

DEDDINGTON PARISH COUNCIL

**Minutes of the Parish Council Annual and monthly meeting held in Holly Tree Club, Deddington on
Wednesday 20 June 2018 at 7.30pm**

Present: Cllrs A Collins, M Cox, J Higham (from Agenda Item 7), H Oldfield, J Reeve, M Robinson, D Rogers, M Squires, M Swadling, T Timms, J Watts and B Wood. **Also in attendance:** District Cllr B Williams, a Deddington News representative and seven members of public.

125/18	Apologies: Cllrs J Eames, S O'Neill and County Cllr A Fatemian.
126/18	Declarations of Interest: Cllr M Swadling declared a pecuniary interest in Agenda Item 16 All Weather Court AWC, as he works for the appointed contractor. Cllr H Oldfield Agenda Item 13 (130/18 and 138/18) Town Hall, Market Place, Deddington as a Trustee of DCE and Agenda Item 13 18/00971/F & 972/LB: Park Farm Agricultural Barn, New Street, Deddington as overlooks the property. All Cllrs declared a general interest in Agenda Item 13 18/00971/F & 972/LB: Park Farm Agricultural Barn, New Street, Deddington as applicant is known by all. 126/18 Cllr M Cox Agenda Item 13 (130/18 and 138/18) Town Hall, Market Place, Deddington as a Trustee of DCE
127/18	Minutes: Cllr B Wood proposed, Cllr A Collins seconded the motion and the Council RESOLVED (unanimous by those in attendance of the full meeting) that the minutes of the meeting held on 16 May 2018 were approved as a true record. The Chairman then signed the minutes.
128/18	Matters arising from the minutes and not referred to later on the Agenda: None
129/18	10 Minute Open Forum: Town Hall Planning Application. Four residents spoke to oppose the planning application 18/00660/F & 661/LB: Town Hall, Market Place to glaze the undercroft. Concern was raised that; some neighbouring properties had not been informed, that the application was out of character with building and Market Place Conservation Area, it would be a loss of valuable community facility that offers shelter, notice boards, seating, use by farmers' market and other stalls and for Christmas carols. Surprise was voiced that Deddington Charities Estate (DCE) had not sought public consultation. It was suggested that if the application were to go ahead an alternative bus shelter would be required which would add further cost to residents, another obstruction to the market place and potential loss of parking. Concern was raised regarding the long-term viability of the change and whether future business would require a gallery area. One resident had spoken with an architect who specialises in historical buildings who believes that the timbers require ventilation to reduce humidity which the current fully enclosed application would not offer. It was felt important the findings are published to understand reasoning for suggesting that this application would aid in the preservation of the timbers. Cllr H Oldfield then spoke on the reasoning behind DCE's application. Stating that DCE has a duty to maximise income, with the extra rental income being used for educational purposes. It is a good business opportunity with the initial outlay being recouped over years. DCE currently has £85,000 in reserve which would pay for the works, leaving enough to help build up the reserve. It is not a public building. Planning for previous application had already been granted. History had proved that it had previously been enclosed for business (storage) and public space purposes (fire engine). Preservation of stanchions and timbers an issue. She then spoke of her thoughts that it was a great asset and gift to the Parish, DCE do not currently have an urgent need for money as their finances are well managed, there is no specific project in mind to spend increased revenue on. Concern was raised by the strength of public opposition and reputational harm which may have damaging repercussions in the future, Cllr M Squires said that he thought it a public right of access as DCE had not stopped the public from using it for more than 20 years. Cllr M Cox argued that the DCE owned the undercroft and had the same rights as a house-owner would have to make alterations (assuming they had planning permission), adding that the undercroft had been enclosed as recently as 1975. She mentioned the potential increased risk of skin cancer. Pharmacy. A resident raised concern regarding the proposed Pharmacy. It was noted that the Health Centre had a dispensary rather than a pharmacy.
130/18	Planning decision bought forward. 18/00660/F & 661/LB: Town Hall, Market Place, Deddington. Alterations to ground floor of existing Listed building including full enclosure of brick arches with glazed units, new access door and re-open blocked door to existing stair lobby. Cllr M Swadling proposed, Cllr M Squires seconded the motion and the Council RESOLVED (ten for and one against) objection as no change of use aspect of a listed building has been applied for. The PC to ask that CDC legal offer a view on the public open space aspect of this application. The PC also recommend this application is called in by CDC for determination at full committee.
131/18	County and District Councillor updates: i. Report from County Cllr A Fatemian: (full report available on line). a) A4260. The A4260 between the dual carriageway and Deddington has now been resurfaced. District Cllr A Fatemian is chasing up about the visibility of the previous works in areas under the resurfacing, the uneven surface in these areas, and when the white lines are to be repainted. b) S106. He has raised, at the highest level within OCC, the issue of 106 monies and how these have been allocated within Deddington. c) Chairman of OCC. Gill Sanders has become the Chairman of OCC.

	<p>ii. Report from District Cllr B Williams: (report available on line).</p> <p>d) Town Hall Bins. CDC's Environment and Community Enforcement Officer has visited all the businesses located in Market Place to remind them that they should not dispose of their commercial waste and refuse in the Town Hall bins. They and the PC are monitoring the situation.</p> <p>e) Town Hall Planning Application. District Cllr B Williams has been approached by a number of parishioners who feel strongly about the proposal to glaze the undercroft of the Town Hall. He has advised them to make their feelings known to the PC and to CDC directly.</p> <p>f) GDPR. District Cllr B Williams was informed that it is no longer a legal requirement for PC's to have a Data Protection Officer. Parish Cllrs do not have to be registered with the Information Commissioner's Office, only District Councillors and above.</p> <p>g) Joint Working. (Also, reported in County Cllr's online report). Due to the current situation in Northamptonshire the 'Joint Working' between CDC and South Northants District Council will cease. As a consequence, CDC have reviewed a number of alternatives such as joint working with other Oxfordshire District Councils as well as Oxford City Council and OCC. The conclusion is that a joint working arrangement with OCC will provide the residents of Cherwell with the most effective solution, resulting in maintaining the cost savings residents have enjoyed with South Northants while keeping frontline services. Both councils will remain independent but share back office solutions, wherever possible, in order to reduce costs and maintain efficiencies.</p>																																																		
132/18	<p>Finance & General Purposes.</p> <p>1) Bank accounts. Balanced and agreed.</p> <p>2) Annual accounts. The papers have been completed and need to be formalised by Clerk, signed and sent off to the external auditor by early July.</p> <p>3) Major Expenditure schedule. This has not updated.</p> <p>4) Allotment. Query on allotment income last year. The reason there was an apparent reduction this year is because the comparative for the previous year included £867 from the allotment society as a contribution to the water system extension. The net figure for 2017 is £1,110 compared with £1,068 for last year. Over the last few years income from allotment rents has been just over £1,000 per annum.</p> <p>5) GDPR. It is not thought that an independent adviser needs to be appointed, but this needs to be confirmed.</p> <p>6) Copier lease. Previously it was resolved that the copier contract would be approved for one year however on closer inspection it was found if the PC sign up for two years, it can save £400 per year. Cllr B Wood proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) that the PC sign up for two years rather than one.</p> <p>7) Skipton Building Society. The £85,000 bond has now been confirmed.</p> <p>Cllr J Higham entered the meeting.</p> <p>8) Thursday Club. They will prepare a formal income and expenditure statement.</p> <p>9) Stewards' contracts. All suitable arrangements made.</p> <p>10) Verges to Hempton. These are OCC's responsibility. The PC will try to persuade OCC either to trim the verges or agree to contribute to the cost if the PC arranges the work.</p> <p>11) Supplier for MUGA. Three firms then quoted (see136/18)</p> <p>12) Royal British Legion. Have asked that they can use the Deddington Coat of Arms on promotional material for a charity event later in the year. Cllr B Wood proposed, Cllr J Watt seconded the motion and the Council RESOLVED (unanimous) the PC agree for coat of arms use by the RBL for one year at no cost.</p> <p>13) Deddington on Line. A request has been received for £1,600 to update the computer programme. The PC need a formal application before any decision can be made.</p> <p>14) Internal Auditor. Seeking a volunteer to act free of charge as internal auditor.</p>																																																		
133/18	<p>Approval of Invoices for Payment. Cllr B Wood proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) that the invoices totalling £35,649.94 were approved for payment..</p>																																																		
134/18	<p>Report upon the investment of the Parish Council's Funds as at 31 May 2018.</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>276,484.12</td> <td>0.1%</td> <td>Current</td> <td></td> </tr> <tr> <td>Nationwide</td> <td>132,899.92</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid Nov 2018</td> </tr> <tr> <td>Nationwide</td> <td>82,103.54</td> <td>0.75%</td> <td>1 Yr Fixed</td> <td>Mid July 2018</td> </tr> <tr> <td>Hampshire TB</td> <td>77,449.88</td> <td>1.3%</td> <td>1 Yr Fixed</td> <td>Mid Dec 2018</td> </tr> <tr> <td>Cambridge & Counties Bank</td> <td>85,919.63</td> <td>1.3%</td> <td>1 Yr Fixed</td> <td>Early April 2019</td> </tr> <tr> <td>United Trust</td> <td>85,000.00</td> <td>1.6%</td> <td>1 Yr Fixed</td> <td>Mid-April 2019</td> </tr> <tr> <td>Skipton Building Society</td> <td>85,000.00</td> <td>1.0%</td> <td>1 Yr Fixed</td> <td>May 2019</td> </tr> <tr> <td>Total</td> <td>827,372.64</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Valid Until	Imprest	2,515.55	0.1%	Imprest		Current	276,484.12	0.1%	Current		Nationwide	132,899.92	0.75%	1 Yr Fixed	Mid Nov 2018	Nationwide	82,103.54	0.75%	1 Yr Fixed	Mid July 2018	Hampshire TB	77,449.88	1.3%	1 Yr Fixed	Mid Dec 2018	Cambridge & Counties Bank	85,919.63	1.3%	1 Yr Fixed	Early April 2019	United Trust	85,000.00	1.6%	1 Yr Fixed	Mid-April 2019	Skipton Building Society	85,000.00	1.0%	1 Yr Fixed	May 2019	Total	827,372.64			
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135/18	<p>Bus stops and additional associated costs up to £5k.</p> <p>OCC has received £12,500 in S106 money from the David Wilson Homes estate for two bus stops and bus shelters on the Banbury Road alongside the estate. Two potential designs one wooden, the other stainless steel. The stainless-steel ones would be covered by the £12,500. The wooden ones would cost an extra £2,500. After discussion, it was felt the wooden shelters despite needing more future maintenance offered a more rural appearance. Cllr D Rogers proposed, Cllr M Squires seconded the motion and the Council RESOLVED (eight for, three against and one abstention) that the PC purchase two QB wooden bus shelters with benches with a contingency budget of up to £2,500 for additional costs.</p>																																																		

136/18	<p>To select the preferred supplier for the new MUGA – budget up to £100,000 (funded from section 106 money) – Chair/Cllr M Robinson.</p> <p>New MUGA. Tender process: the 15 initial applications to build the new MUGA were reduced to three after the companies received the PM’s contract and detailed brief. The group met to consider the submissions against the PM’s scoring sheet against. Company A were immediately ruled out as they would give no guarantees or warranties. Companies B and C made a creditable score. Neither would give the 25-year warranty, but Company B was satisfied their industry reputation would be more than adequate. Cllr D Rogers proposed, Cllr B Wood seconded the motion and the Council RESOLVED (unanimous) that Company B be appointed to install the new MUGA at a cost of £74,555 of the £100,000 CDC S106 funds earmarked. Cllr D Rogers has spoken with CDC who are happy for the residue to be spent on; sports storage area, seated area by coppice, footpath extensions, work on current MUGA (powder coating – green, replacing basketball backboard and netting).</p>
137/18	<p>To identify a new PC Trustee of Trust Fund/School Governor (b/f from May 2018)</p> <p>Cllr M Squires informed the PC of the necessary commitment – four governing body meetings per year, four sub-committee meetings and ½ day in school. Agenda item for July 2018 meeting.</p>
138/18	<p>Planning Matters.</p> <p>Planning Applications</p> <p>a) 18/00660/F & 661/LB: Town Hall, Market Place, Deddington. See 130/18</p> <p>b) 18/00783/LB: The Old Butchery, St Thomas Street, Deddington. Retrospective planning application. Cupboard space to be converted into a water closet with toilet and sink and associated works. Cllr M Swadling proposed, Cllr A Collins seconded the motion and the Council RESOLVED (eleven for and one abstention) no objection.</p> <p>c) 1800889/F: Bettyon Haven, The Lane, Hempton. Two storey extension to form two ground floor bedrooms, a first floor master bedroom and a cellar. Convert an existing bedroom into a kitchen/diner. Replace all windows with grey Upvc double glazed units. Convert and extend existing outbuilding to form an annexe, store and canopy. Cllr M Swadling proposed, Cllr A Collins seconded the motion and the Council RESOLVED (eleven for and one abstention) no objection but recommend that a condition is imposed to restrict the Annexe being sold as a separate dwelling.</p> <p>District Cllr B Williams left the meeting.</p> <p>d) 18/00971/F & 972/LB: Park Farm Agricultural Barn, New Street, Deddington. Conversion of existing barn and associated out-building/stables to residential use. Raise roof of out-building/stables by 860mm. New single storey extension to rear with living roof. Re-application following minor amendments to windows and reduction in roof lights. Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) no objection.</p> <p>District Cllr B Williams returned to the meeting.</p> <p>e) OCC Ref: R3.0040/18 Land north of Deddington Highways Maintenance Depot, Banbury Road, Deddington. Consideration of various conditions. Cllr M Squires proposed, Cllr A Collins seconded the motion and the Council RESOLVED (eight for, three against and one abstention) that whilst debated in Council the decision already made by CDC therefore PC input cannot be considered in decision making.</p> <p>f) OCC Ref: R3.0069/18 Land North of Deddington Highways Maintenance Depot, Banbury Road, Deddington. Demolition of an existing 347m² two storey office building. Creation of 43 parking spaces, an internal access road, conveyance swale and infiltration pond. Erection of 9 lighting columns at land north of Deddington Highways Maintenance Depot. Cllr M Swadling proposed, Cllr J Watts seconded the motion and the Council RESOLVED (ten for, one against and one abstention) no objection but would ask that the colour/materials used are sympathetic with the surrounding environment.</p> <p>Approvals 18/00127/TCA: 2 Manor Farm Barns, Hempton Road, Deddington. 18/00479/ADV: Deddington Vets heritage House,</p> <p>Refusals. None</p> <p>Withdrawals. None</p> <p>Correspondence. Consultation Controlled locality (rurality) determination of Bicester and surrounding towns, villages and hamlets as per NHS Pharmaceutical Regulations - recommendations from the Planning. Cllr D Rogers to research what this means and potential impact, the response (if any) required before October 2018.</p>
139/18	<p>To approve the Council’s GDPR template documents. Cllr D Rogers proposed, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the three documents are approved with an amendment to the Privacy Statement – Children section stating that “we will not process any data to a child (under 14) without express parental/ guardian consent of the child concerned”.</p>
140/18	<p>Bins at Town Hall – Cllr M Cox The bins are now locked. As detailed in District Cllr B Williams report CDC’s Environment and Community Enforcement Officer has approached businesses to speak to about fly tipping. He will make regular visits for enforcement purposes. The decision to relocate the bins has been deferred to the July 2018 meeting. Cllr M Cox asked Cllrs to visit the proposed alternative locations if they have not already done so.</p>
141/18	<p>Windmill Centre Redevelopment Working Group:</p> <p>1) New MUGA – see 136/18</p> <p>2) Children’s Play Area and Woodland Trail. The PM will produce the master plan by 6 July. The WDG will review. Cllr M Robinson will show plans to the private benefactor to ensure he is happy with the proposals. It was agreed to split the project into two: one for bespoke timber pieces and one for</p>

	<p>metal pieces bought from a national supplier, each coming in at under £60,000. Thereby meaning the PC can choose from three quotes. Sport England have now confirmed they have no objection to a new play area on the old bowling green. CDC have confirmed no need for planning permission for the play area (as long as the height is under 4m). Certificate of Lawfulness of Existing Use or Development (as for the MUGA) will be required.</p> <p>3) All-Weather Court. The new fencing on the AWC has been installed with a small amount of finishing off to be done before their bill is signed off. The Philips lights should also be delivered by 29 June. The fencing and the new markings for tennis have both greatly improved this facility.</p> <p>4) Windmill Centre building upgrade. Cllrs J Eames and D Rogers looked at the plans submitted by three architects, along with the wish-list of features. A business plan for the future to be drawn up, looking at what the new Centre might contain, what the identified use of each space might be, as well as potential future occupancy. Consideration should be given to the viability of the total scheme as well as the desirability of new facilities. Cllr M Robinson to set up a meeting with all the organisations who have spaces to rent out in the parish. The aim is to avoid overlap or duplication of facilities. A Community First Oxfordshire's Village Hall Co-ordinator has agreed to chair the meeting.</p> <p>5) Planning/PEA. RSK confirmed they are starting the bat emergence survey early June.</p>
142/18	<p>Neighbourhood Plan Working Group – Cllr A Collins: It has been suggested by CDC that the new NPPF will not impact on the work of the NP as seriously as had previously been thought. The steering group had not done the analysis of potential development sites against the criteria to check the validity of the criteria as requested as they felt it was too difficult to do without a planning application in hand. It was felt that consideration could have been given to three scenarios – 20 houses of a David Wilson type application, downsizing homes, and sheltered/warden led housing. Cllr D Rogers stated that someone from the NP's housing sub-group had tested the two HEELA-identified sites and stated they were both fine. Cllr Oldfield said she would ask the housing sub-group to assess the criteria collectively at its next meeting. District Cllr B Williams did state that it was the Inspectorates job to pick up and challenge It was felt that certain of the criteria might come down to a matter of personal opinion.</p>
143/18	<p>Large Scale Developments Working Group Report: As forty units have been sold David Wilson must now open the footpath between Gaveston Gardens and the new development. District Cllr B Williams left the meeting.</p>

144/18	<p>Environment and Recreation</p> <ol style="list-style-type: none"> 1) Hempton footpath behind the Methodist Chapel. Awaiting news 2) Play Area work. Wimborn Close and Welford's Piece – awaiting contractor to return to fix issues. Welford's Piece has hopefully been rolled by now. Volunteers are being sought for additional grass cutting. The fencing at Welford's Piece starts Monday. 3) Existing AWC. Refencing done – looks great. Lighting – starts soon. 4) MUGA2. CLUP with CDC, 5) Jobs around the Parish. Cllr T Timms is compiling a list of preventative maintenance jobs around the Parish for the second Steward. 6) Speed Watch. Signs in hand and chains to be purchased from Johnsons. 7) Litter – Cosy Lane. Reported to CDC. 8) Windmill Centre Drive. Done. 9) Windmill Centre Roof. Awaiting quotes from contractor site visits. 10) Cemetery Tree Survey. Has been done and there is a short list of jobs for second steward to tackle. 11) Grass cutting between villages. OCC to be chased up to see if they will mow. Failing any progress Cllr J Watts proposed, Cllr M Squires seconded the motion and the Council RESOLVED (unanimous) to spend up to £215+VAT on a cut of the overgrown part of the Hempton Deddington pathway. County Cllr A Fatemian to be asked to investigate if there is a process for DPC to take responsibility and money for arranging to cut the OCC footpaths. 12) SSEN money. Blankets have arrived. Cllr D Rogers proposed, Cllr A Collins seconded the motion and the Council RESOLVED (eleven for and one abstention) that if there is sufficient residue that the PC purchase a further grit bin for use near the school. 13) Red Phone box by Town Hall. Cllr J Watts proposed, Cllr M Squires seconded the motion and the Council RESOLVED (unanimous) the purchase of a painting kit, blank out of the phone card writing and gold paint be purchased up to £200 with the job being completed by the second steward. 14) WMC. The Windmill Management Committee are supportive of a proposed fundraising event in aid of stroke victims (Proposed date: Saturday 15th September). A Windmill Open Day will take place on Sunday 16 September 11am to 4pm. Cllr J Watts proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (eleven for and one abstention) that a Tepee be allowed on the pitch. 15) Stewards. Second Steward has started. First Steward no longer has transport. 16) WWI commemoration. Small grant towards a commemorative silhouette remembering First World War. Cllr J Reeve to investigate and report to council. 17) Broken Gate. The metal gate between the Church yard and the back-garden path to Castle House is broken - reported to the PCC. 18) Old Posters. Organisers that advertise around the parish are required to remove the posters as soon as the event is over.
145/18	<p>Highways and Transport</p> <ol style="list-style-type: none"> 1) New St Bus Stop – A further site visit to be arranged. 2) Pinch Point. Awaiting County Cllr A Fatemian report. 3) St Thomas St – pear tree. Awaiting County Cllr A Fatemian report. 4) Speeding. A resident in Clifton feels that the “slow” painted in the road has not made a great difference. New signs have been ordered and speed checks will take place. The resident to be contacted and invited to attend. 5) Traffic calming measures. Consideration given to purchasing and parking old cars to slow down traffic. It was noted that in traffic regulation 103 of the Road Vehicles (construction and Use regulations 1986) No person in charge of a motor vehicle or trailer shall cause or permit the vehicle to stand on a road so as to cause any unnecessary obstruction of the road. Consideration was given to the word “unnecessary” but no further action to be taken. 6) Pedestrian crossing. Cllr D Rogers stated that the control box needs to be fitted and wired up with box on opposite side of road. The lampposts also need to be move a foot backwards. 7) Open Sewer Satin Lane. Cllr T Timms has arranged for this to be repaired. 8) Mount Hedge. This has been cut back. <p>Transport. Dealt with in 135/18.</p>
146/18	<p>Update from Parish Council Representatives. None</p>
147/18	<p>Correspondence: None</p>
148/18	<p>Any Other Points - No decisions can be taken under this agenda item: A vote of thanks was passed to Dennis Freeman for his duty to the parish as a Steward. Sympathy was also passed on to his family for their loss.</p>
149/18	<p>Date of the next meeting: The next meeting of the Parish Council will take place on Wednesday 18 July 2018 at 7.30pm in the Old School Room, Hempton.</p>
150/18	<p>Exclusion of the Public and the Press: 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). Staff Roles and Responsibilities – Cllr J Watts</p>
151/18	<p>The meeting closed at 9.42pm</p>

