

## DEDDINGTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held in the Old School Room, Hempton on 20 July 2016 at 7.30pm

**Present:** Cllrs D Anderson (Vice Chair), A Collins, M Cox, J Finnigan, J Flux, J Higham, A Morrell, H Oldfield, S O'Neill, D Rogers (Chair), J Watts, B Williams (also District Cllr) and Cllr B Wood (Vice Chair). Also in attendance a representative of Deddington News.

156/16	<b>Apologies:</b> Cllr M Squires
157/16	<p><b>Declarations of Interest:</b></p> <p>Cllr A Collins declared a general interest in Agenda item 12 Environment and Recreation. Synthetic sports pitches as a user of the pitch.</p> <p>Cllr J Watts declared a general interest in Agenda item 12 Environment and Recreation. Hempton Allotments as an allotment holder.</p> <p>Cllr D Rogers and Cllr J Flux both declared a general interest in Agenda item 15 Windmill Centre Upgrades as members of the Windmill Centre Management Committee.</p>
158/16	<b>Minutes:</b> The PC <b>RESOLVED</b> (unanimous, by those in attendance) that the minutes of the meeting of 15 June 2016 were approved. The Chair then signed the minutes.
159/16	<b>Matters Arising from the Minutes:</b> None
160/16	<b>10 Minute Open Forum:</b> None
161/16	<p><b>County and District Councillor updates.</b></p> <p>(i) <b>Report from County Cllr A Fatemian:</b> none received.</p> <p>(ii) <b>Report from District Cllr B Williams:</b> The report was received and will be made available on Deddington-On-Line. The following was noted:</p> <ol style="list-style-type: none"> <li>a) <b>Windmill St – Car Park – Fly Tipping.</b> CDC Enforcement Officer and District Cllr B Williams made enquiries to try and identify who was responsible. The offending mound of soil was removed soon afterwards.</li> <li>b) <b>Windmill St – Car Park – Resurfacing.</b> District Cllr B Williams made the CDC Interim Facilities Manager aware of the work required and it will be actioned in the autumn.</li> <li>c) <b>Group TPO on the Northern boundary of the Land North of Gaveston Gardens.</b> CDC have confirmed that the provisional TPO has now become permanent.</li> <li>d) <b>Dropped Kerb in The Tchure.</b> District Cllr B Williams is currently liaising with OCC Highways regarding a dropped kerb to the front of Forrester's Cottage in The Tchure as residents have raised safety concerns. OCC have no record of an application or approval.</li> <li>e) <b>CDC Working Group to protect services at the Horton.</b> There was cross party agreement at the full council meeting on 18 July 2016 to set up a working group of CDC officers and councillors to prepare the case for the protection and continuation of consultant led Paediatrics, Maternity and A&amp;E at the Horton and maintain existing services at the Bicester Community Hospital.</li> <li>f) <b>Grass and Tree Cutting in Open Spaces and Verge Maintenance.</b> In another cross party agreement at the same meeting, CDC agreed to set up a working group to resolve land title issues which complicate matters when attending to open space, tree, grass, shrub and verge maintenance and safety matters within the district. In liaison with OCC, Town Councils and Parishes within the district, maintenance of these areas will be to a standard that residents expect and deserve.</li> <li>g) <b>Further Fly tipping.</b> Further reports of fly tipping have been received at Windmill Street Car Park, Cosy Lane and Castle Grounds. These have, or will be, reported to CDC.</li> <li>h) <b>August 2016 Meeting.</b> District Cllr B Williams gave his apologies as he is unable to attend the PC's August meeting but District Cllr H Brown will be in attendance.</li> <li>i) <b>Clifton PC Bin.</b> The Clerk reported that the PC's wheelie bin in Clifton is being filled with grass cuttings. Cllr A Collins to monitor and report back.</li> </ol>
162/16	<p><b>Planning Matters.</b></p> <p><b>Applications</b></p> <ol style="list-style-type: none"> <li>a) <b>16/01164/LB: Charters House, High Street, Deddington.</b> Replacement of 2 dormer windows. The replacement windows will replicate the current windows and will be double glazed. Scaffolding will not extend beyond the boundary. No objections on the CDC portal. Cllr B Williams proposed, Cllr S O'Neill seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</li> <li>b) <b>16/01130/F: 1 Windmill Street, Deddington –</b> Demolition of side elevation porch &amp; erection of new utility room. The utility room is slightly larger than the existing porch but does not overlook any neighbouring properties. No objections on the CDC portal. Cllr B Williams proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</li> </ol> <p>Cllr S O'Neill left the meeting at this point.</p> <ol style="list-style-type: none"> <li>c) <b>16/01288/F &amp; 16/01289/LB: Hilarys Hat Hire, Market Place, Deddington –</b> Internal &amp; external alterations &amp; change of use of 1<sup>st</sup> floor from residential to Class A1 retail. Alterations include remedial work to decaying joists, internal and external woodwork, replacement of staircase and increase to one ground floor window facing the Tchure. No objections on CDC portal. Cllr B Williams proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) no objection.</li> </ol> <p><b>Approvals:</b></p> <p>16/00757/F: 45 The Daedings, Deddington.</p> <p>16/00884/TPO – Car parking area at Holcombe Gardens, Deddington.</p> <p>16/00766/F Castle Lodge, Castle St, Deddington.</p>

	<p>16/00661/F – 16/00662/LB – Philip Allan Publishers, Deddington Sale Rooms, Market Place, Deddington.</p> <p><b>Refusals:</b>  <b>16/00053/F</b> – Residential development of 99 dwellings together with parking, public open space, landscaping and associated infrastructure.  Cllr S O'Neill returned to the meeting  It was noted that CDC has issued a 5 Day Notice to DPC to enable the felling of a Sycamore Tree at the Castle Grounds for health and safety reasons.</p> <p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>- CDC have confirmed that David Wilson Homes have made an appeal to the Secretary of State against the refusal of their application 16/00137/DISC. Discharge of condition 4 (Drainage Strategy) of 13/00301/OUT.</li> <li>- The CDC Head of Regeneration &amp; Housing has acknowledged the PC's concerns regarding the Affordable Housing aspect of planning application 16/00063/F and assured the PC that the affordable housing on this site will be secured and transferred appropriately.</li> <li>- Confirmation has been received from CDC that the TPO (No 17) for the Hedgerow on Land North of Gaveston Gardens has now been made permanent after an initial provisional period of six months.</li> </ul>
163/16	<p><b>Motion to confirm the content of the presentation and representation regarding planning application 16/00053/F (Land North of Gaveston Gardens and Rear of Manor Farm Banbury Road Deddington) made to CDC, July 2016 - the Chair.</b>  Cllr D Rogers proposed, Cllr B Wood seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the PC adopt the document titled 'Overview' which was prepared by Cllr D Rogers as PC policy.  Cllr D Anderson left the meeting at this point.  Cllr D Rogers proposed, Cllr J Flux seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that the PC adopt the document presented by Cllr D Rogers, Chairman of the PC, to CDC.  Cllr D Rogers was thanked for producing the documents and attending the meeting.</p>
164/16	<p><b>Neighbourhood Plan Working Group update:</b> The policies for submission to the PC are still being developed.</p>
165/16	<p><b>Possible PC support for a non-specific Blue Cedar development:</b> A meeting was held with Blue Cedar homes who offer the type of quality two bed housing for the over 55's that the parish is seeking.  Cllr A Collins proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (eleven for and one abstention) that DPC would be very interested in a proposal of this nature, if it came to Council, on the proviso that the housing was offered exclusively to Deddington Parish residents in the first instance.  Representatives from The Village Foundation will meet with some Cllrs on 3 August at the Holly Tree Club.</p>
166/16	<p><b>Large Scale Developments Working Group Report:</b> Nothing to report this month.</p>
167/16	<p><b>Environment and Recreation Working Group</b></p> <ol style="list-style-type: none"> <li>1. <b>Christmas lights:</b> <b>RESOLVED</b> that a pole mounted box for the Christmas lighting be bought costing £102.25 inc VAT.</li> <li>2. <b>Ping! Package.</b> More information is being sought about a concrete ping pong table.</li> <li>3. <b>SSE Smart Meters.</b> SSE will be invited to address the September meeting for a max of 10 minutes.</li> <li>4. <b>Windmill synthetic sports pitch.</b> Cllr Collins declared a general interest. Cllr J Watts proposed, Cllr D Rogers seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that the Technical Surfaces MatchFit Plus (6 visits) contract is approved at a cost of £2295 plus VAT.</li> <li>5. <b>Hempton Allotment Hedge.</b> Cllrs Watts declared a general interest. Cllr J Watts proposed, Cllr J Finnigan seconded the motion and the Council <b>RESOLVED</b> that the inner hedge of the allotment on the farm drive side and the larger hedge at the rear against the farm will be cut in early Autumn with a tractor flail arm machine at a cost of £220.00 plus VAT.</li> <li>6. <b>Wimborn Close.</b> Cllr J Watts proposed, Cllr J Finnigan seconded the motion and the PC <b>RESOLVED</b> to cut back the hedge along Wimborn Close to the line of the streetlights, approx. 3 metres and cut back overhanging canopies, chip on site and remove all waste at a cost of £720.00 plus VAT.</li> <li>7. <b>Wimborn Play Area.</b> The Steward will be asked to remove under canopy of small trees and shrubs as discussed at the Wimborn Close play area and remove all waste.</li> <li>8. <b>Castle Grounds.</b> The PC received and considered quotes. Cllr J Watts proposed, Cllr J Finnigan seconded the motion and the PC <b>RESOLVED</b> to fell a large Sycamore tree in Castle Grounds for health and safety reasons at a cost of £560.00 plus VAT.</li> <li>9. <b>Hempton.</b> The contractors have been reminded to strim the verges in and around the bus shelter at Hempton where the road reduces into one lane</li> <li>10. <b>Cemetery gardening.</b> The Steward was thanked for his work on the flower beds. Mrs Jean Rudge was thanked for her contribution towards gardening at the Cemetery. As no volunteers have come forward to help Cllr J Watts proposed, Cllr J Flux seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that the Village Steward be employed for one additional hour per week over the summer months to tend the cemetery flower beds.</li> <li>11. <b>Footpaths update.</b> Damaged roundels have been replaced.</li> <li>12. <b>Dog fouling.</b> This is problem in various locations including: the Hempton Road Cemetery, the War Memorial Cemetery Extension, on the Hempton Road verges, outside the Holly Tree Club and on the sports pitches. Cllr J Watts will contact the clubs to discuss signage.  <b>RESOLVED</b> that the Clerk can spend up to £100 on appropriate signage.</li> </ol>

	<p><b>13. Grants update.</b> A grant application for the fitness trail has been submitted. A grant application for £12,000 towards the MUGA extension has also been submitted.</p> <p><b>14. CCTV at the Windmill Centre.</b> Three suppliers will be invited to indicate the cost of upgrading the existing CCTV system. The existing cameras will be retained but the recorder upgraded to allow for the addition of IP cameras, WiFi connected cameras and to enable internet access to recordings by authorised users.</p>
168/16	<p><b>Highways and Transport report</b></p> <ol style="list-style-type: none"> <li>1) <b>SpeedWatch.</b> Following a complaint by a resident Cllr J Higham will ask TVP to add Earls Lane to areas to be monitored when the equipment is back in action.</li> <li>2) <b>Speeding by Clifton Mill.</b> A site visit took place at 7:30am 18 July 2016 between Cllr M Cox, H Oldfield and a resident. The resident has offered to contribute up to £100 towards a traffic volume and speed monitoring strip being placed near the area of concern. Cllr A Collins offered to pay any reasonable shortfall if required. Cllr M Cox will contact OCC Highways to suggest a site visit.</li> <li>3) <b>School Parking – from TVP.</b> A letter was been sent to all parents reminding them that a £30 fine could be issued for offences of obstruction.</li> <li>4) <b>HGVs South Newington.</b> Correspondence from Victoria Prentis MP has been sent to all Cllrs.</li> <li>5) <b>HGV signs on Steepness Hill and the Netherworton Rd.</b> The Clerk had written to Sandford &amp; Ledwell PC and advised why the PC felt unable to support their request for permission to put up 'not suitable for HGV' signs. A response has been received stating that they understand DPC's position.</li> <li>6) <b>Farmers Market.</b> Cllr D Rogers to contact the Farmers Market Chair to suggest attending the August meeting to further make suggestions and solutions for the parking issues</li> </ol> <p><b>Transport: The Oxfordshire Comet:</b> The promised minibus service run by OCC – using school buses in their down-time – has been launched. The service will operate Monday to Friday between 10.15am and 2.30pm. It costs £3 to register with the service; with booking at least 24 hours in advance; solo or group travel; a five-mile journey costs from £7 for a single passenger – less per person for groups; regular trips or one-offs. The appears to be a lack of publicity for the service so Cllr H Oldfield will investigate whether OCC can provide 1,000 leaflets free of charge to promote the service otherwise print quotes will be sought for consideration by the PC.</p>
169/16	<p><b>Finance and General Purposes report:</b></p> <ol style="list-style-type: none"> <li>1) <b>Bank accounts all reconcile.</b> The main expenses and receipts were detailed.</li> <li>2) <b>Accounts Adjustment.</b> It was noted that a minor adjustment has been made to the agreed accounts to 31 March 2016 that does not affect the overall figures. This was agreed by the internal auditor and he new figures have been reported to the external auditor. The DPC has answered two queries from the external auditor – no charge has been made to the PC. Cllr D Anderson returned to the meeting.</li> <li>3) <b>Investments.</b> An £80,000 bond with Nationwide that matured on 15 July has been rolled over at 1.2%.</li> <li>4) <b>Internal Auditor.</b> It was agreed that Cllrs D Rogers and B Wood should meet Trish Ingham as a prospective internal auditor.</li> <li>5) <b>Insurance.</b> The VAS was added to the insurance policy at no increased premium.</li> <li>6) <b>Pensions Regulator.</b> This matter is being managed by the Chairman.</li> <li>7) <b>Windmill Expenditure.</b> The F&amp;GP recommended the Windmill Centre expenditure discussed later in the meeting.</li> <li>8) <b>Gardening Club Monies.</b> There is £281.25 carried in the Balance Sheet from when the Gardening Club closed. Cllr B Wood proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that the balance be shared between the Cemetery and FoCG.</li> </ol>
170/16	<p><b>Windmill Centre Upgrade.</b> Cllrs Rogers and Flux both declared a general interest. Cllrs M Cox and D Anderson left the meeting at this point.</p> <ol style="list-style-type: none"> <li>1) <b>GasTech.</b> Cllr A Collins proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that a remote access thermostat be purchased for £475 plus VAT. Cllr M Cox returned to the meeting</li> <li>2) <b>B&amp;Q Paint.</b> Cllr S O'Neill proposed, Cllr B Williams seconded the motion and the Council <b>RESOLVED</b> (eleven for and one abstention) that paint be purchased at a total of £384.96 incl VAT</li> <li>3) <b>Flooring.</b> Cllr B Wood proposed, Cllr A Morrell seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that £3,146.66 plus VAT be approved for new flooring.</li> </ol>
171/16	<p><b>Defibrillators:</b> SSE can provide a grant of up to £10,000 for community resilience. Cllr D Rogers met with Martin Fagan of Community Heartbeat and looked at possible locations. He suggested that DPC consider applying for a grant to cover 4:</p> <ol style="list-style-type: none"> <li>1 in Hempton – either Old School Room outside wall or in the phone box (recommends phone box)</li> <li>1 in Clifton - in the phone box.</li> <li>2 in Deddington – one on the outside wall of the Co-Op to the left of the entrance, in the red phone box if the phone service is disconnected or on the outside wall of the GP surgery. One on the outside wall of the Windmill Centre near the main entrance. Mr Fagan has offered to advise on supply, installation, maintenance and the grant application if this is approved by the Council. The units are supplied in an all-weather locked case with signage and training for £2000 each. There will be some installation costs to be</li> </ol>

	<p>advised once the locations are agreed. The phone boxes in Clifton and Hempton are currently defunct and are likely to be otherwise removed. The farmers market has also been exploring this initiative and the Chair has indicated that they would support this programme and contribute towards it.</p> <p>Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous, by those present) that DPC applies for a grant funded scheme supplying defibrillators in Deddington Clifton and Hempton as outlined above.</p>																																													
172/16	<p><b>Invoices for Payment:</b> The Council <b>RESOLVED</b> (unanimous) that the invoices paid between 16 June – 20 July 2016, totalling £6,490.49 were approved for payment.</p>																																													
173/16	<p>The Chairman asked for and was given the agreement of the Council to defer the agenda item about Pay and Conditions at the end of the meeting.</p>																																													
174/16	<p><b>Report upon the investment of the Parish Council's Funds as at 30 June 2016</b></p> <table border="1"> <thead> <tr> <th>Account</th> <th>Balance</th> <th>Interest</th> <th>Notice</th> <th>Valid Until</th> </tr> </thead> <tbody> <tr> <td>Imprest</td> <td>2,515.55</td> <td>0.1%</td> <td>Imprest</td> <td></td> </tr> <tr> <td>Current</td> <td>90,818.98</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Santander</td> <td>76,880.48</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Santander</td> <td>82,037.11</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Start Feb 2017</td> </tr> <tr> <td>Nationwide</td> <td>130,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2016</td> </tr> <tr> <td>Nationwide</td> <td>80,000.00</td> <td>1.4%</td> <td>1 Yr Fixed</td> <td>Mid July 2016</td> </tr> <tr> <td>Hampshire TB</td> <td>75,000.00</td> <td>1.9%</td> <td>1 Yr Fixed</td> <td>Start Dec 2016</td> </tr> <tr> <td><b>Total</b></td> <td><b>537,252.12</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	90,818.98	0.1%	Current		Santander	76,880.48	0.75%	1 Yr Fixed	Start Feb 2017	Santander	82,037.11	0.75%	1 Yr Fixed	Start Feb 2017	Nationwide	130,000.00	1.4%	1 Yr Fixed	Mid Nov 2016	Nationwide	80,000.00	1.4%	1 Yr Fixed	Mid July 2016	Hampshire TB	75,000.00	1.9%	1 Yr Fixed	Start Dec 2016	<b>Total</b>	<b>537,252.12</b>			
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175/16	<p><b>Formal thanks to the internal auditor:</b> John Suckling was formally thanked for his invaluable work as internal auditor for the PC.</p>																																													
176/16	<p><b>Update from the Parish Council Representatives.</b> None</p>																																													
177/16	<p><b>Correspondence.</b> Noted.</p>																																													
178/16	<p><b>AOB as allowed by Chairman.</b> None.</p>																																													
179/16	<p><b>Exclusion of the Public and Press.</b> The Council resolved that because the nature of the business to be transacted is sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1). The Clerk, Minute secretary and Deddington News representative left the meeting.</p>																																													
180/16	<p><b>Clerks Pay and Conditions including pension.</b> Cllrs D Anderson, J Watts and M Cox left the meeting at this point. Cllrs M Cox and J Watts then re-joined the meeting. The following matters were discussed:</p> <p><u>Pay</u></p> <ol style="list-style-type: none"> <li>1.) It was <b>RESOLVED</b> that the Clerks pay award be backdated to 18<sup>th</sup> May 2016.</li> <li>2.) It was proposed that the PC use the SLCC / NALC arbitration panel to report on the Clerks job spine point position accepting that there will be a fee to do this.</li> </ol> <p>An amendment was proposed and seconded of "this council is competent to decide what pay grade the clerk should be on and we accept Cllr Andersons observations." The amendment fell and motion (2.) was <b>RESOLVED</b>.</p> <p><u>Pension</u></p> <ol style="list-style-type: none"> <li>3.) It was proposed that the Clerks pension outcome be backdated to 18<sup>th</sup> May 2016.</li> <li>4.) It was <b>RESOLVED</b> that DPC does not favour the Local Government Pension scheme.</li> </ol>																																													
181/16	<p><b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 17 August 2016 at 7.30pm</b> in the <b>Windmill Centre, Deddington</b>. The meeting closed at 9.20pm.</p>																																													