

DEDDINGTON PARISH COUNCIL
Minutes of the Parish Council meeting held via Skype
at 7:30pm on Wednesday 20 May 2020.

Present: Cllrs D Rogers (Chair), A Collins, M Cox, J Eames, S O'Neill, H Oldfield, M Robinson, M Squires, M Swadling, T Timms and J Watts. **Also, present:** County Cllr A Fatemian and a Deddington News representative.

87/20	Apologies: District Cllr B Williams														
88/20	Election of Chairman. Cllr M Robinson proposed, Cllr T Timms seconded the motion and the Council RESOLVED (unanimous) that Cllr D Rogers be appointed the Chair of the Parish Council. He signed his Acceptance of Office in the presence of the Proper Officer (Clerk).														
89/20	Election of Vice Chairman. Cllr M Squires proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (unanimous) that Cllr H Oldfield be appointed the Vice Chairman of the Parish Council. She signed her Acceptance of Office in the presence of the Proper Officer (Clerk).														
90/20	<p>Working Group Structure for 20/21 The majority of the working group structure to remain the same with the following amendments wind up of the Windmill Group until a new chair is appointed. Cllr D Rogers proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) to add Cllr J Eames to the NP working group. Which leaves the structure as follows:</p> <p>Finance and General Purposes (F&GP) Cllr D Rogers (Chair), Cllrs H Oldfield and M Robinson, M Swadling</p> <p>Highways and Transport Working Group (H&T) Highways Cllr M Cox (Chair), Cllrs A Collins and J Higham and Transport Cllr H Oldfield (Chair)</p> <p>Environment and Recreation Working Group (E&R) Cllr J Watts (Chair), M Robinson, M Squires and T Timms</p> <p>Planning Cllr S O'Neill (Chair), Cllrs J Eames, J Reeve and M Swadling.</p> <p>Large Development Working Group. Cllr D Rogers (Chair), Cllrs A Collins and H Oldfield.</p> <p>Emergency Planning Working Group. Cllr D Rogers (Chair), Cllrs M Cox, J Higham, S O'Neill, M Swadling, J Watts and District Cllr B Williams.</p> <p>Neighbourhood Planning (NP). Cllr A Collins (Chair), Cllrs M Cox, J Eames, H Oldfield, D Rogers and District Cllr B Williams</p>														
91/20	<p>To confirm members serving on external bodies. Cllrs to remain on current roles as detailed below.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">School Governors/Trustee</td> <td>Cllr A Collins</td> </tr> <tr> <td>Deddington Charities Estate (DCE)</td> <td>Cllrs M Cox and H Oldfield</td> </tr> <tr> <td>Friends of Castle Grounds (FOCG)</td> <td>Cllr J Reeve</td> </tr> <tr> <td>OALC Executive</td> <td>Cllr M Cox</td> </tr> <tr> <td>Local strategic partnership (LSP)</td> <td>Cllr M Cox</td> </tr> <tr> <td>Friends of Deddington Library</td> <td>Cllr A Collins</td> </tr> <tr> <td>The Holly Tree Club</td> <td>Cllr S O'Neill</td> </tr> </table>	School Governors/Trustee	Cllr A Collins	Deddington Charities Estate (DCE)	Cllrs M Cox and H Oldfield	Friends of Castle Grounds (FOCG)	Cllr J Reeve	OALC Executive	Cllr M Cox	Local strategic partnership (LSP)	Cllr M Cox	Friends of Deddington Library	Cllr A Collins	The Holly Tree Club	Cllr S O'Neill
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92/20	<p>To appoint the Internal Auditor and Insurer.</p> <p>a) Internal Auditor – defer until quote received.</p> <p>b) Insurer (see below 102/20 2) Insurance)</p>														
93/20	To note attendance for 2019/20. Noted.														
94/20	May Monthly Meeting														
95/20	Co-option of a Councillor. The PC have been granted the ability to Co-opt the closing date of 12 June has been set for applications.														
96/20	<p>Declarations of Interest.</p> <p>Cllr M Robinson 102/20 F&GP in 3) Grant application by Deddington Media CIC and 12) Windmill Committee flooring proposal.</p>														

97/20	Minutes: Cllr M Robinson proposed, Cllr S O'Neill seconded the motion and the Council RESOLVED (unanimous by those in attendance) that the minutes of the meeting held on 15 April 2020 were a true record of the meeting.
98/20	Matters arising from the minutes and not referred to later on the Agenda: None.
99/20	10 Minute Open Forum: None.
100/20	County Cllr A Fatemian. See 103/20.
101/20	District Cllr B Williams update: None
102/20	<p>Finance & General Purposes.</p> <ol style="list-style-type: none"> 1) Bank and Investments. The Bank Reconciliation balances. The Disposition of Council Funds schedule had been circulated showing total funds of £730,569.00 2) Insurance. Cllr H Oldfield proposed, Cllr M Robinson seconded the motion and the Council RESOLVED (unanimous) to spend up to £2,500 with Zurich for the forthcoming year. 3) Grant application. Cllr J Eames proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) to award with Deddington Media CIC a one off grant of £120 to include the parish Cov-id 19 response into the archive. 4) Hempton planter additional funding. The Clerk to request further information and report to Council. 5) Cov-id 19 funding. Cllr H Oldfield proposed, Cllr S O'Neill seconded the motion and the Council RESOLVED (unanimous) to make £1,000 available to the volunteer group (S137). 6) Unity Bank Trust. Cllr M Robinson proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (eight for and one against) that the PC apply for a Unity Bank account transferring £80,000 from the Barclays current account and applying for a Lloyds multi-pay credit card account and amend the financial regulations. 7) Additional grass cuts. Cllr J Watts proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) that the PC pay for up to two additional cuts of the Hempton -Deddington-Clifton pathways at a cost of £140 each, £280 total. 8) Internal Audit and update on AGAR. Internal auditor gave the PC a clean bill of health the Clerk is still working on the AGAR. 9) Additional Clerk hours. Cllr D Rogers proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) to allow the Clerk up to 20 additional hours for work on the account. 10) Parish Council Action Plan. Cllr H Oldfield congratulated on compiling the action plan document. The Deddington News were asked if they could highlight the document and point it to the PC website. For approval see 13) <p>County Cllr A Fatemian and Cllr J Higham joined the meeting.</p> <ol style="list-style-type: none"> 11) McKay Flooring voluntary liquidation. The company that the PC employed to install the flooring of the studio floor have gone into voluntary liquidation taking the PC deposit monies of £5,662.80 with them. It is unlikely that the PC will be able to have any substantial amount of the monies returned. This sparked a discussion about what the PC could do differently in the future to minimize the risk given that many companies will be feeling the effects of the pandemic for years to come. F&GP to add additional clauses to the PC financial regulations and bring back to Council for approval. Areas discussed include; due diligence, size of deposit, Companies House research, purchase of materials (to ensure ownership) and delivery to our premises, introduction of PC terms and conditions, risk assessment, insurance, RAMS, deposit requirement, use of local contractors and stage payments. 12) Windmill Committee flooring proposal. Cllr A Collins proposed, Cllr J Eames seconded the motion and the Council RESOLVED (unanimous) to ask the Windmill to postpone employing a new contractor to carry out the work so that they may preserve their core business. 13) Approval of Action Plan. Cllr H Oldfield proposed, Cllr D Rogers seconded the motion and the Council RESOLVED (unanimous) to adopt the parish plan with one alteration changing the date to after the Cov-id pandemic has passed. 14) VAT Advice. Awaiting response regarding various VAT issues from OALC. 15) Skipton Building Society. Cllr J Eames proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (unanimous) to reinvestment in a one year bond at a rate of 0.75%

	<p>16) Approval of Cov-id 19 staff risk assessment. Cllr D Rogers proposed, A Collins seconded the motion and the Council RESOLVED (unanimous) to adopt the policy.</p> <p>17) ACV queries. Clerk to complete the form and inform landlord that the PC have requested that the previously granted ACV be again granted given the total uncertainty the PC felt it prudent to renew for the good of the community.</p> <p>18) Charities and Church queries. Cllr H Oldfield proposed, Cllr M Robinson seconded the motion and the Council RESOLVED (unanimous) to increase the available charities fund from £500 to £1,000. Cllr J Watts proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (unanimous) to pay £431.15 to the Friends of Deddington Church for the benefit of the community on receipt of valid application.</p> <p>19) Modify Standing Orders. Cllr J Eames proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) to suspend the Clerk and Chairs emergency powers.</p> <p>20) Persistent Absence – Arnold Baker 7.13 states the six-month rule as per the 1972 LGA and this was confirmed in the recent OALC bulletin. Cllrs will be automatically off the PC unless they attend at least one meeting every six months unless we agree a dispensation (agenda item, minute and vote) before those 6 months are up</p> <p>21) Anti-social behaviour at the Windmill. Residents are asked to report to any instances of anti-social behaviour directly to TVP.</p> <p>22) CCTV. Cllr M Swadling was thanked for all his help in resolving the CCTV issue.</p>																																																		
103/20	<p>County Cllr A Fatemian report.</p> <p>1) County Council, Cov-id related, priority fund. Up to £250 available. Cllr D Rogers proposed, Cllr J Eames seconded the motion and the Council RESOLVED (unanimous) Cllr D Rogers to complete the necessary application paperwork.</p> <p>2) County Council Meeting, 4 May 2020. Met on line and worked well.</p> <p>3) Abuse to Highways crew. Many Council workers working on the highways have been subject to abuse. It was asked that people be kind and considerate when interacting with Highways personnel.</p> <p>4) Thank you. County Cllr A Fatemian passed on his gratitude and thanks to shop workers, NHS and other front line workers.</p> <p>Cllr M Cox left the meeting.</p>																																																		
104/20	<p>Approval of Invoices. Cllr A Collins proposed, Cllr H Oldfield seconded the motion and the Council RESOLVED (unanimous) that the invoices with a total of £23,313.93 were approved for payment with the paving supplier being paid 90% and 10% retained for snagging.</p>																																																		
105/20	<p>Report upon the investment of the Parish Council's Funds as at 30 April 2020.</p> <table border="1" data-bbox="196 1346 1490 1682"> <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>2,500.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Current*</td> <td>219,109.16</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nationwide BS</td> <td>85,360.96</td> <td>0.5%</td> <td>125 day notice</td> <td>(opened Nov 19)</td> </tr> <tr> <td>Redwood Bank</td> <td>85,000.00</td> <td>1.6 %</td> <td>95 day notice</td> <td>(opened Aug 19)</td> </tr> <tr> <td>Hampshire TB</td> <td>79,679.47</td> <td>1.55%</td> <td>1 Yr Fixed</td> <td>03 Feb 2020</td> </tr> <tr> <td>Cambridge & Counties</td> <td>86,234.03</td> <td>1.3%</td> <td>1 Yr Fixed</td> <td>14 April 2020</td> </tr> <tr> <td>United Trust</td> <td>86,662.04</td> <td>1.95%</td> <td>1 Yr Fixed</td> <td>24 April 2020</td> </tr> <tr> <td>Skipton Building Society</td> <td>86,022.86</td> <td>1.5%</td> <td>1 Yr Fixed</td> <td>21 May 2020</td> </tr> <tr> <td>Total</td> <td>730,568.52</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*The current account has £8,263.12 of uncleared cheques which have been taken off to show funds available.</p>	Account	Balance	Interest	Notice	Valid Until	Imprest**	2,500.00				Current*	219,109.16				Nationwide BS	85,360.96	0.5%	125 day notice	(opened Nov 19)	Redwood Bank	85,000.00	1.6 %	95 day notice	(opened Aug 19)	Hampshire TB	79,679.47	1.55%	1 Yr Fixed	03 Feb 2020	Cambridge & Counties	86,234.03	1.3%	1 Yr Fixed	14 April 2020	United Trust	86,662.04	1.95%	1 Yr Fixed	24 April 2020	Skipton Building Society	86,022.86	1.5%	1 Yr Fixed	21 May 2020	Total	730,568.52			
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106/20	<p>Planning Matters.</p> <p>Applications.</p> <p>a) 20/00963/F Land to rear of The Chestnuts, Clifton. Demolition of existing buildings and erection of one detached dwelling and outbuilding. Re-draw of plans already passed. No neighbour objections on planning portal. Cllr S O'Neill proposed, Cllr M Swadling seconded the motion and the Council RESOLVED (unanimous) no objection.</p> <p>b) 20/00734/ADV Windmill Centre, Hempton Road, Deddington. Retrospective illuminated fascia sign. Cllr S O'Neill proposed, Cllr J Eames seconded the motion and the Council RESOLVED (unanimous) no objection.</p> <p>Approvals</p>																																																		

	<p>20/00838/TCA Northcote, Chapel Square, Deddington. 20/00677/TCA Heathfield House, High Street, Deddington. 20/00448/LB and 20/00446/F 8 Castle Street, Deddington. 20/00261/F Tara, Duns Tew Road, Hempton. 20/00533/F 7 The Beeches, Deddington. Withdrawn. None Refused. None Appeals. No news on current appeals.</p>
107/20	<p>Neighbourhood Planning. A virtual meeting was held with the NP Group and they unanimously agreed to pursue Neil Homer. The Steering group to keep control and look at two main issues; sites and environment. They are to write to landowners for specific and qualified requests for sites. It was noted that CDC will also be doing this shortly but they wanted to get the results beforehand.</p>
108/20	<p>Large Scale Developments Working Group. Nothing noted.</p>
109/20	<p>Environment and Recreation Working Group</p> <ol style="list-style-type: none"> 1) Tennis Courts. The PC agreed to support the opening of the courts as long as it is done in line with the LTA guidelines and government rules and the Windmill building is not used. 2) RoSPA inspection. Cllr M Robinson, Cllr J Watts seconded the motion and the Council RESOLVED (unanimous) that the Clerk approach the company for a quote for an annual inspection. 3) Peter Walsh. Thanked for mowing Welfords Piece and his offer of further free cuts. 4) Stewards – PPE and risk assessment. The Covid-19 team have donated 60 masks to the PC for the stewards to use. The Stewards have been provided with gloves, hand sanitiser and a copy of the risk assessment to adhere to. 5) Deddington Grange planter. Thank you to James Greenwood (and son) for their hard work in transferring the plants and bulbs from the old planter to the new. The Stewards to remove the old planter and save the stone to repair / maintain the other ones. 6) Grass cutting on North/East of A4260. Clerk to ask Thomas Fox to mow further strip. 7) Hempton Playground. The project has been parked during the Covid pandemic. 8) Clifton Flooding. No news on either the flooding or environment agency visit. 9) Electric Vehicle Charging. No progress. 10) Block Paving at the Windmill. Done. Electrical cable laid, ends to be trimmed. 11) Deddington Grange notice board. No progress. 12) Mower. Quote sought for a petrol, powered mower. To purchase on receipt of quote. 13) Pitches maintenance. To liaise with the clubs and seek a response to the VAT issue. 14) Bowls Pavilion. Compliments received on the work carried out on the pavilion. It was noted that there are a few tiles missing. 15) Creative Play. Roundabout bearing, broken play piece in woodland trail and weeds coming through the rubber mulch path. Clerk to chase. 16) Metal bus shelters. Quote sought for painting both. 17) Windmill Centre report. Windmill Centre and play areas still closed in line with government restrictions. Cllr M Robinson to source a quote to install water fountain. Pocket Park acknowledgements/information board: GreenBarnes planning to reopen when safe. Spec and price have been agreed, Cllr M Robinson to take forward. Clerk to be asked to order shrubs for Mill Close fence 18) Cricket Nets. Cllr J Watts to contact Cricket Club about opening nets. 19) Dog Mess. Clerk to speak with Steward and see if extra collections can be arranged with CDC if required.
110/20	<p>Highways and Transport.</p> <ol style="list-style-type: none"> 1) Pub and cafés on Highway. A resident has written to suggest that permission is given to pubs/cafes to enable them to make use of highway parking spaces for outdoor seating for a period of time. Moved to June Agenda so further research can be conducted. 2) Outstanding issues. Earls Lane, Electric car charge point, St Thomas Street request for 20mph or slow down markings, New Street bollards and stones on verges – Awaiting a response. 3) Speeding tractors. The Clerk has informally spoken with local contractor and the PC will monitor the situation.

	<p>4) Fly Tipping. It is understood that this has increased in rural areas. Cllrs and residents asked to be vigilant and report any fly tipping.</p> <p>5) Active Travel Schemes. Footpath Deddington to Adderbury. Agenda item for June 2020.</p>
111/20	VE and VJ Day 2020 (8 May and 15 August). No update.
112/20	Update from the Parish Council Representatives. None
113/20	Any other business. None.
114/20	Date of the next meeting: The next Parish Council meeting will take place on Wednesday 17 June 2020 at 7.30pm via Skype. The meeting closed at 10pm