

# DEDDINGTON PARISH COUNCIL

**Minutes of the Meetings held in the Windmill Community Centre, Deddington on  
Wednesday 11 June 2014 at 7.30pm**

**Present:** Cllrs A Collins, S Boulter, M Cox, J Day, F East, J Flux, J Finnigan, H Oldfield, D Rogers, S O'Neill, M Squires, J Watts, B Williams (also a District Councillor), B Wood and County Cllr A Fatemian.

**Apologies** were received from Cllr H Oldfield.

<b>Annual Parish Council Meeting</b>	
102/14	<p><b>Election of Chair and signing of Acceptance of Office</b> Cllr J Flux proposed that Cllr A Collins be Chair of the Parish Council. This nomination was seconded by Cllr J Day. No other nominations were received. <b>RESOLVED:</b> That Cllr A Collins is elected as the Chair of the Parish Council 2014/15. Cllr A Collins then signed his acceptance of office as Chair.</p>
103/14	<p><b>Co-option of a Parish Councillor and signing of Acceptance of Office</b> The Clerk reported that one application for co-option had been received from Mr John Finnigan. Cllr M Squires said that the PC could not fill the vacancy at this meeting and should defer for a month as he had spoken to an officer at CDC and been advised that the PC had not complied with the statutory notice periods for co-option. The Clerk reported to the Council that she had discussed this specific matter with James Doble, Democratic and Elections Manager at CDC and received email confirmation that because election conditions applied the PC could co-opt that evening. Much discussion followed. The Chair proposed that the co-option go ahead and Cllr J Flux seconded this motion. <b>RESOLVED</b> (8 votes for, 1 vote against and 3 abstentions) that Mr John Finnigan was co-opted on to Deddington Parish Council. Cllr M Squires asked that the minutes record that he voted against this motion because he did not consider the PC to be following correct process. Cllr J Finnigan then signed his acceptance of office form. <b>ACTION:</b> <i>District Cllr B Williams will confirm the position with James Doble at CDC.</i></p>
104/14	<p><b>Election of Vice Chairs and signing of Acceptance of Office.</b> Cllrs B Wood and D Rogers were nominated as Vice Chairmen <b>RESOLVED</b> (unanimous) that Cllr B Wood is appointed as a Vice Chair. <b>RESOLVED</b> (2 abstentions) that Cllr D Rogers is appointed as a Vice Chair. Cllrs B Wood and D Rogers then signed their acceptance of office forms as Vice Chairs.</p>
105/14	<p><b>All other Cllrs to and sign Acceptance of Office:</b> The Parish Clerk confirmed that all Cllrs had signed their acceptance of office forms either before or at this meeting. <b>ACTION:</b> <i>The Chair will confirm with CDC whether Cllrs need to submit new Declarations of Interest Forms. If so, all Cllrs should send their Declaration of Interest forms back to CDC.</i></p>
106/14	<p><b>Working Groups Structure and Membership for 2014/15.</b> The membership of the working groups was discussed at some length. <b>ACTION:</b> <i>The final membership of working groups will be confirmed by the Chair.</i></p>
107/14	<p><b>Confirmation of Members serving on outside bodies:</b> The Council <b>RESOLVED</b> the following</p> <ol style="list-style-type: none"> <li>1. <b>School Liaison</b> - Cllr M Squires</li> <li>2. <b>Deddington Charity Estate</b> – Cllr H Oldfield and ANO to be confirmed (who does not have to be a Cllr)</li> <li>3. <b>Friends of Castle Grounds</b> – Cllr J Flux</li> <li>4. <b>OALC</b> – The PC decided not to have an official representation at OALC meetings</li> <li>5. <b>Libraries</b> – Cllr J Flux and B Williams</li> <li>6. <b>Windmill Centre</b> – Cllr J Watts</li> </ol>
108/14	<p><b>Confirmation of;</b></p> <ol style="list-style-type: none"> <li>1. <b>Internal Auditor:</b> Cllr J Flux proposed that Mr J Suckling be asked to continue as Internal Auditor and the Chair seconded this motion. <b>RESOLVED</b> (unanimous) that Mr J Suckling be asked to continue as Internal Auditor</li> <li>2. <b>Insurers:</b> Cllr B Wood proposed that Zurich be reappointed for a three year term and the Chair seconded this motion. <b>RESOLVED</b> that Zurich be reappointed as the Insurance providers for the Council's for the next three years.</li> </ol>
109/14	<p><b>Standing Orders and Financial Regulations.</b> A suggestion that the Chair should only stand for a limited period was discussed. Cllr B Wood proposed that the Chairman should be elected for a maximum period of 4 years and then should stand down for a period of 1 year. Cllr J Watts seconded this motion but the motion fell on a vote (4 votes for, 6 votes against and 3 abstentions). The Chair proposed, Cllr B Wood seconded the motion, and it was <b>RESOLVED</b> that Deddington Parish Council will continue to use the current Standing Orders and Financial Regulations.</p>
110/14	<p><b>Asset Register and Risk Assessment</b> The Asset Register and updated Risk Assessment were received and considered. The Chair proposed, Cllr B Wood seconded the motion, and the Council <b>RESOLVED</b> that Deddington Parish Council approves the current Asset Register and updated Risk Assessment.</p>
111/14	<p><b>Attendance records for 2013/14 :</b> Details of the Cllr attendance at PC meetings 2014/15 were received and noted.</p>
112/14	<p><b>Calendar of meetings 2014/15</b> The Clerk had previous distributed the calendar of PC meetings. <b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. <i>The Chair will confirm the August meeting in Clifton.</i></li> <li>2. <i>Cllr M Squires will confirm whether the PC can use the school rather than the Windmill Centre in September</i></li> <li>3. <i>The Chair and Clerk will confirm the date for the Annual Parish Meeting.</i></li> </ol>

## June Monthly Parish Council Meeting

113/14	<b>Apologies:</b> Apologies were received and accepted from Cllr H Oldfield
114/14	<b>Declarations of Interest:</b> Cllr S O'Neill declared a Pecuniary Interest in Agenda Item 9, the S106 update, as a landowner and left the meeting whilst this item was discussed. Cllr S O'Neill declared a general interest in the Local Heritage Asset Register as she works in the library. Cllr M Squires said that some Cllrs had received confirmation that their expenses returns had been received whilst others had not. <b>ACTION:</b> District Cllr B Williams will clarify the position with the election officers at CDC. Cllr B Williams declared an interest in the CDC Ward Boundary Review that is currently being consulted upon because he is a CDC District Cllr. Cllr M Squires declared a general interest in Agenda Item 8 (a) Planning App 14/00673/F Grove House High Street Deddington.
115/14	<b>Minutes: RESOLVED</b> (unanimous) that council approved the minutes of the meeting held on 14 May 2014 were approved and signed by the Chair.
116/14	<b>Matters Arising from the Minutes:</b> None.
117/14	<b>10-Minute Open Forum:</b> No residents wished to participate in the 10 minute open forum.
118/14	<b>County and District Councillor updates.</b> <b>(i) County Cllr A Fatemian</b> apologised for the delay in responding about the site visit of the OCC highways team to St Thomas Street. He said that there would be a meeting about the lack of room at the school in Adderbury on 24 <sup>th</sup> June and invited a Deddington Parish Council Cllr to attend this meeting. When asked whether he considered that the Deddington School had room to expand he said yes. He has sent the PC the text of a letter about A Boards (as agreed at the last meeting). This has been forwarded to the HWG which will make a recommendation in due course. He confirmed that it was likely that in future the OCC grass cutting grant would be reduced by 50%. Cllr Fatemian said that he will be able to confirm his Cllr Community budget for this year in July but anticipated it to be reduced to £5k. He said that the Deddington Nursery had already applied for a grant from this fund. He noted that there will be meetings about public transport in Banbury Town Hall on Monday 23 <sup>rd</sup> June and in the Littlebury Hotel in Bicester on 30 <sup>th</sup> June. The meetings will start at 7.30pm. <b>(ii) District Cllr B Williams</b> thanked everyone who had voted for him at the recent election and confirmed that he would be covering the Deddington and Barfords ward. He will sit on the Licensing and Appeals Committee and be a sub on the planning committee (this is usual for new Cllrs who are undergoing training). He reported upon the new district council ward boundaries. Discussion followed. Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous except for Cllr B Williams who abstained from the vote) that if there is time Deddington Parish Council send a comment and say that the Council considers it to be a poor idea as it tends to divorce the electorate from their District Councillor. <b>ACTION:</b> The Clerk will respond to the consultation if it is still open.
119/14	<b>Annual Accounts</b> A copy of the internal audit report had been copied to all Cllrs. Cllr J Day asked whether there was any advantage to reassessing the value of assets and Cllr B Wood confirmed that there was not. <b>1. Approval of the Annual Accounts to March 2014</b> The annual return and accounting statements for Deddington Parish Council for the year ended 31 March 2014 were received and considered. Cllr Wood proposed that the annual accounts and the annual statements in the annual return for the year ended 31 March 2014 be approved as a true record of the financial position of the council and its income and expenditure. Cllr J Day seconded this motion. <b>RESOLVED</b> (unanimous) that the annual accounts and annual statements in the annual return for the year ended 31 March 2014 were approved. <b>2. Approval of the Governance Statement</b> Cllr Wood proposed that the Annual Governance Statement for the year ended 31 March 2014 be approved by the Council. Cllr J Day seconded this motion. <b>RESOLVED</b> (unanimous) that the Annual Governance Statement for the year ended 31 March 2014 was approved.
120/14	<b>Planning Matters</b> <b>(i) Planning Applications:</b> the following planning applications were received and considered. <b>14/00673/F Grove House, High Street, Deddington</b> Erection of greenhouse. Cllr M Squires declared a general interest and did not vote on this application. Cllr J day proposed, Cllr J Finnigan seconded this motion and the Council <b>RESOLVED</b> that it had no objection <b>14/00679/F Milldown, County View, Clifton</b> Single Storey rear extension. Cllr J Day proposed, Cllr D Rogers seconded the motion and the PC <b>RESOLVED</b> that it had no objection. <b>14/00735/F 17 The Paddocks Deddington</b> Rear Extension and minor alterations to attached outbuildings. Cllr J Day proposed, the Chair seconded the motion and the Council <b>RESOLVED</b> (unanimous) that it had no objection. <b>14/00172/TCA Innisfree St Thomas Street Deddington</b> Fell 1 x Conifer. Cllr Day proposed, the Chair seconded the motion and the PC <b>RESOLVED</b> (unanimous) that it had no objection but would ask CDC to request a new tree be planted on site as per our tree policy. <b>14/001689/TCA Deddington manor New St Deddington</b> Fell 2 x Birch. Cllr J day proposed, the Chair seconded and the Council <b>RESOLVED</b> (unanimous) that it had no objection but would ask CDC to request new trees be planted on site as per our tree policy.

	<p><b>Planning Approvals received:</b>  14/00470/F Deddington Health Centre Earls Lane  14/00506/F The Old Bakery New Street Deddington  TPO(24)2013 Geggs Lodge Hempton Road Deddington</p> <p><b>Correspondence:</b> None</p> <p><b>ACTION:</b> <i>the Clerk will send the planning responses back to CDC.</i></p>
121/14	<p><b>S106 Update &amp; Suggestions for Consideration for Local Heritage Asset Register:</b> Cllr S O'Neill declared an interest and left the meeting whilst the item about S106 was discussed. Cllr J Day reported upon the S106 costing information that he had received from the Clerk and various Cllrs. A meeting had recently taken place between himself, Cllr H Oldfield and a resident with relevant expertise in S106 agreements. <b>ACTIONS:</b> <i>the Clerk will:</i></p> <ol style="list-style-type: none"> <li>1. <i>Send letters to OCC and CDC, suggesting which of the S106 items already agreed might be allocated to Deddington.</i></li> <li>2. <i>Include the EH response about the potential use of the Castle Ground on the agenda for the next meeting.</i></li> </ol> <p>Cllr S O'Neill rejoined the meeting at this point.  Cllr J Day presented a report about suggestions put forward for consideration for listing on the Local Heritage Asset Register. Cllr S O'Neill declared a general interest in the Library as she works there. Cllr J Day proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> that the new Planning Working Group would consider the following further: the School Hall, the Satin Lane Allotments, The Library and The Duke of Cumberland Pub.</p>
122/14	<p><b>Policy for the use of PC Notice Boards:</b> A draft policy for the use of Notice Boards was received and considered. Cllr D Rogers proposed, Cllr J Finnigan seconded the motion and the Council <b>RESOLVED</b> (12 votes for one against) that:</p> <ol style="list-style-type: none"> <li>1. Use of the notice boards will be made available to individuals and organisations in the interests of community events.</li> <li>2. No commercial ventures will be welcome unless they are clearly supporting community events and this event is advertised.</li> <li>3. People wanting to use the notice boards will notify the Clerk to establish a point of contact for the PC</li> <li>4. Notices will only be allowed to be mounted using drawing pins – other devices can cause damage to resources that recently cost the PC £2,000.</li> <li>5. A4 should be considered a reasonable maximum size</li> <li>6. Notices should be removed within 48 hours of the advertised event. Failure to do this might affect the organisation being welcomed or allowed to post for a future event.</li> <li>7. Notices should not be posted that cover a current notice. Should no space be available the organisation should wait until a currently posted event has passed.</li> <li>8. No one unauthorised by the PC should remove any posters unless the notice board is full and an advertised event has already passed.</li> </ol> <p>Cllr S O'Neill left the room whilst the next agenda item was discussed.</p>
123/14	<p><b>Complaint from a resident:</b> the Council received and considered a complaint from a resident about a Cllr's involvement on the PC's planning working group. The Chair confirmed that he had consulted with the Head of the Law and Governance at CDC. The Chair proposed, Cllr D Rogers seconded the motion and the PC <b>RESOLVED</b> (unanimous by those Cllrs present in the room at the time) that:</p> <ol style="list-style-type: none"> <li>1. The allegations made about the Parish Council were untrue and unfounded.</li> <li>2. The allegations made against the Cllr were untrue and unfounded. This Cllr had studiously declared an interest and left all meetings at which relevant planning items were discussed. This includes working group meetings as well as the full Parish Council meetings. Any large planning applications are now considered by a separate working group of which this Cllr is not a member.</li> <li>3. The Parish Council is not in a 'position of influence' with regard to planning matters as confirmed by CDC's Head of Law and Governance.</li> <li>4. Should the resident still have concerns or reservations they should contact Kevin Lane, Head of Law and Governance at CDC in Bodicote House.</li> </ol>
124/14	<p><b>Venues for Parish Council Meetings:</b> Cllr S O'Neill rejoined the meeting at this point.  The noise issues arising from the 'Zumba' class taking place in the Windmill Centre at the same time as the PC meetings were discussed.</p> <p><b>ACTION:</b> <i>Cllr J Flux agreed to ask the WC Bookings Secretary not to take a booking for Zumba on nights when the PC was due to meeting in the Windmill Centre.</i></p>
125/14	<p><b>Reports from the PC nominated representatives</b>  <b>Windmill Centre</b> – It was noted that the Tennis Club needed to explain how the electricity for the flood lighting would be metered.</p> <p><b>ACTION:</b> <i>Cllr J Flux agreed to ask the Tennis Club to put the sign back up that welcomed non users to use the courts when not in use by members.</i></p> <p><b>NAG</b> – The Chair updated Cllrs about the recent activities of the Neighbourhood Action Group. A note for the record about a presentation by the CDC dog warden had been included in Cllrs folders.</p>
126/14	<p><b>Invoices for Payment:</b> Invoices for the period 15 May – 11 June 2014 totalling £7,777.97 were approved for payment.</p>
127/14	<p><b>Disposition of Council Funds.</b> The report of the disposition of Council Funds as at 31 May 2014 was received and noted. The Parish Council currently has total funds of £559,340.38.</p>

	<p><b>Santander Bond.</b> One of the Santander fixed bonds matures on 1 July. A new Santander bond will pay only 1.2% and so Cllr Wood had investigated other options. Unfortunately nothing better was available to the PC and so Cllr Wood proposed that the money be rolled over and retained in a new Santander bond. This motion was seconded by the Chair and the Council <b>RESOLVED</b> to re-invest the money at 1.2% in a Santander 1 year fixed bond.</p> <p>Several years ago that Deddington Parish Council had agreed that Cllrs B Wood and F Flux could review the potential investments available with various banks on behalf of the Council and make recommendations to the PC. Cllr B Wood proposed that this arrangement be re-affirmed and Cllr J Watts seconded this motion. <b>RESOLVED</b> that Cllrs B Wood and F Flux could review the potential investments available with various banks on behalf of the Council and make recommendations to the PC.</p>
128/14	<b>Correspondence:</b> No queries arose.
129/14	<p><b>AOB as allowed by Chairman:</b></p> <p>General updates were provided about transport and highways matters and environment &amp; recreation issues.</p> <p><b>ACTION:</b> <i>The War Memorial will be included on the agenda for the next meeting.</i></p>
130/14	<p><b>Next Meeting:</b> The next meeting of the Parish Council will take place on <b>Wednesday 16 July 2014 at 7.30pm</b> in the <b>Holly Tree Club</b>. The meeting closed at 9.50pm.</p>