

## DEDDINGTON PARISH COUNCIL

**Minutes of a Meeting held at the Duke of Cumberland's Head, Clifton on  
Wednesday 18 July 2012 at 7.30pm**

**Present:** Cllrs Collins (Chair), Bliss, Cox, Day, Finnigan, Flux, Oldfield, Ward, Watts, Williams, Wood and County Cllr Jelf.

118/12	<b>Apologies:</b> Apologies for absence were received from Cllr Squires.
119/12	<b>Minutes of the last meeting:</b> <b>103/12 F&amp;GP (11) Royal Jubilee.</b> The second sentence should read, "The council was concerned that it might become a meeting place for groups etc within the village". <b>103/12 F&amp;GP (11) Other Matters.</b> The last sentence in this paragraph should be removed. Cllr Collins then signed minutes of 20 June 2012 as a true record.
120/12	<b>Co-option of a Councillor:</b> Cllr Collins informed the PC that Cllr McDowell had stood down from the PC due to work commitments but intended to stay on the Castle Grounds Working Group as a non-council member. He was thanked for his contribution whilst on the PC and wished all the best for the future. The Clerk has informed CDC and is awaiting their confirmation that the PC can co-opt a new member. When this is received a poster will be put around the parish inviting applications. It is hoped that a Cllr can be co-opted at the September meeting. Cllr Collins then introduced Mrs Stella O'Neill who had applied to join the PC. Cllr Flux proposed that Mrs O'Neill be co-opted to the council. Cllr Day seconded this motion and the council unanimously agreed that Mrs O'Neill should be co-opted. Cllr O'Neill signed her acceptance form in front of the parish clerk, and then joined the other Cllrs.
121/12	<b>Declaration of Interests:</b> None declared
122/12	<b>Matters Arising not referred to later on the Agenda.</b> <b>Training.</b> The Clerk asked for Council approval for the Minutes Secretary to attend an OALC course for new Cllrs and clerks that provides an overview of the organisation and responsibilities of local councils. The course cost £55 plus VAT. Cllr Day proposed that the minute secretary should attend. This motion was seconded by Cllr Collins and unanimously agreed. Cllr O'Neill also asked to attend the course and this was approved. <b>CDC, new Register of Interests.</b> All Cllrs are required to complete a new Register of Interests form which will be posted on the CDC web site The Clerk asked Cllrs to complete their forms and return these to her in order that they can be sent to CDC in time to meet the 28 <sup>th</sup> July deadline for receipt. Cllr Oldfield queried whether she should declare being a feoffee of Deddington Charity Estate. The Clerk and County Cllr Jelf advised that, if in doubt, it is wise to declare everything. <b>Millennium Oak.</b> Cllr Flux reported that the Millennium Oak had recently been cut down. Cllr Oldfield noted that it wasn't dead. The Clerk will ask OCC whether they felled it and, if so, what will replace it.
123/12	<b>10 Minute Open Forum:</b> None
124/12	<b>County and District Councillors update:</b> County Cllr Jelf informed the PC that work on the Clifton to Deddington footpath would start at the end of September. The pathway would be a hardened surface between two boards of 1 metre width. He informed the PC that the monies had come from his discretionary fund. The path will cost in the region of £30,000 and will use up the bulk of the monies available to him. He therefore asked the PC to consider making a contribution in the region of 20% towards the cost of the work. This would allow for other work to be carried out in other villages. Cllr Collins said that this item would be added to the agenda of the September meeting.
125/12	<b>Updating Procedures including urgent business and complaint procedure</b> <b>Urgent Business.</b> The Clerk and the Chair have investigated the CDC urgent business procedure, as there would be issues with payments over £100 during August when the PC does not meet. However OALC suggested that this procedure would not be appropriate for use by the PC. It was suggested that an ordinary council meeting be called for August based around a short agenda based around three or four key items: approval of the minutes, planning applications, invoices for payment and correspondence. It was proposed by Cllr Finnigan that the meeting be held at the Windmill Centre on Wednesday 15 August at 7:30pm and curtailed to what is necessary (30 minutes). This was agreed to with one abstention. <b>Complaints Procedure.</b> The Clerk said that the PC needed to adopt a formal complaints procedure that records how complaints from members of the public are dealt with. She has obtained an existing complaints procedure written and adopted by a 'quality council' and suggested that this might be adapted to meet the needs of Deddington PC. It was resolved that Cllrs Day and Collins will assist the clerk to produce a draft complaints procedure that will then be brought back for consideration/approval by the PC. Cllr Wood suggested that the F&GP should manage any complaints and make recommendations if valid. Cllr Oldfield did not agree with this suggestion. The Clerk and Cllrs Day and Collins will make recommendations.
126/12	<b>Rules for Use of PC land.</b> It was suggested that rules should be established for the use of PC land for activities such as the Cricket Club Ball and other activities. It was suggested that the Environment and Recreation working group draft some rules regarding closing times, noise limits etc. Cllr Flux reminded the council that the Windmill Centre is an independent charity and so able to set its own rules - in 1998 the WMC was given a 99-year lease. Cllr Watts said it was his understanding that clubs had their agreements with WMC not the PC. Cllr Collins suggested that a copy of the rule the clubs had signed with the WC would be useful. Cllr Day proposed that the E&R group investigate the council's requirements, and bring some proposals back to council for discussion. It was then voted on with 9 for, 2 abstentions and 1 against.

127/12	<p><b>Trees at Gaveston Gardens.</b> A resident has approached the PC and requested a contribution towards cutting back a PC tree overhanging their property. Cllr Day suggested that a Tree Policy was necessary. It was initially suggested that in the absence of a policy a payment should be made towards the cost. However, it was decided that this would set a precedent. After much discussion it was proposed by Cllr Wood that the parishioner be informed that there is currently no PC tree policy but that the PC will be in touch once this has been agreed at the September meeting. In the meantime the resident should not undertake any work on the tree from PC land. Cllr Collins seconded this motion and it was unanimously agreed by council. The Clerk will write to the resident to tell them the PC's decision.</p>
128/12	<p><b>Environment &amp; Recreation:</b></p> <ol style="list-style-type: none"> <li>1. <b>Weed Control.</b> Cllr Finnigan reported that a resident had complained because the flowers outside her cottage had been treated with weed killer by the weed spraying contractor and subsequently died. Cllr Finnigan has apologised and replaced the plants and she is now happy.</li> <li>2. <b>Bark.</b> The bark for the play area near the entrance of the WC has been delivered and spread.</li> <li>3. <b>Village Greens.</b> Cllr Finnigan reported that the greens in the Market Place had been cut and were looking very tidy.</li> <li>4. <b>Bus Shelter.</b> The Steward will be asked to sweep out the Bus Shelter in Clifton.</li> <li>5. <b>Town Hall Benches.</b> The Clerk has asked the Steward to calculate how much it would cost to rub down and teak oil the two benches under the town hall, as a relative of a former resident is keen to make a donation towards the renovation of these. It was thought to be in the region of £40. When the cost is confirmed the Clerk will be able to calculate the annual cost of maintaining the various benches around the parish.</li> <li>6. <b>Town Hall.</b> Cllr Flux stated that the scaffolding has been constructed for the work to the Town Hall Windows. He had concerns regarding the potential damage the scaffolding could have to the hanging baskets and watering system, Cllr Day agreed to inform the PC if it was felt that they should be removed.</li> <li>7. <b>Conservation.</b> It was noted that Cllr Bliss had taken over the conservation role of the E&amp;R group.</li> <li>8. <b>Christmas tree.</b> A resident has offered a Christmas tree for the Market Place. Cllr Finnigan to investigate costing to fell and move to the market place. A decision is to be reached by September.</li> </ol>
129/12	<p><b>Highways and Transport</b></p> <p><b>Transport.</b></p> <ol style="list-style-type: none"> <li>1. <b>Dial a ride.</b> Cllr Oldfield informed the PC that this service has been drastically cut by CDC due to budget cuts. The doctors' surgery and the Thursday club at the WMC, both directly affected, are managing so far with new transport arrangements. Some start-up money is on offer from OCC for parishes wishing to set up their own community transport. After much consideration it was felt that community transport should not be set up as a) the needs seem to have been met so far b) there is only start up money and none for running costs c) would require a pool of vehicles as it could breakdown or the driver might be sick. It was agreed that a transport needs survey be undertaken in a few months' time after the community transport has settled in. <b>Lobbying:</b> Cllrs Cox and Oldfield attended a Q&amp;A session with Tony Baldry MP in June and raised the decline in the dial-a-ride service and the problems some patients face getting to surgeries. Cllr O'Sullivan of CDC also spoke passionately about rural isolation and loneliness. Tony Baldry said that the new dial-a-ride service run by OCC was being reorganised and improved. The ranks of taxi cabs lined up outside Banbury station and the Cross during slack hours might consider putting in a tender to offer a cheap service in off-peak hours to dial-a-ride customers; many had wheelchair capability. Dial-a-ride was run by local councils, which resented too much interference by parliament. Cllr Flux informed the PC that a charity had been set up to operate outside Dial a ride called Phoenix who currently has two buses. Cllr Oldfield reminded the PC that the working group is preparing a leaflet listing all the various providers of community transport for distribution around Deddington.</li> <li>2. <b>Parking outside schools.</b> There is a problem outside schools with parents parking on the zigzag lines. OCC's road safety officers have various strategies for helping schools tackle the problem. Cllr Cox has the literature about it. Cllr Watts suggested that this information be passed to Cllr Squires to deal with in conjunction with the school governors'.</li> <li>3. <b>Buses.</b> A review of the buses serving Deddington and local area will happen next year and different companies may be awarded the routes. Bus stops should be improved in this area this year. The new contractor for real-time signs at bus stops has started working through the county. There is no new money for infrastructure.</li> <li>4. <b>Trains.</b> The government will shortly be deciding whether to renew the Great Western franchise.</li> </ol> <p><b>Highways</b></p> <ol style="list-style-type: none"> <li>5. <b>Collection of Speeding Data.</b> Analysis of the data collected will take place over the next month. The Clerk to arrange a meeting with Highways OCC in September after the PC meeting. A resident has written regarding speeding which will be dealt with at the next meeting.</li> <li>6. <b>Clifton Footpath.</b> County Cllr Jelf gave the good news that the path would see an upgrade from the end of September. Therefore it was agreed that the Clerk would no longer pursue the county council about the Adderbury/Deddington footpath.</li> <li>7. <b>Post at the North Apex of South Green in Market Square.</b> Post on green got lost in system so the Clerk has re-registered its reinstatement.</li> <li>8. <b>RTC. Deddington Arms 26 May 2012.</b> Highways have suggested a relocation of the benches until the</li> </ol>

	<p>appropriate license is applied for or found. Apparently benches on the carriageway have to be licensed.</p> <p><b>9. Noisy Drain in Hempton.</b> Cllr Watts has reported after talking to a resident that there is an issue with Thames Water drains in Hempton. It is suggested that the resident contacts Thames Water directly.</p>
130/12	<p><b>Planning Applications</b>  Applications 12/00755/F, 12/00756/LB, 12/00792/F, 12/00815/F &amp; 12/00816/LB had been looked at on their receipt as a decision was required before the council meeting. Cllr Watts suggested that the planning applications should have been presented to all Cllrs with recommendations. Cllr Day suggested that this should only apply if there is anything contentious. The Clerk informed the meeting that it is usually possible to request a time extension for planning responses. It was then proposed and agreed that in future the standard policy will be that CDC will be asked to grant time extensions to enable decisions to be made at PC meetings.</p> <p><b>12/00808/F Castle Farm Cottages Earls Lane Deddington.</b> Construction of 2 stone dwellings and associated garage buildings. This site is subject to extant planning permission ref 11/00315/F. <b>No objection</b></p> <p><b>12/00755/F &amp; 12/00756/LB Former Holcombe Hotel High Street Deddington</b> Change of use of former hotel into private dwelling, demolitions and alterations, self contained office and associated two storey outbuilding. <b>No objection.</b></p> <p><b>12/00792/F Applewood Castle Street Deddington.</b> Proposed detached carport / store to replace existing timber shed. <b>No objection.</b></p> <p><b>12/00815/F &amp; 12/00816/LB The Old House Philcote Street Deddington.</b> Removal of conservatory to be replaced with single storey rear extension and internal alterations. <b>No objection</b></p> <p><b>12/00844/TPO Holcombe House High Street Deddington.</b> Removal of 1 x Yew Tree that is subject to a TPO. The PC recommends that a CDC tree officer visit site and that the PC will support the recommendation made by the tree officer. If the tree is to be removed CDC will be asked for replanting to be included as a condition</p> <p><b>12/00717/F &amp; 12/00718/LB 8 Castle Street Deddington.</b> Rear extension, vertical extension of existing staircase to create new access to loft conversion. <b>No objection</b> but the PC will ask that the CDC conservation officer is involved to ensure all alterations are appropriate to the listed building status</p> <p><b>12/00937/F 2 Duns Tew Road Hempton.</b> Demolish of existing kitchen and garden store, single storey rear and 2-storey side extension. The PWG recommended that the PC object for the following reasons. This property was original a 2 bedroom cottage it was changed to a 4 bedroom property under permitted development with the addition of a loft extension this plan is to enlarge the property to a seven bedroom dwelling. The PWG feel this is overdevelopment of the plot creating a disproportionate footprint, the proposal has the new garage extending in front of the current building line and it significantly reduces the space between the neighbouring properties. There is a proposal for a Juliette balcony on the first floor that will create an unacceptable level of overlooking. Increasing this property to a 7-bedroom dwelling could lead to increased parking issues in the street affecting other local residents. Cllr Watts said that he believed this building was not extending the building line to the front. He has spoken to the resident who has stated they would, if necessary increase parking. Cllr Day said that this was not stated in the planning request. Cllr day proposed that the PC object to this planning application for the reasons outlined above. Cllr Bliss seconded this motion. It was then voted on with 7 for, 1 against and 3 abstentions so the <b>PC will object to this planning application.</b></p> <p>Cllr O'Neill asked whether CDC wrote to residents about planning applications submitted by neighbouring properties. Cllr Collins said that there is currently no legal obligation but that the policy is under review.</p> <p><b>Appeals</b>  <b>APP/C3105/A/12/2177557/NWF Hempton Lodge Hempton.</b> Detached Dwelling with Garage. PC Objected to this application no further comments to be made.</p> <p><b>Approvals</b>  12/00042/F &amp; 12/00043/CAC The Workshop Franklins Yard Earls Lane Deddington  12/00589/F 9 County View Clifton OX15 0PZ  12/00668/F 57 St Johns Street Hempton  12/00615/F &amp; 12/00616/LB Crown and Tuns New Street Deddington</p> <p><b>Withdrawals</b>  <b>12/00663/F Rowan Cottage High Street Deddington.</b> Part single storey and first floor rear extensions with associated internal and external works. PC had no objection</p> <p><b>Correspondence</b>  <b>Two New Documents in Office</b>  Draft Conservation and Urban Design Strategy for Cherwell 2012 – 2015  Cherwell Housing Strategy 2012 – 2017  <b>Northamptonshire County Council</b>  Minerals and Waste development framework consultation request. It was decide the PC decline.  <b>Pegasus.</b> Letter sent to Cllr Flux 6 July re new date for public consultation asking for the PC's views on this consultation. PWG recommended that the PC approve their proposals for an exhibition at the Holy Tree Club subject to the Holly Tree clubs acceptance of the booking. It was recommended that it is request that no reference to the Draft Cherwell Local Plan is included in their exhibition and also that no inference that the PC has given any indication of it's position is to be made, bearing in mind we cannot fairly consider an</p>

	<p>application that has not been made. Cllr Day proposed that the clerk write to OCC and the Chair of governors at the school to confirm their understanding of a preferred approach to expansion suggested in this letter. Cllr Collins seconded this motion and this was agreed. The Clerk will find out the contact details of the planning members of Adderbury PC and pass them to Cllr Day further to their current success in blocking a development that went to Appeal. Cllr Collins said that there was talk of a school at Upper Heyford.</p>																																				
131/12	<p><b>Emergency Planning – review of outstanding actions.</b> Cllr Cox informed the PC that David England had found three further people willing to be First Responders (taking the total to 6). Cllr Cox said that the volunteers currently on the emergency plan would be contacted in September to see if they are still willing to continue to volunteer. She will also use this opportunity to see if any more people are interested in becoming First Responders.</p>																																				
132/12	<p><b>Finance and General Purposes</b></p> <ol style="list-style-type: none"> <li><b>Bank accounts.</b> The major income item was the £4,403 gross cutting grant from OCC. Expenses include hanging baskets, grave markers and quarter's rent for the office.</li> <li><b>Accounts to 31 March 2012.</b> Return sent in to BDO and one query replied to. No charge.</li> <li><b>Investments.</b> £125,000 has been transferred from Santander to NatWest. There is now £75,000 with Santander and £200,000 with NatWest both at 3% gross. The PC has received a letter from Anglo-Irish stating that the PC account will be closed on September 12<sup>th</sup>. This should have run through to January 2013. Cllr Wood has spoken to Anglo-Irish and it appears they are able to do this as part of a major reorganisation of the bank. He has asked for a statement of options to be sent to the PC office. In the meantime Cllr Squires will look out possible options elsewhere.</li> <li><b>Town Hall.</b> Letter sent to George Fenemore suggesting meeting. No reply as yet so Cllr Day to chase.</li> <li><b>Danwood copier.</b> Replacement machine installed and the scanner works. The Clerk informed the PC that they had also refunded £90 of overpayments.</li> <li><b>Solar panel reading</b> 13,692 KwH.</li> </ol>																																				
133/12	<p><b>Castle Grounds</b> Cllr Collins informed the PC that both the Castle Grounds and Welford Piece require a further cut. He proposed that budget be approved for the playing field area at the Castle Grounds (£87) and for the football pitch in Clifton (£42). Cllr Finnigan seconded this proposal and it was agreed. Cllr Oldfield advised that there had been some developments re the possibility for car parking and changing rooms at the Castle Grounds. Cllr Ward stated that at the last football club AGM she mentioned the Castle Ground potential pitches but the Football Chair raised serious concerns regarding the cost of dealing with moles and cutting the grass. Cllr Oldfield advised that a local landowner had suggested that the Church owned the strip of lane that ran between his land and the Castle Grounds. This is to be further investigated.</p>																																				
134/12	<p><b>Notice Board – renovations</b> Cllr Collins said that he had received some critical observations about the state of the notice boards. Cllr Finnigan said that something would be done about them.</p>																																				
135/12	<p><b>BT Fibre Optics Project.</b> Cllr Flux said that the survey had almost been completed and had required some digging e.g. at The Daedings. The ducting is also being checked. He informed the PC that the spine had reached the Deddington substation and that it was planned that this will be linked with Hempton and Clifton by the end of August. They will also soon providing him with a press release that he will make available of Deddington on Line.</p>																																				
136/12	<p><b>Report upon the Play Areas:</b> John Hicks has completed the play areas survey and saw that there was an error with the installation of the Cheese Slide as water was pooling on it. He recommended that the Clerk contact Wickstead and ask them to rectify the problem prior to producing their post installation report. Wickstead have said that this will be done along with the Wet Pour repair at Wimborn Close, which had been overlooked. Wickstead requested that they not be paid until everything was done satisfactorily and the post installation report had been produced. The Steward will be asked to use child friendly weed killer and kill the stinging nettles under the picnic table in the under 6's play area.</p>																																				
137/12	<p><b>Invoices for Payment:</b> Schedules of invoices totalling £4,741.47 for July were approved for payment.</p>																																				
138/12	<p><b>Investment of Council Funds</b> At the close of business on 18 July 2012 the balances were as follows:</p> <table border="1"> <thead> <tr> <th>ACCOUNT</th> <th>BALANCE</th> <th>INTEREST</th> <th>NOTICE</th> </tr> </thead> <tbody> <tr> <td>Barclays Imprest Acct</td> <td>691.65</td> <td>0.1%</td> <td>Imprest</td> </tr> <tr> <td>Barclays Current Acct</td> <td>21,276.89</td> <td>0.1%</td> <td>Current</td> </tr> <tr> <td>W. Bromwich Building Soc.</td> <td>41,655.87</td> <td>1.0%</td> <td>Overnight (inc interest)</td> </tr> <tr> <td>Santander</td> <td>75,000.00</td> <td>3.0%</td> <td>1 year fixed (July 12)</td> </tr> <tr> <td>Anglo Irish Bank</td> <td>200,000.00</td> <td>3.19%</td> <td>1 year fixed (Jan 13)</td> </tr> <tr> <td>Nat West</td> <td>75,000.00</td> <td>3.0%</td> <td>1 year fixed (Nov 12)</td> </tr> <tr> <td>Nat West</td> <td>125,000.00</td> <td>3.0%</td> <td>1 year fixed (July 13)</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>538,624.41</b></td> <td></td> <td></td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Imprest Acct	691.65	0.1%	Imprest	Barclays Current Acct	21,276.89	0.1%	Current	W. Bromwich Building Soc.	41,655.87	1.0%	Overnight (inc interest)	Santander	75,000.00	3.0%	1 year fixed (July 12)	Anglo Irish Bank	200,000.00	3.19%	1 year fixed (Jan 13)	Nat West	75,000.00	3.0%	1 year fixed (Nov 12)	Nat West	125,000.00	3.0%	1 year fixed (July 13)	<b>TOTAL</b>	<b>538,624.41</b>		
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139/12	<p><b>Correspondence:</b> None.</p>																																				
140/12	<p><b>Any Other Business:</b> None.</p>																																				
141/12	<p><b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 15 August at 7.30pm</b> in <b>The Committee Room of the Windmill Centre, Deddington.</b></p>																																				