

## DEDDINGTON PARISH COUNCIL

### Minutes of the Parish Council meeting held at The Main Hall, Windmill Community Centre, Deddington at 7:30pm on Wednesday 16 February 2022.

**Present:** Cllrs A Collins, M Cox, J Eames, J Higham, H Oldfield (Chair), J Reeve, M Robinson, C Snashall, M Swadling, T Timms **Also, present:** Cherwell District Cllr B Williams, a Deddington News representative and two members of the public.

20/22	<b>Apologies:</b> Cllrs S O'Neill, D Rogers, M Squires and J Watts.
21/22	<b>Declarations of Interest</b> <b>General Interest:</b> All Council members 31/22 Planning a) 22/00108/F Windmill Centre, Deddington due to it being a Parish Council application.
22/22	<b>Minutes:</b> Cllr M Robinson proposed, Cllr C Snashall seconded the motion and the Council <b>RESOLVED</b> (unanimous by those in attendance) that the minutes of the meeting held on 19 January 2022 were a true record of the meeting.
23/22	<b>Matters arising from the minutes and not referred to later on the agenda:</b> None.
24/22	<b>10 Minute Open Forum:</b> A member of the voluntary mowing team at the churchyard addressed the council regarding a recent spate of dog fouling in the village churchyards. The resident expressed concern regarding the current need for a pre-mowing check for dog mess, and the fact that it is occurring on consecrated ground where families are visiting graves. The resident requested that the council do something about this, such as litter bins and notices, with the hope that members of the public will take note. Another member reiterated these views, indicating that the issue has now got to the stage where something must be done, for example the need to upgrade current bins. They also raised the issue that continuation of this level of dog fouling may result in a loss of volunteers.
25/22	<b>County Cllr A Fatemian update:</b> None.
26/22	<b>District Cllr B Williams update:</b> Written report received.
27/22	<b>Finance and General Purposes.</b> a) <b>Community First Oxfordshire Membership Subscription 2022.</b> Cllr C Snashall proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (9 for, 1 abstention) to pay the membership fee at a cost of £70. b) <b>Action Plan, 2022.</b> Cllr C Snashall proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (8 for, 2 abstentions) to adopt the amended Action Plan for the next year. c) <b>Risk Assessment, 2022.</b> Cllr proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (8 for, 2 abstentions) to adopt the updated policy with minor amendments. d) <b>Lone Working Policy, 2022.</b> Cllr C Snashall proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (9 for, 1 abstention) to adopt this new policy. e) <b>Weed Control 2022.</b> Cllr C Snashall proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to accept the quote for annual weed control up to £977.60 +VAT. f) <b>Cemetery Fees 2022.</b> Cllr C Snashall proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) to keep the current fee structure. g) <b>Skipton additional signatory.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to add Vice Chair, Cllr H Oldfield, as signatory to the investment account. h) <b>Precept poster.</b> Cllr M Robinson to slightly alter precept poster to include highways and emergency planning. Cllr H Oldfield proposed, Cllr C Snashall seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt the precept poster with Cllr M Robinsons minor alterations.
28/22	<b>Review of Policies.</b> a) <b>Allotments Privacy Statement.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy. b) <b>Anti-Fraud Arrangement.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy. c) <b>Asset Register.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy. d) <b>Castle Grounds Risk Assessment.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.

	<p>e) <b>CCTV Policy.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>f) <b>Cemetery Rules.</b> Not voted on at this meeting due to requiring further work.</p> <p>g) <b>Code of Conduct.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>h) <b>Complaints Procedure.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>i) <b>Delegated Powers.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>j) <b>Disciplinary Policy.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>k) <b>Document Retention.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>l) <b>Emergency Plan.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>m) <b>Financial Regulations.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>n) <b>FOI guide.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>o) <b>Grant Application form.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>p) <b>Grievance Policy.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>q) <b>Privacy Statement.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>r) <b>Public Access – notice boards.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>s) <b>Purchase of ERB.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>t) <b>Snow Warden privacy statement.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>u) <b>Speed Watch Risk Assessments.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>v) <b>Website policy and accessibility.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p> <p>w) <b>Windmill Risk Assessment.</b> Cllr C Snashall proposed, Cllr J Eames seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt this policy.</p>																																																		
29/22	<b>Approval of invoices:</b> Cllr C Snashall proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the invoices with a total of £3,664.85 were approved for payment.																																																		
30/22	<p><b>Report upon the investment of the Council's Funds as at 31 January 2022.</b></p> <table border="1"> <thead> <tr> <th>Account</th> <th>Balance</th> <th>Interest</th> <th>Notice</th> <th>Matures</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>78,610.38</td> <td></td> <td>Current</td> <td></td> </tr> <tr> <td>Imprest</td> <td>7,765.57</td> <td></td> <td>Imprest</td> <td></td> </tr> <tr> <td>Unity Bank</td> <td>89,120.86</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Redwood Bank</td> <td>87,227.26</td> <td>0.95%</td> <td>95 day notice</td> <td>Opened August 19</td> </tr> <tr> <td>Hampshire TB</td> <td>79,254.76</td> <td>0.95%</td> <td>1 year fixed deposit</td> <td>22 July 2022</td> </tr> <tr> <td>Cambridge and Counties</td> <td>85,000.00</td> <td>1.00%</td> <td>1 year fixed deposit</td> <td>21 July 2022</td> </tr> <tr> <td>Untied Trust Bank</td> <td>88,099.80</td> <td>0.75%</td> <td>1 year fixed deposit</td> <td>26 April 2022</td> </tr> <tr> <td>Skipton Building Society</td> <td>87,968.05</td> <td>0.35%</td> <td>1 year fixed deposit</td> <td>21 May 2022</td> </tr> <tr> <td><b>Total</b></td> <td><b>603,046.68</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Matures	Current	78,610.38		Current		Imprest	7,765.57		Imprest		Unity Bank	89,120.86				Redwood Bank	87,227.26	0.95%	95 day notice	Opened August 19	Hampshire TB	79,254.76	0.95%	1 year fixed deposit	22 July 2022	Cambridge and Counties	85,000.00	1.00%	1 year fixed deposit	21 July 2022	Untied Trust Bank	88,099.80	0.75%	1 year fixed deposit	26 April 2022	Skipton Building Society	87,968.05	0.35%	1 year fixed deposit	21 May 2022	<b>Total</b>	<b>603,046.68</b>			
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31/22	<p><b>Planning Report.</b></p> <p><b>Applications</b></p> <p>a) <b>22/00108/F Windmill Centre, Deddington.</b> Alterations to accommodate new Equality Act compliant toilets, one internally and one externally accessible. Cllr J Eames proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>b) <b>22/0275/DISC Discharge of conditions –</b> Matter between Cherwell District Council and the developer so no Council comment to make.</p>																																																		

	<p>c) <b>22/00281/ADV The Studio, Hudson Street, Deddington.</b> Non-illuminated signage. Cllr J Eames proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>d) <b>22/00370/F Field View, The Lane, Hempton.</b> Removal of conservatory and replace with single storey extension and additional windows. Cllr J Eames proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p><b>Approvals</b></p> <p>21/04228/TCA - 3 Castle End Castle Street Deddington.  21/04042/CLUP Corner House, Hudson Street., Deddington.  21/03969/TCA Goose Cottage, The Stile, Deddington.  21/The Coach House, Horse Fair, Deddington.  21/02887/F Oak Lodge, Clifton Road, Deddington.  21/04267/TCA Craxton, Castle End, Castle Street, Deddington.</p> <p><b>Refusals</b></p> <p>21/04096/TPO Charters House, High Street, Deddington.</p> <p><b>Withdrawals</b></p> <p>21/04030/LB &amp; 21/04029/F Maunds Farm House. High Street, Deddington.</p> <p><b>Correspondence</b></p> <p><b>21/04278/TEL OS Parcel 7800 North East of The Little House, Clifton Road, Deddington.</b> To install fixed line broadband 2 x 11m light pole by BT.  E-mail received from resident who asked BT for this service, expressing his dissatisfaction at BT's application, pointing out that he had asked for underground comms, and it is BT who want to install 11m poles as a cheaper alternative.</p> <p><b>Planning Appeal</b></p> <p>22/00007/REF Outline application for the erection of a detached dwelling (3-bed) &amp; associated works  Location: Land Adj to Allotments Off Duns Tew Road, Hempton.</p>
32/22	<p><b>Neighbourhood Planning. Cllr A Collins.</b></p> <p>The document for informal preliminary consultation, that lists all the sites possible for development under the neighbourhood plan, is nearly complete. The sites (identified by CDC's call for sites and the NP call for sites) have been analysed by AECOM. The link to this is likely to be emailed to the Council in the near future.</p>
33/22	<p><b>Large Scale Development Working Group. Cllr H Oldfield.</b></p> <p>Cllrs D Rogers, H Oldfield and the Clerk met representatives from OCC in Earls Lane regarding the Earls Lane pavement and s278 agreement. The current plan is for the pavement to run from the new development in Clifton Road round to Pound Court, with this running alongside the edge of the road. The PC wanted to know if it would be possible to move this pavement to run alongside the wall in order to maintain the informal parking spaces along the road, with this being tarmacked over. The conclusion from this meeting was that this is unlikely to be possible due to the high cost of tarmacking the area to highways standard, and of ongoing maintenance. It is therefore likely that people will park either on the pavement or in the road.</p>
34/22	<p><b>Highways and Transport. Cllr M Cox.</b></p> <p>a) <b>A-Boards and posters.</b> Cllr M Cox proposed, Cllr J Higham seconded the motion and the Council <b>RESOLVED</b> (9 for, 1 abstention) to approach OCC and ask if the PC be delegated as an agent to carry out the removal of posters on their behalf, specifically targeting the traffic lights and nearby poles at junctions.</p> <p>b) <b>Market Place parking.</b> The Unicorn have a legal right to have benches in the market place until September 2022.</p> <p>c) <b>Clifton resident – speeding.</b> Clerk replied to complainant to inform them that their concerns were raised to the Council. This issue will be passed onto County Cllr A Fatemian.</p> <p>d) <b>Damage to kerb and planting by cemetery.</b> Clerk to keep careful record of further damage by vehicles secondary to the site development. OCC has sent confirmation that curbs have been fixed. Cllr T Timms informed the Council that a lot of the curbs have been damaged again, including bits previously mended, and that these have been reported again in the last few days.</p> <p>e) <b>Streetlight on all day.</b> Currently showing as scheduled for action. Issue to be forwarded onto County Cllr A Fatemian once again, and onto Cllrs M Swadling and J Watts to report.</p> <p>f) <b>Speeding through red lights at the traffic lights.</b> County Cllr A Fatemian to be asked to chase the traffic cameras which have been requested. Urgent that traffic lights and road markings are looked at.</p> <p>g) <b>Working group for 20mph.</b> Not to be discussed in the meeting due to absence of Cllr D Rogers. Cllr H Oldfield has circulated a leaflet/questionnaire and received suggestions from the Council. A</p>

	<p>member of the public has been in contact requesting greater specificity regarding cost and time frame. Council principally happy with the draft leaflet/questionnaire. Cllrs to get in contact with H Oldfield if they have any further suggestions.</p> <p>h) <b>Consultation from OCC.</b> Cllrs happy for the circulated response to be sent by Cllr H Oldfield on behalf of the Council. Cllr H Oldfield to additionally send it on to the Deddington News representative.</p>
35/22	<p><b>Environment and Recreation Working Group. Cllr M Robinson.</b></p> <p>a) <b>Gaveston Green Brambles.</b> Quotes received. Enthusiasm from the Council to tackle the issue on its own in the Autumn, with the potential of seeking additional assistance from Gaveston Green residents.</p> <p>b) <b>No Mow May – May and June 2022.</b> Discussion regarding the inclusion of June in the initiative, due to its increased benefits to biodiversity. It was suggested that mowing a border around grass areas to prevent vegetation overhang and to provide a tidier appearance would look more appealing. Both ideas to be included in Cllr M Robinsons piece for the Deddington News and planned social media post, seeking parish feedback. The proposal will be assessed following this publicity.</p> <p>c) <b>Memorial Trees.</b> Discussion regarding the possibility of planting 2 memorial trees at a cost of £150 for those lost to covid and for those who volunteered their time to help others. The Windmill Centre therefore seen as a potentially favourable location due to this providing easy access for stewards to tend to the trees. Cllr J Eames in the process of applying for free advice regarding tree planting locations. Cllr J Eames to further set this in motion. Council generally in favour but more research needed.</p> <p>d) <b>Dog poo bin at churchyard.</b> Suggestion for a new dog poo bin to be placed at the entrance to the bullring from the churchyard, and for the installation of subtle signs to encourage people to pick up after their dog. Strategically placed signs in conjunction with bins should reinforce the message. Volunteer to empty the new bin in the churchyard so no charge for this. Cllr M Robinson proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (9 for, 1 abstention) to spend up to £500 providing bins and signs for this purpose.</p> <p>e) <b>Memorial bench request.</b> Cllr M Robinson proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to recommend the north end of the southern green, facing the town hall, as the ideal location. The Clerk to seek OCC approval before allowing the bench.</p> <p>f) <b>Portaloo request.</b> Expected cost for 11 weeks from Easter to the end of June 2022 = £315. Agreement from the Windmill Centre to clean as per last year. Allow £15pw but will only charge for needed cleans. Cllr M Robinson proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to hire the portaloo again for this period for costs up to £480 + VAT.</p> <p>g) <b>All Weather Court.</b> Consideration of report and what to do regarding the faded lines. Technical surfaces quote to repaint £1,200 which will last 6-12 months. Or option to replace the mat. Windmill Management Committee say that the mat replacement is not necessary.</p> <p>h) <b>Community payback volunteers.</b> Recommendation of using them provided insurance situation is in order. Clerk raised issue that the process would require careful management regarding tasks assigned. Windmill Centre to manage.</p> <p>i) <b>Venue of the next meeting.</b> Windmill Centre and the Holly Tree not available on the next meeting date. Next meeting to be held in the church, if possible.</p>
36/22	<p><b>Update from the Parish Council Representatives.</b></p> <p><b>Deddington Primary School.</b> Headteacher has been asked to provide assistance at a neighbouring school 2 days a week. Likely that this will go ahead.</p> <p><b>Friends of Castle Grounds.</b> Bird boxes planned to be going up on the 17 February.</p>
37/22	<p><b>Any other business.</b> None.</p>
38/22	<p><b>Date of the next meeting:</b> The next Parish Council meeting will take place on <b>Wednesday 16 March 2022 at 7:30pm</b> in Deddington Church. Meeting closed at: 9:06pm.</p>