

DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Windmill Centre on Wednesday 17 July 2002 commencing at 7.30pm

Present: Councillors Flux (Chairman), Mrs Cox, Todd, Mrs Harvey,, Mrs Swash, Mrs Spencer, Alton, Rollason, Haslam, Ellis, Jane Plummer (Clerk), Sue Gibbs (Minute Secretary).

257/02

Apologies

Apologies for absence were received from District Council O'sullivan,

258/02

Minutes

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The minutes of the Meeting held on 19 June 2002 were approved as a true record and signed by the Chairman. There were no matters arising.

259/02

10 Minute Open Forum

There were no members of the public wishing to speak.

260/02

Co-option of Councillors

The Chairman reported that 4 people had come forward indicating their willingness to be co-opted onto the Parish Council: Brian Wood, Steve Westley, Martin Squires and Brian Cosgrove, which would fill the existing 4 vacancies. Brian Cosgrove had however subsequently said that he might currently be over-committed and would like to wait until August when he would have shed some of his current commitments. If there were still a vacancy at that point, he might be willing to be co-opted then.

261/02

Cllr Flux proposed that the remaining three be co-opted onto the Parish Council. This was seconded by Cllr Todd and agreed unanimously.

262/02

It was agreed that the fourth vacancy would remain until August when it was hoped that either someone else would have come forward or that Brian Cosgrove would be able to take this on. In the meantime it was agreed that Cllr Alton would take on particular responsibility for Clifton.

263/02

Appointment of New Clerk to the Council

The Chairman reported that sadly, due to problems with childcare arrangements, since the previous meeting the Clerk had handed in her resignation. The post had been advertised and 7 or 8 applications had been received. This needed to be reduced to a short list of about 4, and the interview panel agreed. Historically, this had been the Chair and Vice-Chair, plus one other Councillor. Cllr Todd had already volunteered to join the panel. It was agreed that 3 interviewers would be sufficient. Cllr Todd pointed out that he would only be available the following week, and it was agreed that if a suitable replacement could not be appointed within the time available, Cllr Swash should be invited to join the panel instead.

264/02

Cllr Haslem asked whether as part of the selection process it would be appropriate for the new Clerk to attend the next Parish Council meeting, in order to get an idea of what was

involved in the post. Cllr Flux reported that unfortunately there would not be time for this as the Clerk was leaving at the end of July, so we need to appoint quickly. He confirmed that in the event of a suitable replacement not being found before then, there were contingency plans to ensure that the work was covered.

265/02 On behalf of the Council, The Chairman thanked the Clerk for all her work during the time she had been working there. They had all been impressed with how quickly she had picked everything up and very much regretted her departure.

266/02 Environment and Recreation Working Group

Cllr Swash reported as follows:

- a) Thames & Chiltern Visit, 14 July. This had duly taken place, and although the judges had been impressed with the first part of the visit, they had not seemed interested in the second half, around Hempton Road and above. It was agreed that a letter should be sent expressing the Council's disappointment at this attitude, and stressing that these areas were very much part of the village. It was also agreed that the Village should be congratulated at making such an effort for this event, and for it looking so attractive. Cllr Ellis asked whether someone could not be paid to keep the village, in particular the Market Place, clean and was reminded that it was part of the Stewards' job to clean and tidy the Market Square every morning.
- b) Bins. The Chairman confirmed he had had no feedback from Deddington News regarding this.
- c) Bases for Football. The Clerk confirmed that the new ones were on order.
- d) Wimborne Close Play Area. The Clerk had spoken to Carolyn Gratty of CDC but the area was still not up to standard
- e) Allotments. Nothing new to report.
- f) Castle Grounds. This was to be passed to F&GP to administer the costs. The Artifacts was still ongoing and would be chased up at the end of the month.
- g) Deddington Colts. Cllr Haslem had now had a meeting with the Chairman of Deddington Colts and agreed a rolling annual agreement for the Castle Grounds that covered concerns about repairs, the car park, storage etc. Cllr Haslem confirmed that both sides had been very pleased with the meeting and that he would forward a copy of the contract which had been agreed to the Clerk for the necessary signatures.
- h) Bottle banks. The Chairman reported that no response had yet been received from CDC to the letter sent following the last meeting. The Bottle Banks had been moved back to the layby. Cllr Cox reported that the grass has been cut and she had been informed that a CCTV camera was now constantly trained on the Bins. It was agreed that the Clerk should confirm with Albert Humphries whether this was the case.
- i) BMX. Cllr Spencer was to liaise with Adderbury Parish Council regarding this. Cllr Todd confirmed he had a contact in the village who might prove helpful.
- j) Playgrounds. The Clerk confirmed that the ROSPA inspection had now taken place. She had spoken with the inspector who had been pleased with the equipment and could not see any danger points. Cllr Swash confirmed that in the meantime the bolt on the bridge had now been repaired.

- k) **Jubilee Celebrations.** Cllr Haslem confirmed that the Jubilee Committee had now had a meeting and finalised its accounts. £4700 had been spent, and £5800 raised, leaving a surplus of £1100 which might be increased once VAT was reclaimed. It had been agreed that this should be split amongst the community, namely the Church, as a community centre, the Youth Club, the Carers "Thursday" club, and the "Uniformed groups (Scouts, Guides, Boys Brigade etc). Cllr Ellis stated that he would give a further £250 to this sum as part of his profits from running the Jubilee outside bar. He was thanked for this generous donation.
- l) **Tree Issues.** A request had been received for the oak and chestnut trees at the Clifton Play Area to be looked at. Cllr Swash reported that she had taken a preliminary look and that professional advice from CDC was needed. Cllr Cox said that the relevant professionals had looked at this previously. **It was agreed however that confirmation be sought from CDC as to exactly what could be done.**
- m) **Cemetery.** The Clerk reported that she had been informed by the Undertakers that Row Z had now been reached, that professional help was needed to separate this from the new A line, and that perhaps a gravel path should be put in. Plots could also be marked out to ensure that the space available was used to the maximum. **There was some discussion as to whether or not this was a matter of any urgency, but it was agreed that the Clerk should at least get the name of the firm involved and obtain a preliminary estimate of what the cost was likely to be.**
- n) **Street Lighting.** The Clerk confirmed that she had spoken to John Hamer who had asked the Council to send him a list of all lights which were to be looked at. Cllr Swash reported that this was in hand.

266/02

Finance and General Purposes Working Group

Cllr Todd reported as follows:

- a) **Code of Conduct.** The reply had now been sent off and Cllr Alton was thanked for the time he had put into this. The Chairman congratulated all Councillors on completing their forms so speedily and accurately.
- b) **Auditing Arrangements.** Cllrs Alton, Swash and Todd had inspected the Accounts on Monday 15 July and were very happy with the manner in which these had been conducted by the Clerk. **As far as the appointment of an Internal Auditor was concerned, no suitable candidate had yet been identified. It was not, however, intended at this stage that one of the District Auditor's staff be appointed because of the costs involved.**
- c) **Grants/Donations.** The Working Group recommended that grants be made as follows:

Banbury Citizens Advice Bureau	£150
Carers	£200
Katharine House Hospice	£200
WRVS (Books on Wheels)	£50
Macmillan Cancer Relief (N Oxon)	£200

Cllr Todd declared an interest in respect of the last charity and Cllr Flux declared an interest in the Carers group.

In response to a query from Cllr Haslem, Cllr Todd confirmed that all the groups listed above fulfilled the criteria agreed at a previous meeting whereby all grants should be to groups which would benefit the Village. **Cllr Todd proposed that the Working Group's recommendations be accepted. This was seconded by Cllr Haslem and agreed unanimously.**

- d) **Summer Holiday Activities.** The organizers of the holiday activities for the village children had asked for a donation of £50 for the activities being planned for this year. A similar scheme run in previous years had closed with funds of nearly £500, which had been handed over the Parish Council to hold. The chairman of the previous organisation had written stating that she still held materials that would be of use to the new Scheme and would be happy to hand them over. **It was agreed that the Parish Council would inform the new group that it would underwrite their scheme up to a maximum of the £50 requested, subject to satisfactory accounts being produced, and that the materials should be passed to the new group.**
- e) **Notice boards.** The Clerk was requested to write to the landowners and highways and planning authorities regarding the proposed siting and re-siting of the new boards. Once authorizations had been received, the Working Group would be able to make recommendations as to which should be erected this year and which should wait until 2003/04. **The Chairman reported that in addition an Email had been received from Christopher Hall of the Deddington News, stating that they would like to pay for or contribute towards one or more notice boards. It was agreed that the Clerk should respond accepting this offer.**
- f) **Coat of Arms.** The Working Group was not yet able to report on this.
- g) **Town Hall - Venue for Meetings.** **It was agreed that the current experiment of trying different venues for Parish Council meetings should continue for the time being.** Councillors were asked to submit their views to the Working Group before the next meeting when a decision could be made. A decision regarding the installation of a stair lift at the Town Hall would be held over until then.
- h) **Castle Grounds.** The Working Group felt that the current agreement with English Heritage should only be renewed for one year because of the costs involved, cutting the area the Council tended for English Heritage would cost £1155, leaving only £10 a week to cover all the other costs. **It was agreed that a meeting with English Heritage be arranged as soon as possible to review the agreement; in the meantime it should be renewed for one year only.**
- i) **Communication with the Parish.** There was concern that the approved Parish Council Minutes were not being placed speedily on the notice boards at Clifton, Deddington and Hempton, It was also important to ensure that they were readily available at the Library and it was suggested that a copy could be available at the Windmill Centre, as well as being retained in the Clerk's office. Similarly, there was also concern that DoL was not displaying the most recent minutes and it was felt that if these were not kept up to date, the Council should not continue to pass on the minutes to them. **It was agreed that the Cllr Flux should talk DoL.** In the meantime, the Stewards would be asked to post the Minutes as quickly as possible. Cllr Haslem added that he had been approached by Colin Robinson to say that DoL was faltering and that if any members of the Council wanted to

- assist they should contact him.
- j) **Stewards' use of Cars.** A meeting with the steward concerned had been arranged and the matter was ongoing.

Planning and Highways Working Group

Cllr Haslem reported as follows:

- a) **Lighting Survey.** This was being resolved by Cllr Swash and the Clerk
- b) **Noise Pollution.** Cllr Harvey had spoken to the new Nuisance Group and it was proposed that a representative be asked to attend a meeting soon. **It was agreed, however, that this should not be in August because of the difficulty of publicizing it because there was no Deddington News in August.**
- c) **Parking Paper.** This was to be re-titled "Traffic Management and Parking". The Working Group was reviewing the 29 replies received to the original paper and would then create a proposal on a critical path to provide new impetus. **This would include consultation with the Parish and would be presented at the September Parish Council meeting.**
- d) **Highway/Road safety measures.** The Chairman confirmed that he had spoken with Colin Carit who had said that the entrance gateways would be installed when the 30mph signs were amended, which was supposed to be in September. It was agreed that a letter should now be sent confirming the Parish Council's understanding that this would take place in September. **Cllr Cox asked for the Clerk to clarify the position regarding the Clifton sign. It was agreed that the Clerk should ask the police for information regarding the number of road accidents in the village over the last 5 years. The Clerk was also asked to request information from OCC on foliage which impact on drivers' vision. There was particular concern regarding the foliage on the road from Hopcraft Holt that obscured the signs coming into the village and the Clerk was asked to contact OCC about this.**
- e) **Road markings.** The Working Group was concerned that a number of road markings in the parish needed renewing. **It was agreed that this should also be included in the letter to be sent to OCC regarding foliage.**

Planning

- f) **Deddington Clifton Footpath.** The Working Group had been made aware of the footpath diversion order, due to the development of the new Clifton footpath. **The Chairman confirmed that this had come up previously.**
- g) 02/00987/F - Finishing Touches movement into Bluebells shop. Cllr Ellis declared an interest. **This had been approved.**
- h) 02/01280/F-59 St Johns Way, Hempton. **There had been no objections and the Working Group recommended approval,**
- i) 02/00909/F Lime Cottage, New Street, Deddington. **This was a new application number but the same plans which the Parish Council had previously approved; the Working Group recommended no action be taken,**
- j) 02/01388/OUT - Erection of No 1 dwelling (Outline), Land adjacent Sedgemoor and adjoining Four Winds, Clifton. This was a new application that had been

received after the Working Group meeting. Two letters of objection had been received. Cllr Swash said that this application had previously been turned down and Cllr Harvey confirmed that it was being considered by the same planning officer who had previously refused it. Cllr Flux said that Cllr O' Sullivan had been asked to see that this went to the Planning Committee, rather than just delegated to the Officers. The main concerns were access and the effect on the traffic, particularly in view of the number of children in the immediate area; that it would affect the neighbours' privacy and restrict their views, and that it was a large construction for the size of the plot. **It was agreed that the Council should object on these grounds.**

- k) Cllr Harvey confirmed that she had been in touch with the senior Planning Officer who was willing to come and give a talk on planning procedure. No date had yet been fixed for this.

268/02 **Invoices for Payment**

Invoices totaling £3455.84 in accordance with a schedule circulated at the meeting, a copy of which is filed with these minutes, were approved for payment. In addition, it was agreed that the Clerk's wages, which had been omitted from the list, be added.

269/02 **Investment of Councils Funds**

- a) At the close of business on 17 July 2002 the balances were as follows:

BANK BALANCES			
<u>Pate</u>	<u>17 July 2002</u>	<u>Rate of Interest</u>	<u>Notice</u>
Account Number			
60858471	4,660.81	1.5%	14 days
60708569	1,263.75	0.1%	Overnight
70012564	0.00	0.1%	Overnight
70708526	1,583.44	0.1%	Imprest
70708542	500.00	0.1%	Current
	8,008.00		
Bradford & Bingley Building Society	1,000.00	3.4%	120 days
West Bromwich Building Society	518,819.43	4.05%	Overnight
TOTAL	527,827.43		

A withdrawal of £10,000.00 has been made from The West Bromwich Building Society to the Barclays Current Account. This will show in three working days.

- b) The Chairman reported that the Council was now drawing down from the Capital Account. This was partly because of low interest rates and because spending was higher than income at this time of year.

270/02

Correspondence

A list of correspondence was circulated at the meeting.

- a) Letter from ROSPA - the Chairman reported that this confirmed the arrangements whereby Deddington joined with a number of other villages to reduce the cost of inspections.
- b) Smith of Darby - Cllr Flux reported they had quoted £470 for repairs to the Church Clock. It was agreed that this should be accepted.
- c) Mr A Yasar - street trading licence for selling hot food in Deddington. The Clerk confirmed that she had referred Mr Yasar to CDC.
- d) Design Gro - Castle Grounds - nettle & weed problem. The Clerk reported that following a meeting with Design Gro she had received a quote of £360 plus VAT for strimming and spraying the nettle and wild flower areas. Design Gro had also submitted a further quote of £320 plus VAT to remove the arisings and burn. However, she felt that some of this work was due to Design Gro's failure to fulfill their ongoing contract and therefore that they should bear some of this cost themselves. It was agreed that she should continue to negotiate with Design Gro on this matter.
- e) Design Gro - Estimate for repairs to football pitches. It was agreed that Cllr Haslem should deal with this. Cllr Haslem also expressed his continuing concern about sports clubs using the wrong chemicals to mark out grounds. The Clerk reported that ROSPA had given her a leaflet about inspection of football pitches, which included specifications of what could be used safely.

271/02

Valuation of Properties for Insurance Purposes

The Clerk reported that, following concerns over insurance at the previous meeting she had been in touch with Hayward White who had recommended a Mr Land of King Woolley in Banbury who would be able to value the Tennis pavilion, the Cricket pavilion, the Bowls pavilion, the Town Hall and the Windmill Centre for a fee of £250. She had spoken to the chair of the Windmill Management Centre who, for a nominal sum, was happy for the Windmill Centre to be included. **It was agreed that the Clerk should proceed with this.**

272/02

Date of Next Meeting

Wednesday 21 August at the Town Hall commencing at 7.30pm