

# DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Town Hall on Wednesday 21 July 2004  
commencing at 7.45pm

**Present:** Councillors Flux (Chairman), Squires, Swash, Alton, Todd, Wood, Haslam, Rollason, Watts, Mrs Spencer, District Cllr O' Sullivan, Co Cllr Jelf, Graham Pitts (Clerk), Sue Gibbs (Minute Secretary).

33 /04

## **Apologies**

Apologies were received from Cllrs Mrs Cox, Ellis, and Harvey.

34/04

## **Minutes of Last Meeting**

76/04 (f): Cllr Squires queried whether regular inspections of play equipment were to be recorded. The Clerk confirmed that these were now recorded in a book.

The Minutes of the last meeting held on Wednesday 16 June were then approved as a true record and signed by the Chairman.

35/04

## **Matters arising**

District Councillor Jelf informed the Parish Council that following the recent school bus accident, the speed management group in both Oxfordshire and Northamptonshire had been asked to look into a speed limit for that road.

36/04

## **Declaration of Interests**

Councillors declared an interest as follows:

- a. 38/04 (b) Cllr Flux declared an interest
- b. 42/04 (d) Cllr Flux declared an interest re Hempton Road
- c. 46/04 (b) Cllr Todd declared an interest
- d. 46/04 (c) Cllrs Flux and Rollason declared an interest

37/04

## **10 Minute Open Forum**

A Spokesman for the Hempton Allotment holders asked for an update on the question of ownership of the allotments and on progress on the installation of water.

38/04

## **Planning Working Group**

Cllr Swash reported as follows

Applications considered by Working Group.

a

### **04/01279/F The Crown & Tuns, New Street, Deddington**

Installation of ventilation duct to rear.

**No Objection**

b **04/01078/F Amended plans re 15 The Deadings, Deddington**

Two storey extension.

Amended plan shows proposed parking area. Working Group still consider this is an over development of the site and with the removal of existing garages could restrict access to neighbours garages. **It was also agreed that if the District Council did not uphold the Parish Council's objections, they should be asked to provide feedback as to why.** **Objection**

c **04/01304/ADV & 04/01303/F. Former Windmill Stores, Hempton Road, Deddington.**

New fascia sign and five cowl lights – alterations to building including front elevation.

**No Objection**

d **04/01425/LB Holcombe Hotel, Deddington**

Improvements to existing means of fire escape at rear of premises including alterations to Internal layout to rear elevation.

**No Objection**

e **04/01389/F Stone Walls, Hempton**

Erection of single storey building to rear of existing garage.

**No Objection**

f **04/01253/F & 04/01254/LB Castle Barns, Castle Street, Deddington.**

Sub-division of dwelling to form two dwellings, rebuild existing glazed entrance link, Replace flat roof with pitched to create first floor & internal alterations. **No Objection**

It was noted that work at Featherton House was nearing completion and **it was agreed that the Clerk should continue to monitor the situation regarding reinstatement of the grass verge where it had been eroded.**

39/04

**Finance and General Purposes Working Group**

Cllr Wood reported as follows:

- a. The monthly statement was circulated, showing three months of actual spending and cash flow for the rest of the year. He and the clerk intend to look at the budget for the rest of the year in time for the next meeting, including simplifying some of the allocations. If any Councillors or Working Groups needed more detail, this would be supplied as requested.
- b. **Primary School.** A letter had been received from the Primary School asking for a sizeable contribution towards the establishment of the Pre-School on the school site. As neither the exact amount required nor what grants were available had yet been established it was felt that it was premature for the Parish Council to consider this in detail at this stage, but **it was agreed that the School should be asked to keep the Parish Council informed so that the matter could be discussed at the appropriate**

- time.**
- c. **Town Hall.** A note was being prepared jointly with Deddington Charity Estates, which would be agreed with the Working Group and the Chairman before being distributed for consideration by the Parish council at a future meeting. An initial quote for the stairway had been received and it appeared that the required work might be more difficult than had originally been anticipated.
  - d. **Youth Club.** Following a request for the Parish Council to continue its financial support, Cllr Todd was looking carefully into the circumstances and would report back in time for a recommendation to be made to the next Parish Council meeting. In the meantime, support would continue for the current month
  - e. **It was agreed that applications for support from Oxfordshire Multiple Sclerosis Society and Banbury Citizens Advice Bureau should be refused,** in line with the policy previously agreed.
  - f. **All Weather Court.** CDC had now approved the grant of £3,980 towards this.
  - g. The estimate from Banbury Roofing had been approved by Cornhill. A quote had been received from Chipping Norton Glass totaling £517. Concern was expressed that the cost of vandalism is increasing.
  - h. **It was agreed that the request for an education grant received from Hannah Richards should be refused, as she no longer lived in the village.**

40/04

### **Environment and Recreation Working Group**

Cllr Squires reported as follows:

- a. **Stonepits Allotments.** The Chairman had a productive meeting with the solicitors regarding the question of land registration. The matter was now in hand and it was anticipated that a submission to the Land Commission would be made by the end of July. Cllr Squires confirmed that the sum previously set aside in the budget for the installation of water was still available once this matter had been resolved.
- b. **Circular Walk.** Andre Tansley had volunteered to help monitor this path.
- c. **Budget Monitoring.** The Working Group was happy with the F&GPs plans to modify details on the cash flow forecast.
- d. **Grass Cutting.** The Clerk had submitted a paper to the Working Group. The Working Group had been happy with the recommendation not to undertake this in house, but were concerned at the financial implications of increasing the number of cuts next season as these had not been costed out. The Clerk explained that the intention would be to get formal tenders in the autumn, the aim being to budget for a certain number of cuts for the whole season (hopefully reverting to 12 from 10), and that it would be left to the Clerk to manage as and when the grass needed cutting, as notified by the Stewards. **It was agreed that this needed to be fully addressed when the budgets for next year were being drawn up.**
- e. **Welford's Piece, Clifton.** Following a complaint, it was confirmed that the grass could not be collected but that a request had been made for this to be cut on the lowest setting.
- f. **Manor Farm Hedge.** It was agreed that the Clerk should contact the new occupants regarding this.
- g. **Biodiversity Questionnaire.** **It was agreed that Walter Meagher should be asked for help in completing this. It was also agreed that Deddington News should be asked to include the questionnaire and that it should also be made available on line.**

- h. **Hard Play Area.** It was anticipated that work would begin in August.
- i. **Transit Sites.** It was noted that OCC would be reviewing its strategy regarding Traveller Sites at its meeting in September. As no regional consensus had been reached it seemed likely that this concept would not be progressed.
- j. **Best Kept Village Competition** A very complimentary report had been received from the judges in the Best Kept Village Competition.
- k. A letter concerning the appearance of the village had been received from Terry Clinch. He was disappointed that floral displays had been given low priority and in particular was concerned about the planters on the approaches from Oxford and Clifton. Cllr Swash said that she had planted the ones on the Cenotaph late but they were now flourishing. However, she requested that both the planters coming in from Oxford and from Clifton should be removed; the former was difficult to maintain and the one coming in from Clifton was under a tree and never got any water. Cllr Todd was concerned that as a District Council grant had been received for these the council was obligated to keep them in place. He was also concerned at the financial implications of moving them and opposed incurring any additional expenditure which had not been budgeted for. After some discussion, it was proposed that OCC be asked to remove the one coming in from Oxford, and provide a quote for moving the other. Cllr Todd proposed that OCC should be asked if it could remove the planters free of charge. **This was agreed.**

41/04

#### **Village Plan Working Group**

Cllr Squires reported that the Village Plan Working Group had now held a very successful inaugural meeting and the minutes of the meeting were circulated. The working group comprised three members of the Parish Council, namely Cllrs Alton, Rollason and Squires, together with three others, Betty Hill, Peter Robinson and Pamela Ward. Cllr Squires had been elected chairman. A broad plan of action had been drawn up. Initially a consultative exercise would be undertaken, by holding open meetings in Clifton, Hempton and Deddington and contact would also be made with all the various groups and societies in the village. It was anticipated that this would be completed by Christmas. A questionnaire would then be drawn up, followed by a survey and then the village plan. The village would be kept informed of progress via the Deddington News and a letter informing residents of these proposals was planned for the September edition. It was anticipated that there would be some initial spending required, associated with the open meetings, promotional materials etc. Although a formal budget had not been drawn up it was thought likely to be in the region of £200. (It was noted that the main cost of the project, namely the survey, would have to be included in the budget for the next year). There was some unease at agreeing to expenditure in principle without having a clearer idea of what was involved and it was suggested that a more formal estimation of what was likely to be spent was needed. Cllr Squires felt however that this would be difficult to do and there was concern that drawing this up would lead to delays. **It was agreed that it was important to keep the project moving forward, and after some discussion it was agreed that costings should be put forward as soon as possible, but in order to keep things moving, the Chairman could agree to specific items of expenditure as they arose. It was agreed that participation from the village should be encouraged as widely as possible.** Cllr Westley added that the possibility of sponsorship should also be considered.

## Highways Working Group

Cllr Haslam reported as follows:

- a. **Posts on Village Green.** It was noted that the posts on the village green had been reinstated. The Clerk confirmed that he had not received any information on re-seeding the grass areas and would look into this. Cllr Todd commented that the other green also needed reseeding in parts and **it was also agreed that the Clerk would follow this up.**
- b. **Traffic Calming Issues:** It was proposed that Deddington News be asked to include very clear information in its minutes on the current issues which the PC had been progressing with OCC, namely Clifton footpath, the new give way sign on the Deddington side in Hempton and traffic calming issues in Deddington. There was concern that residents in Clifton in particular might not be clear on what was happening. **It was agreed that a letter be sent to OCC asking for confirmation that these works would be completed within the timescale previously indicated.**
- c. **Village Parking Task Force. The membership of this group was approved.** The first meeting would take place the next day when it was planned that a course of action would be drawn up and brought to the next Parish Council meeting for approval.
- d. **Lime Cottage.** Cllr Haslam had completed a review of all the issues and OCC had been asked to cost several options to resolve the matter. In the short term it was recommended that the Parish Council should send a letter to the neighbours asking them to work together to find a local compromise and reminding them that there were no rights in situ for existing parking. It was also recommended that a letter should be sent to houses elsewhere in the village, for example along the Hempton Road, where parking on the verge was an issue, stating the Parish Council's policy on the protection of verges and the benefits of this for traffic calming and the aesthetics of the village.

These proposals were discussed at length. Whilst it was agreed that the policy regarding discouraging parking on grass verges should be upheld, it was also recognized that the Parish Council had no power to enforce this. It was recognized that providing cars were parked legally and safely, it was really a matter for individuals. Cllr Squires asked if were possible to pass a by-law. Co Cllr Jelf suggested asking County to clarify the legal position and also promised to find out the position with regarding by-laws. It was also felt that it would be inappropriate to single out any particular areas of the parish and that an approach should be made in a general way, via the Deddington News and as part of the Village plan, emphasizing the PC's general policy in relation to grass verges. There was concern as to whether this would be effective and it was suggested that this issue should be included in the terms of reference for the parking group. As far as Lime Cottage were concerned, after further discussion it was proposed that a response should be sent to the residents of Lime Cottage and to all those who had contacted the PC, saying that OCC had been consulted and that in the meantime they should try to seek a local compromise to resolve the situation. **This was agreed by 8 votes to 1.**

**It was also agreed that the leaflet/article to be included in the Deddington News informing the Parish about the Village Plan should also include a section on the Parking Task Force and raising awareness of the Parish Council's view on parking.**

43/04 **Invoices for Payment**

A schedule of invoices totaling £8887.40 was tabled, a copy of which is filed with these minutes. Cllr Squires queried the payment for 3 new dog bins as he thought this had been deleted from the budget. **It was agreed that Cllr Wood and the Clerk would investigate this. If provision had not been made and if it were possible to do so without incurring a cancellation fee, the order should then be cancelled. This was agreed and the remaining invoices were approved for payment.**

44/04 **Investment of Councils Funds**

At the close of business on 21 July 2004 the balances were as follows:

**BANK BALANCES AS AT 20<sup>th</sup> July 2004**

<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>INTEREST</b>	<b>NOTICE</b>
70708526	823.18	.1%	Imprest
70708542	2332.01	.1%	Current
<b>TOTAL</b>	<b>3155.19</b>		
Bradford & Bingley	1000.00	2.85%	120 Days
W. Bromwich Building Soc.	564259.85	4.0%	Overnight
<b>TOTAL</b>	<b>568415.04</b>		

45/04 **Correspondence**

A list of correspondence was circulated at the meeting.

46/04 **Other Business**

- (a) Cllr Swash said that Cllr Cox had asked her to mention the signs currently erected by the traffic lights regarding teas in the church as it was felt that they were hazardous. It was noted that signs were often placed here and **agreed that this should also be**

**included in the Deddington News article.**

- (b) Cllr Todd reminded Councillors of the opportunities provided by Deddington Farmers Market to publicise the activities of any group, including the Village Plan Working Group and Parking Task Force.
- (c) **Windmill Centre**. The Chairman confirmed that a quote of approximately £3000 for the installation of CCTV had been received and a second was awaited. There was enthusiasm for progressing this, but it was important to wait and see how clear the images were before making a final decision.

47/04

### **Frequency of Meetings**

The Chairman reported that he had received a suggestion that the PC consider meeting less frequently, possibly only quarterly. Consideration was also given specifically as to whether a meeting was needed in August. The Chairman reminded Councillors that the only body empowered to take decisions was the full meeting of the Parish Council. Cllr Squires proposed that there should not be a meeting in August but that if any decisions were needed, these could be circulated by email. However, Cllr Todd felt that not having a meeting in August simply led to a backlog of things to be dealt with at the September meeting. It was also felt that it was much easier to cancel a meeting, than to call one at short notice, particularly when at least 7 days notice had to be given. It was felt that these arguments applied equally to the August meeting and to other meetings throughout the year. Cllr Westley said that he had made the proposal after speaking to the Chairman of another Parish Council who only met quarterly and who had found this to be very effective. (However, it was pointed out that some small parish councils only needed to meet quarterly – Deddington on the other hand is a large and busy parish) As an alternative he suggested that if meetings were scheduled monthly throughout the year, it might be possible to cancel at short notice if it were felt not necessary to meet – as was proposed for August. It was agreed that it would be helpful for the Working Groups to try and meet earlier in the months and for reports of those meetings to be circulated in advance of the full Parish council meeting. It was acknowledged however that this was not always possible as for example in the case of the F&GP as the information needing to be considered was not available until later in the month. **After some discussion it was agreed that meeting should remain monthly and that when the Agenda was circulated the minutes of the working groups should also be circulated where possible.**

48/04

### **Date of Next Meeting**

**It was also agreed that the next meeting should be held on Wednesday 18 August in the Town Hall commencing at 7.45pm. If it were felt nearer the time that there was insufficient business to make it worth holding the meeting, the chairman would cancelled the meeting and the Clerk would inform everyone accordingly.**

The meeting closed at 9.45pm.