and payments for the years 1992/93 and 1993/94 compared with the actual for 1991/92 had been circulated and is attached as an appendix to these minutes. In answer to a question the Clerk stated that an investment of approximately £200,000 would be required to provide funds to offset the precept as estimated for 1993/94. After discussion it was agreed that the matter be deferred to the November meeting of Council in order that members may discuss the matter with their parishioners and gain a better understanding of Council Tax rebates.

84/92 Reports from Project Leaders.

(a) Grants Sub-Committee. Cr Mrs Stevens reported the following 3 matters. An application had been received for an Educational Grant from an applicant who had originally been informed that he was ineligible. Subsequently the Council had revised the Scheme and applicants attending similar courses of full-time education had received grants. Resolved that a grant of £50 be made to G W Smith.

The PCC had written stating that the Oxford Diocesan Advisory Committee had now approved the plans for the kitchen and toilet project at the Parish Church and had recommended that a faculty be issued by the Chancellor. The Architect is now preparing specifications which will be submitted to contractors for tender purposes.

Deddington Players had replied as follows to this Council's letter regarding the omission of interest from their accounts, "--it was decided to deposit the funds in an account which would attract the lowest charges as opposed to the highest interest". The reply was noted.

(b) Planning Sub-Committee. Cr Miss Hill reported as follows:

Applications.

CHN LB 470/92 - Tuckers House, Market Place. - Erection of fascia sign (retrospective)- No observations.

CHN 506/92 - Coniston House, New Street. - Change of use from commercial to residential - No observations.

Approvals.

CHN LB 426/92 - Oak Cottage, Hopcraft Lane. - Demolition of small section of front wall.

Further correspondence had taken place with the Planning Officer relating to the Greencourts development, this Council



again pressing for the development to be set back from Earls Lane and for the problem of overlooking of Stonecourt to be rectified. Cr Croft reported that planning permission had now been given which had, he believed, resolved the overlooking matter but the Chief Planning Officer was of the opinion that a requirement to set the property back from Earls Lane could not be sustained on appeal.

(c) Allotments. Cr Clinch reported the receipt of 3 tenders for the provision of water to two troughs on the allotment site as follows:-

A £3,591 plus VAT;

B £2,592.25 plus VAT and

C £1,150 plus VAT to each of which had to be

added the Thames Water connection charge of £1,139.75 inc VAT.

It was proposed and seconded by Crs Clinch and Miss Hill respectively that tender C, that of John Ancil of Chesterton be accepted and it was approved by 8 votes to 1.

(d) Town Hall and Public Conveniences. Cr Mrs Swash reported on recent meetings with the Architect on this project. The Architect had submitted his feasibility study immediately before the commencement of the meeting and it was agreed that the copies available be circulated among members and that the matter be fully discussed at the November meeting.

(e) Circular Walks. Cr Mrs Lee stated that she was negotiating for the reinstatement of the footpath between Clifton and Deddington and a new path through Fenimore's Farm. She hoped that plans would be available in the Spring.

(f) Post Office Advisory Committee. Cr Canning reported that at the last meeting, the responsible officer had stated that he had located a larger post box and that this would be erected outside the Post Office.

85/92 Arrangements for Christmas 1992.

Subject only to an investigation to establish whether smaller and more lights could be installed on the Christmas Tree the arrangements be similar to those in 1991.

86/92 Stonepit, Duns Tew Road, Hempton.

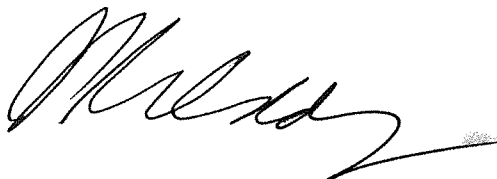
The Clerk reported that the licence for the Stonepit expires on 31st December and requested a decision regarding the position for 1993. It was proposed by Cr Reed and seconded by Cr Clinch that the licence should be renegotiated with the current licensee and approved nem con.

87/92 Village Guide.

The Chairman proposed that the new edition of the guide should be sold to the shops and other outlets in the village at 50p per copy with a recommended retail price of £1. Agreed nem con.

88/92 Investment of the Council's Funds.

The Clerk reported that at close of business on 27th October, 1992 the funds invested were as follows:-



4.

£
1,040,000.00 fixed to 26th November, 1992 at 8.5%
8,552.03 at 6.125% subject to 7 days notice
12,378.66 at 4.5% overnight
1,060,930.69

89/92 Acquisition of the Potato Field.

The Clerk reported that the covenant release documentation had been received from the County Council and that he was anticipating a speedy conveyance of the land.

90/92 The following accounts were passed for payment:-

	£
Oxfordshire County Council - Cont'n re Tchure	1,000.00
Milners of Banbury - Paint	36.16
John Spencer - Cement and Sand	12.22
Lane Fox - yrs. Rent of Allotments	70.00
Dr O'Donnell & Partners - Health Centre Transport	85.06
DN & BM Greenwood - Wet Suit	12.50
Goggin & Baker Ltd - Amstrad repairs	82.81
DH Blakey - Salary and Expenses	270.61
J Boss - Grasscutting	194.00
Oxfordshire County Council - Release of Covenant	2,937.50
Hancocks - Conveyance of Potato F'd	10,000.00
Imprest Account - Reimbursement	1,801.74

Imprest Account Details:-

D Freeman - Wages 26/9,3,10,17,24/10	770.35
O.R.C.C. - Village Appraisal Mtg.	25.00
Cherwell District Council - Copy plans, Windmill Centre	19.20
Centrepont - Photocopying	48.77
Inland Revenue - Income Tax & N.H.I.	906.67
PA Secretarial Services - Transparencies	31.75
	<u>1,801.74</u>

91/92 Correspondence.

(a) Requests for Grant.

Requests were received from the Oxfordshire Council of Disabled People and The Chipping Norton Theatre. Resolved that each organisation outside the Parish requesting support be asked to complete a pro-forma giving details of its objectives and their relevance to Deddington and to forward their latest audited accounts.

(b) O.C.C. Public Transport Policy Statement was available for inspection.

(c) Cherwell Countryside Forum 4th November, 1992. No member wished to attend this forum

(d) 45th General Meeting of the Oxfordshire Association of Local Councils - 7th December, 1992. No member other than the Council's member of the Executive Committee wished to attend nor were there any nominations for the vacancy on the Executive Committee.

(e) Deddington 2000. A letter from C Hall, of The Knowle



5.

proposing a comprehensive traffic calming scheme for the centre of the Village. Resolved that Mr Hall be thanked for his contribution and that it be discussed with other suggestions at the next meeting when it is hoped a representative of the County Council will be present.

(f) Oxfordshire Action on Smoking and Health. A discussion document for Parish Councils was received. The Council decided to take no action regarding smoking at Council Meetings.

(g) Clifton Church. A letter signed by 7 residents of Clifton requesting the Council to investigate the possibility of purchasing the property for use by the community as a whole. Resolved that the sale particulars be obtained and the matter be referred to the Land Purchase Project Leader.

(h) Letters of thanks from several of the students who received Educational Grants at the last meeting.

(i) Transport Scheme - Deddington Health Centre. The Community Services Administrator had written stating that she was unable to foresee having the time to renegotiate the long standing basis of contribution to this scheme. Less than 1% of persons conveyed to the Centre were from this Parish though the contribution was 5.6% of the total. It was agreed that the staff at the Health Centre be informed that the transport arrangements should apply to people living within Deddington, as well as Clifton and Hempton, as it appeared that this was not the present position.

(j) Notification of a Seminar organised by the O.R.C.C. on Nature Conservation in Villages on November 17th 1992.

(k) Publicity for Planning Applications. A letter from the Chief Planning Officer stating that when a site notice is required he would like to be able to state on such notice that the planning documents may be inspected at the Parish Council offices by prior appointment. Agreed to this suggestion and that in future planning application documentation be returned to the Clerk following the deliberations of the Planning Sub-Committee.

(l) Trees in Market Place. A letter from Mark Kenyon suggesting that part of the Environmental Grant available from Cherwell District Council be used to plant 4 trees on the west side of the Market Place, two on each side of the Town Hall. Agreed that this matter be referred to the Leader of the Town Hall project for consideration.

(m) Letter from the Secretary of the Deddington Royal British Legion setting out the dates of the Poppy Appeal Collections and expressing the hope that once again Members of the Council would join them in the Remembrance Day parade and service on November, 8th.

(n) Letter from the District Council inviting delegates to attend seminars on the Council Tax. Future dates were 11th, 18th and 25th November and 9th and 16th December. Two places may be reserved by each parish and a charge of £10 per delegate will be made for each 2 to 3 hour session commencing at 2.00 pm. Chairman will attend and report to next meeting.



6.

(m) Mobile Sport. To report that from Monday, 26th to Friday 30th October the District Council are organising another session of Children's Sports at the Windmill Centre. Indoor plastic hockey, short tennis and outdoor tennis will be available.

(o) Tree Planting. Letter from Mr Scott informing the Council that the first element of the planting for this year will take place alongside the path on the west side of the Castle Grounds. It is intended to plant beech trees fairly close to the boundary with Mr Fuller's field.

92/92 Archives.

Permission was granted for Mrs Fisher to have access to the Council's records and to report back her findings.

93/92 Investment Sub-Committee.

It was suggested that the Council should consider forming an Investment Sub-Committee, including the Clerk, to recommend investment strategy.

94/92 Date of Next Meeting.

The next meeting of the Council will be held on Wednesday, 25th. November, 1992 at the Town Hall commencing at 7.30 pm.

A handwritten signature in black ink, appearing to be 'M. Fisher', is located at the bottom right of the page.

DEDDINGTON PARISH COUNCIL

Receipts and Payments Account - 1991/92

RECEIPTS	£	PAYMENTS	£
Balance bt.fwd.	927,939.97	General Admin.	2,766.76
Cemetery	199.00	Cemetery	290.56
Bus Tokens		Bus Tokens	1,800.00
Payments by Parish'ers	364.00	Public Lighting	1,408.54
Sale of Scrap	24.50	Town Hall	907.14
Allotments - Rents	7.50	Allotments	202.50
Tree Grant	57.00	Grasscutting, Trees,	1,657.37
Stonepit - Rent	250.00	Sec. 137	2,495.76
Precept	10,449.00	Recreation	725.27
Interest - Gross	124,697.27	Use of Interest on	
Miscellaneous	100.00	Capital Receipts	49,143.75
V.A.T. Refund	10,760.10	Bank Charges	66.92
		Loan Converted to	
		Grant	4,300.00
		Balance cd.fwd.	1,009,083.77
	<u>1,074,848.34</u>		<u>1,074,848.34</u>

Revised Budget for Year 1992/93

RECEIPTS	£	PAYMENTS	£
Cemetery	70	Cemetery	450
Bus Tokens	1,820	Bus Tokens	2,200
Allotments	-	Allotments	595
Town Hall	15	Town Hall	400
Community 'Bus	60	Community 'Bus	1,300
		Legal Fees	1,050
		Recreation	210
		Litter Bins, Grass	
		Cutting, Trees etc.	1,800
Deficit to be		Sec.137	4,000
Financed by Interest	16,460	General Admin.	6,420
	<u>18,425</u>		<u>18,425</u>

Budget for Year 1993/94

RECEIPTS	£	PAYMENTS	£
Cemetery	70	Cemetery	450
Bus Tokens	1,100	Bus Tokens	2,200
Allotments	150	Allotments	220
Town Hall	20	Town Hall	150
Community 'Bus	100	Community 'Bus	760
		Recreation	100
		Litter Bins, Grass	
		Cutting, Trees etc.	1,400
Deficit to be Met	15,220	Sec.137	4,800
	<u>16,660</u>	General Admin.	6,580
			<u>16,660</u>



WOOLERTON
TRUSCOTT

LANDSCAPE ARCHITECTS
& ENVIRONMENTAL
PLANNING CONSULTANTS

Mr M O'Brien
11 Mill Close
Deddington
Oxfordshire
OX15 0UN

C63.NM.SW

17 November 1992

Dear Mr O'Brien

Windmill Centre, Deddington.

Further to our recent appointment by you, to prepare designs, contract documentation, inspection of site works, management of associated consultants and grant applications for the above project, I now set out our proposed fee invoice payment structure for your consideration and approval.

The proposed assumes a number of key facts on which the framework is based. These are as follows:

- i) Contract Period 6 months
(Building & External Works) (March 93 - August 93)
- ii) Defects Liability Period 12 months (Building)
24 months (External Works)
- iii) Fees to be invoiced monthly
up to Practical Completion ie.
9 consecutive payments)
- iv) 95% of all fees to be paid at
Practical Completion (August 93)

Proposed Fee Payment Framework

Total professional fees due are as follows:

Woolerton Truscott	£18,700.00
Northcroft Neighbour & Nicholson	£10,500.00
Cumming Architects	<u>£9,900.00</u>
	£39,100.00



Note: It is assumed that monies due to third party specialists for input into proposed bowling green design and inspection works will be invoiced as a lump sum fee following our certification of their satisfactory completion of input. £2,000 is currently identified for these works.

We would proposed to raise our first invoice at the end of December 1992 (Assuming agreement to proceed is reached at our meeting on 30 November). This will effectively mean that invoices will be raised one month in arrears, ignoring any input already actioned for the public consultation meeting.

Table 1

Consultant	Full Fee	95% (August 93)	5% (End of Each DLP)	
Landscape Architect	£18,700	£17,765	2½%	£467.50 (Aug 94)
			2½%	£467.50 (Aug 95)
Quantity Surveyor	£10,500	£9,975	2½%	£262.50 (Aug 94)
			2½%	£262.50 (Aug 95)
Architect	£9,900	£9,405	5%	£495.00 (Aug 94)

Sample Invoice Breakdown

December 1992	Landscape Architect	£1,973.88
	Quantity Surveyor	£1,108.33
	Architect	<u>£1,045.00</u>
	TOTAL	£4,127.21 per month

£4,127.21 would be raised as a single invoice to the Parish Council via yourself for certification by Woolerton Truscott each month. The lump sum bowling green specialist fees would be likely to appear in the April 1993 or May 1993 invoices.

Invoices for the remainder of the fee would be raised at the end of each Defects Liability Period as follows:

Year 1 Defects Liability Period	£1,225.00 \
Year 2 Defects Liability Period	£730.00 \

I hope the foregoing is acceptable to you and look forward to hearing from you on this matter.



Finally, I enclose an Appendix: Points for Discussion and Outstanding Queries paper which sets out a number of issues raised at our recent consultant Design Team Meeting No. 2 which we hope you and your colleagues will be able to clarify or confirm at our meeting on 30 November 1992.

Yours sincerely

N Mattinson
Partner

Enc.