

## DEDDINGTON PARISH COUNCIL

Minutes of the meeting held at The Town Hall on Wednesday, 20<sup>th</sup> February 2002 commencing at 7.30 pm

**Present:** Councillors Clinch (Chairman), Bell, Clarke, Cosgrove, Mrs. Cox, Mrs. Davies, Flux, Hart, Haslam, Miss Hill, Newey, Mrs. Swash and Todd  
D. Councillor O'Sullivan  
Jane Plummer (Clerk) and Janet Smith (Minute Secretary)

/02 **Apologies**

Apologies for absence were received from Cllr. Mrs. Walker and C. Cllr. Matthews,

/02 **Minutes**

The minutes of the Meeting held on 16<sup>th</sup> January 2002 were approved as a true record and signed by the Chairman.

/02 **Matters Arising**

124/02 Clifton footpath

Registration of Stonepits – Clerk reported that Mr Blakey has signed a declaration stating that rent has been received in respect of the land.

**Clerk to continue to pursue the matter with Solicitors.**

113/02(b) Mr Gibbard has advised that the gate was treated by his joinery with Danish Oil and should not have been varnished. He advised that all varnish should be scraped off in the dry weather and the gate should then be treated with 3 coats of oil.

**Agreed that the stewards undertake this work as soon as weather permits.**

/02 **Urgent Business**

No urgent business.

/02 **10 Minute Open Forum**

No member of the public wished to speak.

/02 **Parish Council Elections 2 May 2002**

The Chairman reported on the Elections. A copy of a notice, seeking candidates for the next Council was circulated.

**Agreed that the notice should be sent to the Deddington News.**

/02 **New Code of Conduct**

The new code of conduct was discussed.

**Agreed that a recommendation to adopt the Code be made to the next Parish Council meeting.**

/02 **Best Kept Village Competition**

Due to the previous success it was recommended that the Clerk enter the Village in both the Winners and Best Kept Memorial categories of the 2002 competition.

**Agreed that an entry be submitted.**

/02 **Windmill Management Update**

Cllr. Hart reported to the Council regarding Stewards working arrangements. It was proposed that the Stewards carry out any routine maintenance of the Windmill CC building on rainy days. A reduced rate of 50% of the normal hourly charge would be billed to the Management Committee. The Management Committee would pay cost of materials. Cllr. Flux declared an interest.

**This proposal was agreed.**

/02 **Planning and Property Working Group**

Cllr Miss Hill reported as follows:

*Note: applications for which comments have been sent to CDC are highlighted in italics.*

a) Applications

02/00025/F – 47 Mill Close, Deddington – 2-storey extension to front of property and rearrange position of garage. Cllr Mrs Cox declared an interest.

No objections providing neighbours are happy

01/00754/F – Weeping Ash, Clifton – construct new access to highway

No comments

02/00210/F – 39 The Daedings, Deddington – two-storey rear extension.

Cllr. Bell declared an interest

It was noticed that windows will overlook neighbouring properties however, no objections assuming neighbours have no objections

01/02524/F – Unit A The Long Barn, College Farm, Hempton – single storey extension

No objections

02/00168/LB – The Byre, Pound Court, Earls Lane, Deddington – 1 new roof light in east elevation

No objection in principle if the Conservation Officer at CDC has no objection

02/00207/F – 18 Hempton Road, Deddington – single storey extension and erection of detached single garage

No objection

02/00338/F – 22 St Johns Way, Hempton – single storey side extension

No objection

**Agreed that the above recommendations of the Group be accepted**

b) Approvals

01/02435/LB Castle View/The Cottage, Goose Green, Deddington

01/02275/F The Finches, 1 Old Plough Walk, Hempton

01/022387/F Oxon Estates, 14 High Street, Deddington

02/00058/F 3 Gaveston Gardens, Deddington

02/00027/TCA Monks Court

01/02536/TCA 2 Castle End

c) Notification has been received from CDC that permission has been given to fell 3 trees at Monks Court instead of 1, due to dangerous root structure.

**Agreed that the Chairman would ask Mr Jones, the resident of Monks Court, to consider replacing the trees at another location in the Parish.**

**Environment and Highways Working Group**

Cllr Mrs Cox reported as follows:

Environment

a) An update on the trees on Hempton Road was requested. The Clerk that she has requested that OCC write and confirm who has responsibility for the trees.

b) Mr Meagher, the Parish Pump, has requested an update regarding the hedge on the Hempton Road outside the Pre School. The hedge is restricting the growth of the cherry tree planted in the verge. It had previously been agreed that this hedge would be trimmed when the birds were not nesting.

**Agreed to prune the hedge before nesting starts.**

c) The tree specialist has looked at the horse chestnut trees and confirmed there is strimmer damage around the bark. This type of damage is present on most of the trees in the parish. It appears this damage occurred at sapling stage. However, no permanent damage to the growth of any of the trees has been caused. The damage cannot be corrected on the existing trees, however the Group recommend that all new, growing trees should be protected in the future.

**Agreed that the grass cutting contractor be instructed to ensure plastic collars are provided around trees before using the strimmer.**

d) Landscaping and maintenance figures for Wimbourne Close have been received from CDC. The amount quoted is £31,000. CDC has requested that the landscaping and maintenance for the

development should now be adopted. It has also been confirmed that the landscaping should be completed by 25 March 2002.

**Agreed that the Clerk should write to CDC accepting the adoption in principal. However, costs of maintaining area to be obtained and confirmation of completion must be received before accepting the commuted sum.**

e) Strategic planning for Oxfordshire is to be changed. OCC have written to all Town and Parish Councils regarding the Planning Green Paper and have asked for a response by 18 March 2002. The Leader of the Council has also written regarding the "threat to our green fields". Papers regarding this matter were circulated at the meeting. However, Councillors felt that this gave insufficient time for them to read the material concerning this important matter. It was proposed that a special meeting should be held to discuss the Planning Green Paper. Any Councillors not able to attend the meeting should forward comments and complete the questionnaire distributed by OCC.

**Agreed that a special meeting be held on 27 February 2002 at 7.30 pm at The Town Hall. Clerk to distribute CPRE letter to all Councillors urgently.**

Cllrs. Cosgrove, Mrs Davies and Flux gave apologies, as they will be unable to attend.

/02

### Highways

a) Following Colin Carritts confirmation that the traffic calming works would begin in the summer, the Group felt it necessary to ask OCC to confirm details of work to be done, timescales, specification and costs. As part of the scheme to relocate 30 mph restriction signs the planter at the Deddington entrance from Hempton will need to be moved. Confirmation needs to be obtained that OCC will bear the cost of this.

**Agreed that the Clerk should request written confirmation of the above from OCC**

b) It was previously suggested that a request should be made for a pedestrian crossing on the junction of Wimbourne Close and Hempton Road.

**Agreed that the Clerk should write and formally request this crossing.**

c) It was previously suggested that an additional streetlight be located near to the junction of Wimbourne Close.

**Agreed that the Chairman would discuss this with Colin Carritt and will then confirm the request in writing.**

d) A parishioner living on Goose Green has requested that a street light should be re located or modified to reduce the amount of light shining into her bedroom. There are a number of lights in the parish that do not seem to be in keeping with the surroundings. However, no budget has been provided for the next financial year, as street lighting is not a Parish Council responsibility.

**Agreed that the Clerk should write to OCC to ask them to investigate the possibility of alleviating the problems on Goose Green**

e) As a number of requests had been made to the Health Centre regarding parking, notice boards etc, the Group felt a follow up letter should be sent to keep up to date with changes ie Upper Heyford development.

**Agreed Chairman would arrange another meeting with the Practice Manager to ensure dialogue continues.**

f) The re surfacing works will begin in Market Square, Bull Ring and outside the Co op on 2 April 2002 and be completed by 6 April 2002. A meeting is to be held on 20 March 2002, at 10.30 am in the Town Hall, for all business and residents to be made of the time schedule. It was also recommended that this be followed up with a leaflet drop through doors. Steve Bowden of OCC is contacting the school regarding the use of the school car park.

**Agreed that leaflets should be distributed giving advice and information regarding the works to ensure there is minimal disruption and the works go ahead unimpeded. Councillors were requested to help with the distribution of the leaflets.**

/02 Parking Sub Group

A paper was produced with the intention that the proposals and findings could be discussed at the next meeting. The paper was circulated at the meeting. The Group strongly advised that councillors visit sites where yellow lines have been proposed and observe traffic over a period of time in order to appreciate why these sites have been selected. The question of parish feed back should also be addressed at the next meeting.

**Agreed.**

/02 Recreation and Grants Working Group

Cllr. Haslam reported as follows:

/02 Finance and General Purposes Working Group

Cllr. Mrs. Davies reported as follows:

a) Imprest account - The District Auditor is not entirely happy about adding a trigger limit to this account.

**Agreed to await his comments in full when the books are returned.**

b) Notice boards – Cllr Bell is having difficulty finding someone to give a third quote. He will approach Alan Gibb who is doing the Best Kept Village sign.

c) Donations Policy – still awaiting return of books from Auditor.

d) Disabled access to Town Hall – Following the recent fire inspection the position has now been clarified. The Clerk spoke to the Fire Officer who undertook the inspection and he has confirmed that his report lists “recommendations” not “regulations”, i.e. he would strongly advise the PC to act upon his recommendations but there is no obligation. In accordance with the recommendations the Clerk has now obtained quotes for smoke alarms, emergency lighting and is obtaining a quote for the fire extinguishers. Regarding the actual necessity for disabled access to the Town Hall the Group felt more information is needed on the actual EU ruling and therefore would ask the Clerk to follow this up.

**Agreed that the quote from Day Electrical (£438.50 plus VAT) is accepted and as soon as the fire extinguishers have been ordered and delivered the Stewards should fit them.**

e) Capital Spending – Cllr Bell has done an excellent job in completing this onerous task. His report will be circulated to all Councillors. A statement from the Chairman regarding the Capital Spending was circulated at the meeting.

f) Quarterly check of books - Date to be set in early April to check books up to the end of the financial year.

g) Annual review of rental agreements – To be discussed at the next meeting. Awaiting recommendations from Clerk.

h) The Clerk’s salary - A clerical error has been found in the Clerk’s contract, which has resulted in an underpayment of her salary. This has now been corrected in accordance with national rates. An amended contract is being prepared and signed.

i) Library – A letter has been received from Oxfordshire County Council Cultural Services enquiring as to whether Deddington Parish Council might look favourably at increasing the contribution of £2000, which was granted towards the refurbishment programme. The reason for the request being that tenders for the building work came in much higher than expected. The F & GP working group recommended that there should be no increase in the contribution as £1000 has already been contributed towards books for this year and a further £1000 is in the budget for next year.

**Agreed that no further contribution is made in respect of the refurbishment of the Library.**

j) Local Council Advice Book – The Clerk has been advised by the National Association of Local Councils to obtain an up to date version of this book, which, according to them is essential

reading matter for all Clerks! (The current version held in the Clerks office is dated 1988.) The cost of the book is £38.00. The F & GP working group recommend that the Clerk go ahead with purchasing this book but to just ensure beforehand that we will be getting the latest edition, i.e. if a new version is due out in a month's time, delay the purchase until then.

**Agreed that the latest edition of the Local Council Advice Book be purchased.**

/02 **Invoices for payment**

Invoices totalling £1,979.62 in accordance with a schedule circulated at the meeting, a copy of which is filed with these minutes, were approved for payment.

/02 **Investment of the councils funds**

a) At close of business on 20 February 2002 the balances were as follows: -

Account No	Balance	Rate of interest%	Notice
60858471	9,113.09	1.5	14 days
60708569	35.12	0.1	Overnight
70012564	0.00	0.1	Overnight
70708542	500.00	0.1	Current
	<b><u>9,648.21</u></b>		
Bradford & Bingley BS	19,970.00	3.40	120 days
West Bromwich BS	505,277.47	4.05	Overnight
Total	<b><u>534,895.21</u></b>		

b) Clerk has queried loss of bonus from Bradford and Bingley BS. A reply will be sent within 1 month.

/02 **Correspondence**

A list of correspondence was circulated at the meeting.

a) A request has been received suggesting the removal of a young oak tree away from the play area fence in Clifton.

**Agreed that the Chairman visit the site to ascertain the problem**

b) Millennium Map should be sited under Town Hall within 2 to 3 weeks, subject to approval of 2<sup>nd</sup> proof.

c) The Final Accounts have been amended and sent to the Auditor.

d) John Spencer, who carries out a lot of work for the Parish has been ill recently.

**Agreed that a card should be sent to him conveying the Councils best wishes.**

/02 **Date of next meeting**

Wednesday 20 March 2002 at the Town Hall commencing at 7.30 pm.