

## DEDDINGTON PARISH COUNCIL

### Minutes of the Parish Council meeting held at 7:30pm at the Old School Room, Hempton on Wednesday 15 November 2023.

**Present:** Cllr H Oldfield (Chair), M Ince, J Norton, S O'Neill, M Robinson, C Snashall, M Swadling, A Swan, T Timms, and J Watts **Also, present:** County Cllr A Fatemian, Cherwell District Cllr B Williams, Parish Clerk and a Deddington News representative.

161/23	<b>Apologies:</b> Cllrs A Collins, M Cox and S Patterson.
162/23	<b>Resignation of Councillor:</b> Cllr J Higham has resigned. Notice has been sent into Cherwell. Deadline of 22 November for an election to be called. Following this, if election is not called, co-option will be publicised.
163/23	<b>Declarations of Interest:</b> None.
164/23	<b>Minutes:</b> Cllr M Robinson proposed, Cllr S O'Neil seconded the motion and the Council <b>RESOLVED</b> (unanimous by those in attendance) that the minutes of the meeting held on 18 October 2023 were a true record of the meeting.
165/23	<b>Matters arising from the minutes and not referred to later on the agenda:</b> None.
166/23	<b>10 Minute Open Forum:</b> None.
167/23	<b>County Cllr A Fatemian update:</b> See 170/23.
168/23	<b>District Cllr B Williams update:</b> Discussion regarding food and warm spaces. Advised that there would be parking for visitors to the Council offices once they have moved to the town centre.
169/23	<b>Finance and General Purposes.</b> <ul style="list-style-type: none"><li>a) <b>Sign off Internal control checklist – October 2023.</b></li><li>b) <b>Updated Financial Regulations – November 2023.</b> Cllr C Snashall proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt the updated Financial Regulations.</li><li>c) <b>Remembrance Day Parade.</b> Decision not to march on the way was made due to the weather. The march back occurred. Discussion regarding the decision-making process and the need for discussions regarding this prior to the parade next year.</li><li>d) <b>Town and Parish Council Charter – online survey on 10 December 2023.</b> Survey is trying to improve communication between county, district and parish councils.</li><li>e) <b>To consider moving the December 2023 meeting forward a week to 13 December 2023.</b> Cllr H Oldfield suggested holding the meeting in the Deddington Arms conference room. The Clerk advised that the PC should not hold a meeting in a licensed establishment when there were alternative places to meet in the village. Cllr J Watts proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) to hold the meeting on the 20 December 2023 in Deddington Arms conference room, against the Clerks advice.</li><li>f) <b>Distribution board with generator connectivity.</b> Cllr C Snashall proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve costs up to £4,000 for the distribution board with generator connectivity.</li><li>g) <b>New cupboard in Away changing room for larger distribution board and generator connector.</b> Cllr C Snashall proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve costs up to £600 for a new cupboard in the Away changing room for a larger distribution board and generator connector. Works are scheduled for first week of January, with power off whilst work is undertaken.</li><li>h) <b>Pay award.</b> Clerk to arrange payment of backdated away from 1 April 2023.</li><li>i) <b>Over wintering the water fountain.</b> Cllr C Snashall proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve costs up to £45 to over winter the fountain.</li><li>j) <b>To update on Emergency Planning – Cllr C Snashall.</b> Two meetings have now taken place. Cllr M Robinson has updated the website, with amendments made so that it is easier to find documents relevant to emergency planning.</li><li>k) <b>To update on Windmill Road; Work in progress insurance, start date, solar panels.</b> Quote received for work in progress insurance. First week of February start date. Need to send contract. Answer on CDC grant should be received by the end of the month.</li><li>l) <b>To consider paying the EA loo retention.</b> Cllr C Snashall proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) to pay the retention when the project manager approves and confirms the amount to be paid.</li><li>m) <b>To consider paying the AWC retention.</b> Cllr C Snashall proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) to pay the retention.</li></ul>

	<p>n) <b>To consider CCTV cameras: update cameras, instructions and possibility of maintenance contract.</b> Three companies to be ask to quote for maintenance style contracts. Consideration to be given to increasing the hard disc storage. Costs to be included in budget.</p> <p>o) <b>Lookout: change to clause 2(i) of agreement to say WMC to insure.</b> Cllr C Snashall proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (unanimous) to amend the contract.</p> <p>p) <b>To consider update of insurable value on the cricket pavilion. The tennis club have been approached to seek their insurable sum. The Clerk, time permitting to find costs of rebuild.</b></p> <p>q) <b>To consider insurance coverage and make necessary changes with insurer. To be brought back to Council.</b></p> <p>r) <b>To update on the Code of Conduct training on 14 November. Cllr M Robinson updated the Council on the meeting.</b></p> <p>s) <b>To discuss a 2024/2025 budget for contractor for overspill jobs and the level of monies required.</b> To consider an amount for the forthcoming year a ball park figure of £4,000 was mooted. To be incorporated into the budget for consideration.</p>																																																							
170/23	<p>County Cllr A Fatemian update: Thanks' given to County Cllr A Fatemian for his grant which paid for the RBL parade. Apologies given that the initial parade did not happen but he was pleased that the shorter return parade had taken place. He suggested that those with "skin in the game" should make the decision, or be part of the discussion of whether to cancel. Discussion regarding traffic through the Parish. Thanks to County Cllr A Fatemian regarding clearing of the path between Hempton and Deddington. Discussion regarding road works in Oxfordshire – causing disruption, accidents, and having negative impacts on businesses. County Cllr A Fatemian has tried to raise policies to help resolve these issues but has so far been unsuccessful.</p>																																																							
171/23	<p>Approval of invoices: Cllr C Snashall proposed, Cllr H Oldfield seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the October invoices with a total of £13,137.62 were approved for payment. £16,196.22 received.</p>																																																							
172/23	<p><b>Report upon the investment of the Council's Funds as at 31 October 2023.</b></p> <table border="1" data-bbox="201 1010 1517 1379"> <thead> <tr> <th>Account</th> <th>Balance</th> <th>Interest</th> <th>Notice</th> <th>Matures</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>101,974.65</td> <td></td> <td>Current</td> <td></td> </tr> <tr> <td>Imprest</td> <td>1,038.41</td> <td></td> <td>Imprest</td> <td></td> </tr> <tr> <td>Unity Trust Bank</td> <td>290.58</td> <td></td> <td>Current</td> <td></td> </tr> <tr> <td>Unity Trust Bank</td> <td>19,753.72</td> <td>2.75%</td> <td>Savings</td> <td></td> </tr> <tr> <td>Redwood Bank</td> <td>90,420.26</td> <td>3.45%</td> <td>95 Day Notice</td> <td>Opened August 19</td> </tr> <tr> <td>Hampshire TB</td> <td>80,087.91</td> <td>0.10%</td> <td>Awaiting closure</td> <td></td> </tr> <tr> <td>Cambridge &amp; Counties</td> <td>85,000.00</td> <td>5.00%</td> <td>1-year fixed deposit</td> <td>14 August 2024</td> </tr> <tr> <td>United Trust Bank</td> <td>90,138.31</td> <td>4.16%</td> <td>1-year fixed deposit</td> <td>04 May 2024</td> </tr> <tr> <td>Skipton Building Society</td> <td>89,246.98</td> <td>3.75%</td> <td>1-year fixed deposit</td> <td>21 May 2024</td> </tr> <tr> <td><b>Total</b></td> <td><b>557,950.82</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Matures	Current	101,974.65		Current		Imprest	1,038.41		Imprest		Unity Trust Bank	290.58		Current		Unity Trust Bank	19,753.72	2.75%	Savings		Redwood Bank	90,420.26	3.45%	95 Day Notice	Opened August 19	Hampshire TB	80,087.91	0.10%	Awaiting closure		Cambridge & Counties	85,000.00	5.00%	1-year fixed deposit	14 August 2024	United Trust Bank	90,138.31	4.16%	1-year fixed deposit	04 May 2024	Skipton Building Society	89,246.98	3.75%	1-year fixed deposit	21 May 2024	<b>Total</b>	<b>557,950.82</b>			
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173/23	<p><b>Planning Report.</b></p> <p><b>Applications</b></p> <p>a) <b>23/02860/LB and 23/02859 Castle End House, Castle Street, Deddington.</b> Erection of greenhouse to east of house. Cllr S O'Neill proposed, Cllr M Swadling seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection but would defer to the conservation officer for appropriateness of position/design etc. in the context of the grade II* listed building.</p> <p>b) <b>23/03022/TCA Plum Cottage, Philcote Street, Deddington.</b> T1 x Plum – crown reduction by approx. 2m, removal of crossing branches and dead wood. Cllr S O'Neill proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>c) <b>23/03024/TCA Glenree, Philcote Street, Deddington.</b> T1 x Norway Maple – Cutting back the neighbours Norway Maple to the boundary wall (up to 2m on the South side of the crown). PC unable to assess and offer comment at this time as it doesn't appear on the planning portal and the details attached are confused with that of 23/03022/TCA Plum Cottage.</p> <p><b>Approvals</b></p> <p>23/00376/F Land Adjoining the West of Stonecroft House (The Poplars), Clifton Road, Deddington.</p> <p>23/02035/LB Clydesdale, Market Place, Deddington.</p> <p>23/01780/LB 7 Castle Street, Deddington.</p> <p>23/02640/TCA The Threshing Barn, Pound Court, Deddington.</p> <p>23/02169/F 16 The Swere, Deddington.</p> <p><b>Refusals</b></p> <p>23/02173/LB Crossways, Hempton.</p> <p><b>Planning Appeal</b></p>																																																							

	23/00090/REF (previously 22/03802/OUT) Part of OS Parcel 8752 East of Combe Cottage and South of St Johns Way, Hempton Road, Hempton, lodged 22/08/23. Hearing schedules for Wednesday 14 November, 10:30am, Bodicote House.
174/23	<p><b>Highways and Transport report.</b></p> <p>a) <b>Farewell and thanks to Cllr J Higham.</b></p> <p>b) <b>Market Place pinch point.</b> Deteriorating road markings at this site reported to Fix My Street. DPC to ask OCC when the planned work in this area may be taking place.</p> <p>c) <b>Inconsiderate parking – Earls Lane.</b> Cllr M Cox has raised this with the school.</p> <p>d) <b>Obsolete 30mph VAS.</b> Cllr H Oldfield following up on the Clerks suggestion of selling or relocating the obsolete signs. Ownership needs to be established, and feasibility and cost of relocating the signs within the Parish needs to be investigated.</p> <p>e) <b>Air diffusion tube.</b> Cllr H Oldfield has asked whether the DPC can have an air diffusion tube to check air pollution.</p> <p>f) <b>Stagecoach.</b> Issues regarding the bus route during the fair. Clerk has actioned this.</p>
175/23	<p><b>Environment and Recreation report – Cllr M Robinson</b></p> <p>a) <b>To consider tree replacement for felled trees, adopting a Tree Policy and discuss Community Planting project – Cllr A Swan.</b> Still waiting for the tree survey.</p> <p>b) <b>To discuss improvements to Welford Piece play area.</b> Positive feedback for initial ideas and quote. Cllr M Robinson to proceed with two further quotes. Works towards Spring 2024 installation.</p> <p>c) <b>Satin Lane allotments – an update.</b> The Clerk updated that the wall was to be repaired and that once a date given all parties would be informed.</p> <p>d) <b>Consideration for the Cemetery frontage – up to £250 +VAT.</b> Discussion regarding options to tidy up Cemetery frontage. No decision needed at present.</p> <p>e) <b>To consider CCTV maintenance contract.</b> Dealt with.</p> <p>f) <b>Brambles on Gaveston Green.</b> Bicester Tree Services did this job last year. Agreed previously that they should return and do annual spraying for three years. Work to be done in Spring 2024. Similar treatment needed for brambles by EV charging points.</p> <p>g) <b>No Mow May: Cllr J Norton.</b> Cllr J Norton to take over, including re-doing maps. Input needed from Cllrs regarding areas to be left uncut. Clerk to ask Thomas Fox whether they can pick up clippings and any extra cost.</p> <p>h) <b>To consider posting Mini tennis on Contracts Finder mid-November 2023.</b> Report circulated to Council. Two quotes received – approx. £35,000. Contracts Finder therefore needed. Work towards appointing contractor early in the New Year, with work to be done Spring 2024.</p> <p>i) <b>Clifton bus shelter.</b> Being used as a dumping ground. Cllr J Norton will monitor monthly and keep access clear.</p> <p>j) <b>Dog bins.</b> One/two more requested at the western end of Clifton. Suggestion near Clifton Gate or Leadenporch Lane. Additional collection cost to be investigated. Clerk expressed that this was one of the largest costs to parish and that bins could be used incurring no cost.</p>
176/23	<p><b>Neighbourhood Development Planning report.</b></p> <p>Still awaiting Examiners response.</p>
177/23	<p><b>Large Scale Developments Working Group report.</b></p> <p>a) <b>Land South of Clifton Road – consideration of developer correspondence.</b> There was various discussion regarding the correspondence and history of site and previous objections. Cllr H Oldfield proposed, Cllr J Norton seconded the motion and the Council <b>RESOLVED</b> (unanimous) to say that the council were minded not to comment until an application was on the table.</p> <p>b) <b>23/039097/M106 Clifton Gate modification to S106 agreement.</b> No comment to be made.</p>
178/23	<p><b>Items for information.</b></p> <p><b>Christmas Drink.</b> The Stewards to be invited to the Christmas Drink at 9:15pm on 29 December at the Deddington Arms.</p> <p><b>Market Place Wifi.</b> To be brought back to Council at the December meeting.</p>
179/23	<b>Update from the Parish Council Representatives.</b> None.
180/23	<b>Date of the next meeting:</b> The next Parish Council meeting will take place on 20 December 2023 at 7:30pm in the Deddington Arms downstairs conference room, Deddington. Meeting closed at: 9:15pm
181/23	<p><b>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 a)</b> <b>Update on appraisals.</b> Cllr J Watts proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to allow flexibility in steward hours to allow for ad hoc jobs in agreement with the Stewards.</p>