

DEDDINGTON PARISH COUNCIL

**Minutes of a Meeting held at the Church Hall, Hempton on
Wednesday 19 November 2008 at 7.30pm**

Present: Cllrs Flux (Chair), Alton, Anderson, Collins, Ince, Spencer, Squires, Todd, Ward, Watts, Westbury and Wood. The Parish Clerk was also in attendance.

In attendance: District Councillor O'Sullivan and County Cllr Jelf

160/08	Apologies: Apologies were received from Cllrs Rudge and Privett
161/08	Minutes of the last meeting: 142/08 Declaration of interests 150/08 (2) and (3) Allotments should also have included Cllr Anderson as has having a personal interest. 150/08 Cllr Squires also mentioned that the contract for the inspections of the play areas is to be reviewed for 2009. Cllr Flux then signed the minutes as a true record.
162/08	Declaration of Interests 170/08 (3) Allotments: - Cllrs Anderson, Squires, Watts and Westbury personal & prejudicial interest. 170/08 (6) Holly Tree: - Cllrs Flux and Todd personal interest. 171/08 (1) Allotments: - Cllrs Anderson personal interest. Cllrs Squires, Watts and Westbury personal interest and prejudicial interest. 173/08 08/02298/TCA – Orchard House, Hopcraft Lane Cllr Todd personal interest. 180/08 Stonepits – Cllr Watts personal interest.
163/08	Matters Arising not referred to later on the Agenda: Cllr Flux attended a meeting where Barry Wood led a discussion about the Local Development Framework (LDF). Several parishes complained that planners appeared to be slow when considering affordable housing. Cllr Flux has the relevant paperwork from the meeting for those interested.
164/08	County and District Councillors update District Councillor O'Sullivan said that no further progress had been made regarding the money tied up with Icesave. He reiterated that the money represents 1.6% of investments and the shortfall would be taken out of reserves and not be passed onto residents in terms of reduced services or increased costs. District Cllr O'Sullivan also mentioned that the Audit Commission had recently spent 3 weeks with CDC as the council is trying to attain an 'excellence' status. They are awaiting the results.
165/08	10 Minute Open Forum Yngve Granne, a Hempton resident, spoke about speeding through the village. In his opinion the sign to west of the village has made no difference. He noted that that the white hatched line at the pinch point had been moved but said that this had made no impact. It was his considered opinion that the line was too close to the curb so drivers from the Deddington direction could not see cars at the pinch point until the last minute. He asked if he could see the drawings/plans. Cllr Wood informed him that no-one within the parish council had been shown the proposed plans. He added that it had been previously agreed that the line should be extended further to the other side of the road. Cllr Anderson asked whether an arrow or further hatching might improve the situation. The Highways Working Group will investigate further.
166/08	Fees for Cemetery and Town Hall This was covered under the Environment and Special Projects report.
167/08	Thames Valley Police Community Messaging – Nominated Neighbour Scheme Cllr Flux has been in discussion with Thames Valley regarding NAGs (Neighbourhood Action Groups) and asked why the Parish of Deddington is not included in one. He is currently awaiting a response.
168/08	Calor Village of Year Prize Money Cllr Flux proposed that part of the prize money be used to fund the Christmas Tree. This was seconded by Cllr Alton and unanimously agreed. Cllr Alton suggested that the remaining money be used to fund the work of an ecologist and this was also agreed (this is further dealt with under the Environment and Special Projects report).
169/08	Clock Maintenance This was covered under the Finance and General Purposes report.
170/08	Finance & General Purposes Working Group 1. Summary cash flow to end October. Cllr Wood mentioned a slight discrepancy due to a DD refund which will be put right in due course. He explained some of the larger items of expenditure. Cllr Squires asked if the Parish Council could arrange for its own dog bin emptying due to the cost however it was felt that this would be impossible as no incineration facilities are available. 2. Investments: The deposit in the Birmingham Midshires will attract 6.12% interest until mid June 2009. The West Bromwich Building Society interest rate has dropped to 4%. The PC budget for the year was fairly conservative and so this should not have a major effect. If interest rates fall further the anticipated income levels for next year will be reduced. 3. Satin Lane Allotments. Cllr Wood presented an update of his ongoing interactions with the newly formed Satin Lane Allotment Committee (AC).

- **Constitution:** Cllr Anderson had produced a draft constitution which Cllr Wood has discussed with the Chairman of the AC along with the statement of division of responsibilities. The PC will be responsible for the rent and dealing with arrears. There will be joint responsibility for dealing with vacant plots, site layout and complaints. The AC would be responsible for the extension of the water system to other parts of the site and for its maintenance.
- **Lease:** The Satin Lane lease is annual (from 29.9.28) unless terminated by 6 months notice in writing by either side. It states that the PC has responsibility 'to spud up and destroy all thorn bushes gorse docks thistles etc'. It was therefore felt that this should be done. There are still a few minor queries about the lease that are being investigated.
- **Rent:** Cllr Wood discussed rent with Lynda and the Clerk. It was suggested that in future rents would run from January to January and be paid in advance. The Chairman of the AC saw no problem with this. Cllr Flux mentioned that most councils ask for advanced payments so a precedent has been set to invite payment in January. The level of rent will be decided by the PC and consistent for both allotment sites in the Parish. The AC asked that an additional discretionary £5 per chain (and pro rata) be collected for use by the AC for routine annual maintenance work, subject to there being an efficient AC in operation. Rent will be calculated as full chains, or half chains regardless of the exact dimensions. Cllr Wood asked for PC acceptance in principle mentioning that membership of the AC was not mandatory. This was agreed by the PC. Cllr Flux asked that information regarding grass root grants be passed to the AC.
- **Facilities:** The AC has obtained three quotations for a shed and base and has also obtained a quote for allotment clearance.

Cllrs Flux and Wood thanked Lynda Lake-Stewart for the great deal of work she has done, and complimented her on successfully setting up of the AC. The Recreation Working Group suggested that all allotment holders be consulted/asked to vote on the proposals. This was not thought to be appropriate as the arrangement is made with the AC and it is up each allotment holder to decide whether to join. All commercial arrangements, including rents, tenancy arrangements, allocation of sites etc. remain between the Parish Council and individual allotment holders.

Cllr Wood proposed that the PC make a grant of £2,500 to the AC for the provision of a hut, clearing identified shrubbery, and extending the water system. This was seconded by Cllr Ince and unanimously approved by the Council. The PC will purchase the hut, and thereby keep title to it and add it to the PCs insurance schedule.

Cllr Watts asked whether a Hempton Allotment Association was under discussion. It was suggested that this be considered after the arrangements with the Satin Lane AC have been finalised.

4. **Church Clock:** The PCC has offered to pay 25% towards the cost of the repair to the church clock but there needs to be further negotiation about this as it is clear that there is some misunderstanding that needs to be clarified. The PC understanding is that the PC had agreed to an annual service of the clock but not its repair. The Clerk will send a letter to the PCC clarifying the position and confirming the PC's commitment to contribute towards routine servicing for the next five years. Should other repairs be necessary the PCC should make a grant application to the PC for consideration.
5. **Freedom of Information.** The PC, in the December meeting, will review a model statement, for adoption.
6. **Holly Tree:** The Holly Tree has asked the PC for £70 rent for the site of the steward's hut. This is the same rate that the Market Group is charged for its huts. Cllr Wood proposed that this be paid. Cllr Spencer seconded the proposal and the majority of Cllrs agreed. There was one objection.
7. **Section 137:** There is a new limit for Section 137 payments, which the PC is well within.
8. **Staff Salaries:** The PC agreed to apply the NALC levels of pay rise (2.4% this year), as it has done in the past, to the clerks and other employees.
9. **Town Hall decorating.** The chairman has agreed with DCE that the whole external Town Hall needs decorating. Any structural repairs are the responsibility of DCE. This will be discussed at the December meeting.
10. **Weekend Steward:** Susan Fuller will be leaving at the end of November 2008 and will be temporarily replaced by Richard Bannister.

171/08

Recreation Working Group

1. **Allotments.** New Allotment Association constitution & charging regime. See F&GP.
2. **Castle Grounds / Fitness Trail.** Cllr Spencer will attend a meeting with Cllrs Flux and Anderson and English Heritage on Friday to discuss possible changes of use on the site.
3. **Play Areas.** A complaint has been received over a slippery surface at the Clifton play area. The play area is now part closed. The Working Group recommends that current surface (which passed a safety check in June) is cleaned with a moss remover (as per last year) and that the area is re-opened (with a sign saying caution slippery surface). Working group also recommends that quotes be obtained to replace the existing surface with the same matting used under the teen

	<p>scene facility which grass then grows through. Bark is not recommended as it costs roughly the same to install as the plastic matting but requires significantly more ongoing maintenance. Given that the replacement surface is likely to cost at least £2000 consideration should be given on whether to totally replace or totally remove the affected equipment. Working group recommends that OPFA/RoSPA be approached for advice. If the area is to remain closed the current signage is inadequate – the gate should be padlocked and the equipment should have tape across it to prevent use. It was agreed that the above be actioned and that quotes be obtained.</p> <p>4. Christmas Tree. The best quote obtained is £335 for a 20ft tree (including delivery only). It was agreed to go ahead. The delivery will be on either Wednesday 3 or Thursday 4 December. Cllr Spencer will arrange for the tree to be erected.</p>
172/08	<p>Environment & Special Projects</p> <ol style="list-style-type: none"> 1. 2 New dog bins for Clifton near bus shelter and The Paddocks Deddington procured - awaiting arrival of stainless steel Jubilee clips to install. 2. Gaveston Gardens clean-up. – Held on Wednesday 29 October. Thanks to all the parishioners who participated. There are still a few outstanding items: Tree cuttings to be removed and tidy up of rubbish thrown over fence. Sycamore near front wall needs cutting back. 3. Cemetery: Meeting held and a proposal will be drawn up for presentation to council in January 2009 covering:- <ul style="list-style-type: none"> * Testing equipment for headstones. * Training requirements. * Schedule/procedure for annual testing. * Development of Electronic Photo catalogue. * Revise headstone fixings specification with Memorial providers. * New pricing to reflect increased costs of maintaining cemetery and to bring in line with Parochial Council Church burial costs. * Revised regulations covering maintenance of plots. 4. Environmental Survey: Following the presentation at last months PC meeting by the Oxfordshire Conservation Trust that outlined the PCs responsibilities under the 2006 Natural Environmental and Rural Communities Act the ESPWG would like to map the Flora and Fauna of the Parish. To get this started they suggest employing an Ecologist for a day to tour the parish and provide guidance as to what the PC should be recording and in what way. This could then be expanded to include existing resources and new resources in the Parish resulting in the production of a detailed Ecology Map. The Ecologist would cost about £300 but Oxfordshire Nature Forum has said that it will fund half this cost. Cllr Ince proposed that £150 be authorised for this purpose which was seconded by Cllr Anderson and unanimously agreed. Cllr Todd asked that the findings be combined with the information available from local resources. The ESPWG has information about the creation of wildflower meadows and are planning to begin with the southern aspect of the cemetery in the spring. 5. Notice boards: Cllrs Todd and Ince to visit Greenbarnes in an attempt to sort warranty on backing of Notice Boards. 6. PC broadband at Windmill Centre installed and operational. 7. Village planters/Hanging Baskets: Bulbs and pansies purchased for planters and hanging baskets. 8. Staff Xmas Lunch. 12:00 18th December Crown and Tuns. Thanks for the contributions so far. 9. Market Place Oak Tree. The oak tree has received some TLC in the form of mulch and is looking quite good. 10. Replacement Horse Chestnuts: Cllr Watts asked for an update on the replacement horse chestnuts trees. Cllr Ince to investigate.
173/08	<p>Planning Group Applications</p> <p>08/02057/F - 34, The Daedings, Deddington. Single storey extension to rear. New sun space and porch to front. No objection.</p> <p>08/02157/F – 5 St Johns Way, Hempton 2 storey side extension. Provides a fourth bedroom, enlarged kitchen and dining area, conservatory and retains garage (scaled down version of 08/01613/F that was withdrawn). No objection.</p> <p>08/02188/F – Castle Barns, Castle Street, Deddington Amendments to permission 04/01253/F (Subdivision of dwelling to form 2 no. dwellings, rebuild existing double glazed entrance link, replace flat roof with pitched to create first floor and internal alterations). PC had no objections to original application. No objection.</p> <p>08/02189/LB – Castle Barns, Castle Street, Deddington Amendments to permission 04/01253/LB (Subdivision of dwelling to form 2 no. dwellings, rebuild existing double glazed entrance link, replace flat roof with pitched to create first floor and internal alterations). See above 08/02188/F</p> <p>08/02298/TCA – Orchard House, Hopcraft Lane, Deddington Reduce height of screen planting (including Acer, Alnus, Birch and Prunus). No objection.</p> <p>08/02300/TCA – Health Centre, Earls Lane, Deddington. Reduce height of a Pine and 2 no.</p>

	<p>Sycamores. No objection.</p> <p>08/02230/F – 5 The Paddocks, Deddington Amendments to permission 07/00654/F for the addition of roof light and sun pipe, repositioning of 2 no. roof lights and alteration to first floor rear window. The original permission (condition 3) stated the obscured glass should be fitted at all times to west facing window and that no new windows or other openings may be inserted without permission (condition 4). Some breaches of these conditions have occurred. While condition 3 needs to be enforced the other changes are reasonable but the roof light for the bathroom needs a similar condition attached. No objection but with condition 3 extended to the two roof lights mentioned.</p> <p>08/02268/F – The Old Vicarage, Church Street, Deddington External alterations including railings to front boundary wall. It is noted that no consultation has been made with CDC Conservation or Planning Officers but alterations, etc. appear sympathetic and in keeping with appearance of building. No objection.</p> <p>08/02269/LB – The Old Vicarage, Church Street, Deddington. Internal and external alterations. Demolition of short section of garden wall. As above.</p> <p>Approvals 08/01899/F – Outbuilding adjacent to No. 3 Holly Tree Cottages, Earls Lane, Deddington. 08/01901/CLUP – 19 The Paddocks, Deddington. 08/02043/TCA - 14a High Street, Deddington</p> <p>Withdrawals 08/01983/F – Stoneyford, Main Street, Clifton</p> <p>Other matters 08/00769/F – Ithaca, Hopcraft Lane, Deddington: CDC in touch with owner concerning the colour of render used and the replacement of the ground floor stone. A further application is awaited to regularise work done. 08/01569/F and 08/01570/LB – Old Corner House, Market Place, Deddington: CDC granted contrary to PC objections and has subsequently sent a copy of the officer's report. Premises are within walking distance of a large public parking area in the Market Place. Employees there will have little recourse to such parking – one is using the Deddington Arms car park and the other is cycling, while clients are expected to arrive by train and taxi! County Councillor Jelf was asked to invite someone from Highways to visit the Market Place and see the problems with parking at first hand.</p> <p>Local Development Plan – Banbury & Bicester Cherwell DC has circulated a booklet outlining various proposals for comment in connection with the Local Development Plan. CDC also had a road show at the last Farmers' Market as part of its consultation exercise. The Planning WG recommendations will be sent back to CDC.</p> <p>Eco town Cllr Flux attended a Cherwell meeting in which they said that they were looking to put eco-additions to the outskirts of Bicester.</p>
174/08	<p>Highways Working Group (HWG)</p> <ol style="list-style-type: none"> Earls Lane Speeding: OCC are currently compiling an assessment of Earls Lane to be forthcoming before Christmas. Cllr Privett has received a request for comments from the School Governors regarding the School's Travel Plan – this has been circulated to the HWG to respond. The School have a meeting on 5th December with County. Cllr Collins asked that speed restriction signage be questioned along with ways of traffic calming. Parking Sub-Committee: Cllr Wood has prepared a paper on the matter of Parking throughout Deddington. HWG will discuss at December meeting and report to Council thereafter. Subsidised Bus Services review: OCC have advised they are doing a review of Subsidised Bus Services and have invited comments by 5th January 2009. HWG to discuss at December meeting and report to Council with any comments. Speedwatch Posters: OCC delivered a selection of Speedwatch Temporary Posters. Comprehensive notes for guidance included. HWG to discuss. Any members of the PC who have specific areas to target to advise the HWG. Proposed campaign to start in 2009. Cllr Todd mentioned that whilst driving through Carterton he noted that the residents' wheelie bins had "watch you speed" posters stuck to them. Highways to investigate potential use in the parish. Satin Lane: markings to prevent cars blocking the entrance to Satin Lane could not be done in October due to bad weather. It will be done by Christmas. Market Place Crossing: Cllr Spencer asked if a crossing could be considered running from east to west in the Market Place (from the Town Hall to the corner by Steve Miller Hair Workshop). Pedestrian Crossing Damage: Cllr Squires noted that there was white paint over the wait sign on the crossing from the Library to the Holly Tree Club. The clerk will report this to OCC.
175/08	<p>Somewhere to live: Planning for Gypsies, Travellers and Travelling Showpeople in the South East' Response Form. Cllr Anderson said that PC agreement was needed regarding the above</p>

	<p>consultation questionnaire form as it needed to be returned by Friday 21 November. After the form and detailed information were reviewed it was concluded that it was contradictory in places making it difficult to choose between the four options offered. The consensus was that in view of the two large settlements nearby the PC should press for the option that throws up the fewest new spaces in the area. This would be option C on the face of it but option B appeared to produce a lower figure. Cllr Squires said that transit spaces should only be made available should there be other transit sites across the region i.e. somewhere they can move from and to. Cllr Collins sought clarification that the option for the least amounts of sites was the preferred option of the majority of Councillors. Cllr Ward stated that the definition of option C would be better, Cllr Todd agreed. Cllr Squires proposed that the option for the least amount of pitches be chosen (Option B) to achieve option C. It was agreed that the narrative space on the form would be used to comment appropriately. The Clerk was authorized as the proper officer to respond on-line in order to comply with the specified deadline.</p>																								
176/08	<p>Report on the OCC Parish Forum Cllr Flux attended the forum. 12 parish councils were represented. The main points discussed were vandalism and NAGs.</p>																								
177/08	<p>Report upon the Play Areas There is some minor damage to the surface of the Wimborn Play Area, which will be mended when the weather is suitable. The Clifton play area was included under the Recreations WG report.</p>																								
178/08	<p>Invoices for Payment A schedule of invoices totalling £11,852.95 were tabled and approved for payment for period 16 October – 19 November 2008.</p>																								
179/08	<p>Investment of Council Funds At the close of business on 19 November 2008 the balances were as follows:</p> <table border="1"> <thead> <tr> <th>ACCOUNT</th> <th>BALANCE</th> <th>INTEREST</th> <th>NOTICE</th> </tr> </thead> <tbody> <tr> <td>Barclays Current Acct</td> <td>642.64</td> <td>0.1%</td> <td>Instant</td> </tr> <tr> <td>Barclays Imprest Acct</td> <td>7,762.78</td> <td>0.1%</td> <td>Current</td> </tr> <tr> <td>W. Bromwich Building Soc.</td> <td>330,270.48</td> <td>4.0%</td> <td>Overnight</td> </tr> <tr> <td>Birmingham Midshires</td> <td>200,000.00</td> <td>6.12%</td> <td>1 Year Fixed Bond</td> </tr> <tr> <td>TOTAL</td> <td>538,675.90</td> <td></td> <td></td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Current Acct	642.64	0.1%	Instant	Barclays Imprest Acct	7,762.78	0.1%	Current	W. Bromwich Building Soc.	330,270.48	4.0%	Overnight	Birmingham Midshires	200,000.00	6.12%	1 Year Fixed Bond	TOTAL	538,675.90		
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180/08	<p>Correspondence Stonepits: Papers from CDC legal department relating to Stonepits have been passed to Cllr Flux and a letter of complaint to the previous firm of solicitors will be sent by the Clerk in view of the lack of progress and response.</p>																								
181/08	<p>AOB Fun Fair: Cllr Squires reported that the fair was very good with increased turnout from last year. There was no trouble and the Market Place and Earls Lane were left clean. However, one letter of complaint was received from the owner of Viva Sacs, who attributed a fall in trade to the fact that the shop front was not visible to passing trade. Cllr Anderson noted that fairs can apply to use the public space but the PC had done it to exercise some control for the benefit of the parish. A letter is to be sent saying that discussion will be taken with Perry regarding the siting and equipment next year. The Parish Council concluded that the main equipment provided (dodgems and twist) would be suitable for use next year. Electoral Roll: Cllr Flux said that this was available but with new regulation doubted that the PC would ever need it. It was agreed that a hard copy would not be requested Pharmacy: The Health Centre has been informed that there may be a change in rules of dispensing medicines. The PCT has also written to the PC to determine the rurality of Deddington. It was felt that the parish is rural and so the status quo should be maintained. The Clerk was authorized as the proper officer to complete and return the questionnaire that the PCT included with its letter to reflect this view.</p>																								
182/08	<p>Next Meeting: The next meeting of the Parish Council will take place on Wednesday 17 December 2008 at 7.30pm in the Town Hall, Deddington.</p>																								