

## DEDDINGTON PARISH COUNCIL

Minutes of the Annual General Meeting held at the Town Hall on Wednesday 15 May 2002  
commencing at 7.30pm

**Present :** Councillors Clinch (Chairman), Mrs Cox, Ellis, Flux, Mrs Harvey, Haslam, Rollason, Mrs Swash, Miss Hill, Todd, Newey, Davies, Spencer, District Councillor O'Sullivan, Jane Plummer (Clerk), Sue Gibbs (Minute Secretary).

206/02 **Apologies**  
Apologies for absence were received from Cllrs Angus Alton, C. Cllr Matthews.

207/02 It was agreed that cards should be sent to Cllrs Alton and Matthews, and to PC Bob Donohue, all of whom were in hospital.

208/02 **Minutes**  
The minutes of the Meeting held on 17 April 2002 were approved as a true record and signed by the Chairman

209/02 **Matters Arising**  
194/02 Cllr Haslem said he thought it had been decided that that Cllr Flux would resolve this matter. Cllr Flux confirmed he had passed it to the Windmill Committee.

165/02 Cllr Flux reported that the Millenium Map was now in place but the lighting still needed to be sorted out. The Clerk was asked to follow this up with the electrician. Following a request from the Map Group, it was agreed that an appropriate notice should be placed next to the Map giving details of where copies could be obtained.

Referring to the map "Prototype" in the church, Cllr Todd wished to record that should this at any time become an encumbrance to the Church, it might be possible to house it in the Library. Cllr Haslem suggested that should this occur, other groups might also wish to house the Map and it was agreed that this could be discussed when and if the situation arose.

210/02 **10 Minute Open Forum**  
No member of the public wished to speak.

211/02 **Windmill Management Update**  
Cllr Flux reported that following the AGM a new Committee had been elected. A number of issues were still being looked at and information regarding these would be fed back to the new Council as appropriate.

212/02 **Planning and Property Working Group**  
Cllr Miss Hill reported as follows

### **Applications**

a) 02/00875/f The Red Lion Pub - Change of use from Licensed premises to Private Dwelling. Cllr Ellis declared an interest and left the room. Following a request for

further clarification, a letter had been received from Cherwell District Council confirming that the application was for a change of use for the whole premises. A response was now needed by the following day. After some discussion it was agreed that the Parish Council should now object on the grounds that the application was misleading and would result in the loss to the village of a commercial market place amenity. It was agreed that the new Chairman should meet with the Clerk the following day to agree the wording of the letter.

b) 02/009859/TCA Leadenporch House, New Street, Deddington. Fell beech hedge and reduce and reshape 7 no Lime trees. No objection raised

c) 02/00987/F: Bluebells and the Finishing Touch, Market Place, Deddington. Replace doors to compressor room and external toilet with windows. Fit new window to new cloaks. Remove existing cloaks to florist and form new cloaks. Remove existing toilet and compressor and enlarge room to form kitchen area. Provide new toilets in salon area. No objection raised

d) 02/00910/LBD Lime Cottage, New St, Deddington. Replace existing extension to provide kitchen, bedroom and bathroom. Install 2 ensuite bathrooms to first floor. No objection raised, providing no objection from neighbours

e) 02/00746/F: Fairview House, St Thomas St, Deddington. Two storey & single storey extension and demolition of outbuilding. No objection, but there was concern that this might impinge on the neighbours and although no letters of objection had been received, it was felt that attention should be drawn to this.

f) A list of approvals was read out.

213/02 Cllr Swash reminded all new Councillors that copies of plans were always placed in the Town Hall on the morning of Parish Council meetings for inspection.

214/02 Cllr Todd asked about the re-signing of the Hair Dressers in Market Place. The Clerk reported that she had spoken to the Enforcement Officer about this, who was now awaiting a response from the Owner.

215/02 **Environment and Highways Working Group**

Cllr Mrs Cox reported that 17 replies had been received to the Parking Information Survey which had been included in the April issue of the Deddington News. These would be passed to the new Working Group.

It was agreed that a letter be sent by the Clerk to OCC saying how helpful all those involved had been during the recent resurfacing works in Market Place and expressing appreciation for this work.

216/02 Cllr Mrs Cox reported that she had been liaising with District Councillor O'Sullivan and PC Donohue and had been put in touch with CDC's new Nuisance Group which had been extremely effective in speedily resolving problems with a barking dog. The Group was anxious to come and talk to the Parish Council and it was agreed that this would be helpful.

**Recreation and Grants Working Group**

Cllr Haslam reported on a number of issues to be carried forward by the new R&G Working Group:

- a) Football goals at Windmill Centre. The bases for the goal posts have recently been stolen and has been reported to the Police. It was proposed by Cllr Haslam that if they did not return within 2 weeks the Clerk had Council's approval to order replacements up to a value of £50. This was seconded by Cllr Hill and approved unanimously.
- b) Play area at Wimborne Close. This was not yet in a fit state for the Parish Council to take over responsibility
- c) Revision of club agreements. This was to be passed to the Windmill Management Committee
- d) Grant Allocations
- e) Pre-School Fencing
- f) BMX Track or similar
- g) Shelter for Children
- h) ROSPA – It was decided that in conjunction with a number of other Parish Councils, Deddington should go for a “bulk purchase” of ROSPA inspections to ensure all play equipment was safe. This was considerably cheaper and it was agreed to continue with this practice.
- i) Street Lights. A letter had been received from Andrea Draper stating that she had not had a response to her concerns about street lighting. The Clerk said she had written and this matter was being looked at as a whole.
- j) **Jubilee Celebrations**. The minutes of the last Sub-Committee meeting were circulated together with the Programme for the Celebrations. Helpers would be required on 31 May to put up decorations and on 3 June to erect the Marquee. Cllr Haslam asked for thanks to all local businesses for their support to be recorded and also to the Chairman and his team for their fundraising efforts in organizing the race night the previous Saturday.
- k) **Best Kept Village**. 25 people had participated in Village Clean up day on 4 May and many others had contributed at other times. Thanks to the Unicorn were also recorded for providing sustenance to the participants! It was reported that Cllr Swash and the Chairman, Terry Clinch, had organized the flowers for the War Memorial. The Clerk was asked to contact OCC regarding the removal of all signs, bollards etc remaining from the resurfacing works. The Chairman confirmed that the new Litter Bins had been ordered, together with fixings to secure them to the ground. There were no grants available for this. The cost had gone up and would be £1050.42 plus VAT.
- l) Painting of Town Hall. The Chairman confirmed that two quotes had been received, each of just over £1000. As it was felt important to proceed with this work, it was agreed that although slightly more expensive, the quote which got the work done soonest should be accepted.

Cllr Newey proposed that a vote of thanks be given to Cllr Haslam and the Working Group for their hard work.

218/02           **Finances and General Purposes Working Group**

Cllr Mrs Davies reported that the Financial Reports had been now been inspected. The issue of the Noticeboards was still outstanding and this was to be handed over to the new Working Group.

219/02           **Internal Auditor Requirements**

Cllr Todd outlined the new Auditing requirements as follows:

In the past records were previously checked by members of the Finance and General Purposes Working Group, reported to the Council and this action minuted. The Annual Accounts were prepared by the Clerk, which were then approved by the Council and audited by the District Auditor. In the future, however, the audit would be undertaken by auditors appointed by the Audit Commission (AC). The Parish Councils must internally audit their own books and present them to the AC appointed auditors, with certain certificates containing financial and other information. Although still able to carry out periodic checks, it is suggested that members of the F&GP Working Group would not be regarded as competent and independent persons to produce the records required by the external auditors. The Council therefore needed to consider how its finances are to be controlled in the future, in particular the appointment of an independent internal auditor who could produce the records required under the revised audit regime. *(A paper giving more details is attached to these Minutes).*

It was agreed the new F&GP Working Group would need to look at this in detail. In the meantime, however, the Clerk should start making inquiries regarding the appointment of an internal auditor.

220/02           **Friends of Deddington Library Committee**

Cllr Todd reported that a meeting to review the project for the Library had been held recently. The renovations were now nearly completed and it was hoped that much more use of the building could be made outside the current 14 hours a week, eg for small meetings, research etc. A meeting is to be held on 17 June to discuss how this could be developed and meanwhile the Friends were contacting appropriate local organizations.

221/02           **Invoices for Payment**

Invoices totaling £3942.38 in accordance with a schedule circulated at the meeting, a copy of which is filed with these minutes, were approved for payments. The Chairman asked that the Clerks wages be added to this list.

222/02

### **Investment of Councils Funds**

a) At the close of business on 15 May 2002 the balances were as follows:

Account No	£	Rate of Interest	Notice
60858471	4,647.06	1.5%	14 days
60708569	4,478.88	0.1%	Overnight
70012564	000	0.1%	Overnight
70708526	1,471.06	0.1%	Imprest
70708542	<u>1,652.74</u>	0.1%	Current
	12,249.74		

Bradford & Bingley Building Society

19,970.00      3.4%      120 days

West Bromwich Building Society

529,849.43      4.05%      Overnight

Notie of 120 days given on the Bradford & Bingley ends 20 May 2002

- b) The Clerk reported that a cheque for £1500 had been received from HMC&E.  
c) The Clerk reported that following the change in policy by the Bradford and Bingley it was proposed to transfer the Council's funds to the West Bromwich. However, as so few Building Societies were prepared to deal with Parish Councils it was felt sensible to retain a small amount with the Bradford and Bingley. It was agreed that in order to maximize possible interest, this should be £1000.

223/02

### **Attendance Record**

This would be circulated in due course.

224/02

The Chairman stood down, having first thanked all members for their help and support over the previous year and wishing good luck to the new members.

225/02

The Clerk took the chair and asked for Nominations for Chairmanship of the council for 2002/03.

Cllr Swash nominated Cllr Todd. This was seconded by Cllr Harvey.

Cllr Spencer nominated Cllr Flux. This was seconded by Cllr Rollason and Cllr Ellis.

Before proceeding to a vote, concern was expressed as to whether or not this should be by open or closed vote. Cllr Rollason proposed an open vote. This was seconded by Cllr Haslam. A vote was taken, with 5 votes in favour of an open vote, 2 votes against and 1 absentation.

The vote for the Chairman took place. There were 3 votes in favour of Cllr Todd and 4 votes in favour of Cllr Flux. Cllr Flux was therefore elected Chairman and took the chair.

226/02 Cllr Flux thanked the members for their support and hoped that they could all work together during the coming year. He also expressed his thanks on behalf of the council to Terry Clinch and all retiring Councillors for all their hard work over the last 12 months.

227/02 The Chairman asked for nominations for the post of Vice Chairman. Cllr Haslam nominated Cllr Harvey. This was seconded by Cllr Spencer  
Cllr Swash nominated Cllr Todd. This was seconded by Cllr Flux.  
There were 5 votes in favour of Cllr Harvey, 3 votes in favour of Cllr Todd. Cllr Harvey was therefore elected Vice-Chairman.

228/02 **Co-option of Councillors**

The Chairman suggested that the new Council take time to consider this matter,. He confirmed that members should be co-opted within 35 days, although this was not mandatory. However, if the Council failed to co-opt members, CDC had the authority to bulk the numbers up. He also confirmed that if more than 4 people were willing to become members, an election could be held. It was agreed that the matter should be considered at the next meeting and in the meantime, members would find out who might be available to be co-opted on to the Council, and in particular it was felt important to try and include members from Hempton and Clifton.

229/02 **Determination of dates of Council Meetings for 2002/2003**

It was agreed that meetings would continue on the 3<sup>rd</sup> Wednesday of the month.

It was agreed that consideration would be given at the next meeting as to whether a meeting was required in August. It was also agreed that the venue for future meetings be included on the next Parish Council Agenda as a separate item.

## **Determination of Committee Structure for 2002/2003 and Allocation of Members**

230/02

The Chairman tabled a paper setting out the suggested Working Group Structure for 2002/2003, to include 3 Working Groups:

Finance and General Purposes  
Planning, Property and Highways  
Environment & Recreation

231/02

### **Membership of Working Groups**

Membership of the Working Groups was agreed as follows:

#### **Finance and General Purposes Working Group**

Cllrs Todd and Rollason. It was also suggested that Cllr Alton might serve on this Group  
Cllr Swash agreed after the meeting had close to become a member.

#### **Planning, Property and Highways Working Group**

Cllrs Ellis, Mrs Cox, Harvey, Haslam

#### **Environment and Recreation**

Cllrs Mrs Spencer, Haslam, Mrs Swash.

It was agreed that individual groups would determine their own meeting dates, in liaison with the Clerk, and that they would select their own spokesperson/chairman. Working Groups were also asked to consider how they wished to liaise with each other and the Council and the Chairman suggested that minutes of meetings continued to be circulated to all Councillors. The Clerk asked that these be sent to her in sufficient time to allow this to be done prior to Council meetings.

232/02

### **Correspondence**

A list of correspondence was circulated at the meeting.

- a) Cornhill Insurance . The renewal papers had been received and needed to be returned prior to the next meeting. The Clerk reported that Cornhill would not insure the Millennium gate for its true value as it was too near the road and would provide normal cover only.
- b) Cherry Tree, Hempton Road to be pruned, Clerk to write to OCC.
- c) Re-opening of Youth Club. The Council had been asked to guarantee the salaries of a couple appointed as Leaders from 10 June 2002. This had originally been guaranteed in November 2000 until November 2002 and Cllr Swash had been appointed by the Council to liaise with the Youth Club. Cllr Todd proposed that the salaries be guaranteed until June 2003 and this item included in the Precept Review in November 2002 as a future expenditure. Cllr Swash seconded and the request was agreed. Cllr Swash agreed to continue to liaise with the Youth Club.
- d) CDC. Had offered legal services at £65 per hour. The Clerk pointed out that this could not be used for The Stone Pits as there was a conflict of interest. It was agreed to pass this to the F&GP Working Group for consideration.
- e) English Heritage Castle Management. It was agreed to pass this to the F&GP Working Group.

233/02

**New Members of Council**

The Chairman reminded all Councillors to sign the Declaration of Acceptance of Office and that by mid June all must have replied to the Register of Members interests. This would be available for anyone to inspect. Councillors were asked to return this to the Clerk by the last week of May.

234/02

**Planning - Code of Conduct**

District Cllr O'Sullivan reminded members of the Code of Conduct on Planning and to ensure that any interest was declared to the Council. He also stressed that any objections raised must be based on facts as contained in the Application

235/02

**Date of Next Meeting**

Wednesday 19 June at the Town Hall commencing at 7.30pm