

## DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Town Hall on Wednesday 20<sup>th</sup> October 2004  
commencing at 7.45pm

**Present:** Councillors Flux (Chairman), Squires, Swash, Alton, Todd, Haslam, Wood, Ellis, Rollason, Watts, Mrs Cox, District Cllr O' Sullivan, Co Cllr Jelf Graham Pitts (Clerk),

Before starting the meeting the Chairman called for a minutes silence to be observed following the death of Mr Bob Stevens, a long serving parish councillor and parish chairman from 1971 to 1974.

63 /04

### **Apologies**

Apologies were received from Cllrs Mrs Harvey, Mrs Spencer and S Westley

64//04

### **Minutes of Last Meeting**

The Minutes of the last meeting held on Wednesday 15<sup>th</sup> September were then approved as a true record and signed by the Chairman. However, Councillor Todd pointed out that the items of business that were conducted in August (planning and expenditure) when no Parish Council Meeting had been held needed to be formally minuted. The Chairman agreed and the **Clerk will include an item at the November meeting .**

65/04

### **Matters Arising**

Councillors declared interests as follows  
68/04c. Cllr Wood declared an interest.

66/04

### **Declaration of Interests**

There were no interests to declare.

67/04

### **10 Minute Open Forum**

There were no members of the public wishing to speak.

68/04

### **Finance & General Purposes**

Cllr Wood reported as follows:

- a. The Actual and Forecasted expenditure summary was circulated. There were no significant variances to report. The internal audit form had now been received and in future this report would be tabled at quarterly intervals.
- b. Youth Club – Following a meeting with Maureen Forsyth it was reported that the club currently had sufficient funds to pay the leaders fees but the PC would be happy to consider the funding of equipment that may be required and to help in any way that might be necessary in future. Should the club cease to operate the equipment will revert to the Parish Council.

Cllr. Swash expressed concern that, as the Parish Council Youth Club representative, she had not been aware of, or invited to, the discussions with Mrs Forsyth. Cllr Haslam shared her view and said that this was not the first time that misunderstandings of this kind had occurred. The Chairman concurred and stated that care must be taken in future to ensure that everyone is involved. Cllr Swash explained the make up of the income the Youth Club received and the fine balance that existed between surplus and loss.

In summary, the Chairman stressed that the PC were always willing to help the Youth Club and suggested that they be asked to submit a list of their requirements before taking things to the next stage and that a further meeting be arranged.

- c. Cllr Wood declared an interest in the CPRE but confirmed that F&GP were recommending renewal of annual subscriptions to CPRE and OPFA.
- d. It was noted that the Audit for year ending 31<sup>st</sup> March 2004 had been completed and that the Annual Return had been accepted. Observations made by the Auditors were as follows :- **Minuting the Auditors Report.** It has been made clear that the report of the Auditors findings to the Parish Council must be minuted as evidence of approval of the audit and that where appropriate action plans are made to ensure that any issues arising are dealt with. **Fidelity Guarantee.** Comment was made that consideration should be given to the level of Fidelity Guarantee Insurance cover needed to protect the council against potential loss. It is recommended that this be reviewed annually and that the amount is sufficient to cover the maximum amount of money the council holds at any one time during the year. However, comment is made that “smaller councils may decide that the cost of this insurance is disproportionate to the risk involved” – if this is the case the Parish Council should minute the decision annually.

**As the annual premium is just over £1000 and as the bulk of parish funds are securely held in a Building Society requiring three signatories for a withdrawal it was agreed that the existing level of cover (£50,000) was adequate. Minuting Approval of annual Return.** The Auditors stated that the minutes supplied to them did not specifically minute the council’s approval of the Statement of Accounts and Statement of Assurance and of the yes/no answers which were given. It is recommended that in future years the Council states their specific answers to the Statement of Assurance and their acceptance of the Statement of Accounts and minute these appropriately. **Minutes.** The Auditors also commented on the format of the parish minutes stating that if they were to be kept in a Loose leaf minute book that the pages should each be initialled by the person signing the minutes and consecutively numbered. This comment arose from the fact that they were sent electronic copies of the minutes they requested. The minutes of parish council meetings are kept in accordance with legal requirements.

69/04

### **Environment and Recreation**

Cllr Squires reported as follows:

There had been no E&R meeting in the month but updates were requested on Stonepits allotments and progress on the All weather Courts at the Windmill Centre.

The Chairman confirmed that the Land Registry were in receipt of the necessary papers for Stonepits and that The All Weather Courts were complete bar the line markings. The contractors would be returning in two weeks to deal with this but the adverse weather conditions of the last week had prevented completion. In the meantime the Windmill Committee will be re-examining charges. He also expressed concern about the use of mini

motorcycles and quad bikes in and around the Windmill Centre and the Deddington News was asked to highlight this issue.

Cllr Squires reported that there was to be a meeting about the proposed regionalisation of Fire Services Call Centres on 25<sup>th</sup> October at Kidlington and Cllr Flux confirmed that he would be attending.

Cllr Squires also invited interested parties to attend the OPFA AGM in Tackley on 4<sup>th</sup> November.

The Working Group had also considered the purchase of a Christmas tree but were concerned about the logistics of putting it up and taking it down – Cllr Todd suggested that members of the volunteer Fire Brigade be asked to help and **the Clerk was asked to make contact with them.**

Cllr Watts had been made aware of a potentially dangerous manhole cover in Hempton and **the Clerk was asked to investigate.**

**Parish Plan:** Cllr Squires explained that two good meetings had been held at Clifton and Hempton and referred people to the summary lists (attached to these minutes) of comments made by attendees. He asked that special attention be paid to those marked as Very High Priority. He anticipated that many of the items could be resolved more quickly than the Village Plan. A major issue was speeding and in Clifton, the lack of progress with the footpath. He reported that after the Deddington meeting the working group intended to visit local groups (Youth Club, WI, Mothers and Toddlers etc.) in order to seek their views.

70/04

## **Highways**

Cllr Haslam reported:

There had not been a meeting of the Highways Working Group during the month.

- a. **Parking Taskforce:** There had been 4 meetings to date in order to gather ideas and information. A survey had been conducted over 2 days (third day postponed because of inclement weather) from 7am to 7pm, to assess who was parking and when. The findings had been sent to an independent consultant (Paul Cable) who was going to analyse the results and produce a report. A meeting of the Taskforce is planned in November to look at the findings with a view to making recommendations to the PC in December. Cllr Cox suggested that, based on past experience it might be sensible to have a dedicated PC meeting for this. This was agreed.
- b. **Highways Issues:** Cllr Haslam expressed frustration that OCC Highways had failed to meet any of the promises made about completion of Traffic calming measures in Clifton, Deddington and Hempton. In fact the only work completed was that at Hempton ‘pinch point’. He was concerned over the continuing delays and also the invoice that had been received for the PC contribution – S Bowdens email was read out. Cllr Haslam had requested a meeting with Highways on 2<sup>nd</sup> November but this had not yet been confirmed, in order to assess our treatment in relation to other PC’s. Co. Cllr Jelf explained that he was aware that difficulties had been experienced with Isis Accord, one of the main contractors, and that time scales had slipped as a result. It was agreed that Clifton residents in particular should be kept informed of progress.
- c. **Correspondence:** A number of items of correspondence were reported including concerns about overgrown hedges, car parking opposite the Duke of Cumberland in Clifton, Review of the Bus Service and Better Ways to School project.
- d. **C.Carritt.** It was noted that Colin Carritt, OCC Highways is about to retire and it was unanimously agreed **that the Clerk should write to him, thanking him for his help**

and support over 16 years and wishing him a happy retirement.

71/04

**PLANNING**

**a. 04/02121/TCA Brick Court, Hudson Street, Deddington**

Reduce crown and reshape two Holly Trees.

**No Objection**

**b. 04/02119/TCA Stonewall Castle Street, Deddington.**

Fell one Willow, remove branches fro Weymouth Pine, reduce height of 12 Leylandi and fell one Sycamore.

**No Objection to Pine/Leylandi or Sycamore but not happy about removal of Willow and suggested that County Arborealist be asked to examine**

**c. 04/02017/TCA Monks Court Castle Street, Deddington**

Fell one Beech tree which is causing structural damage.

**No Objection if this claim is supported by Arborealist**

**d. 04/02076/F Christmas Cottage, Walnut Close, Clifton.**

Erection of Garden Shed.

**No Objection**

**e. 04/0198/LB Former Deddington Post Office, Market Place, Deddington**

Remove existing signage board and replace with new natural timber with green lettering.

**No Objection**

**f. 04/01253/F & 04/01254/LB Castle Barnes, Castle Street, Deddington**

Sub division of dwelling to form 2 dwellings, rebuild existing glazed entrance link, replace flat roof with pitched to create first floor & internal alterations.

**No Objection**

**g. 04/01551/F The Red Lion, Market Place, Deddington**

Erection of five guest bedrooms & new restaurant in rear courtyard.  
(Amended Plans 13.9.04)

**No Objection**

**h. 04/01238/LB The Crown & Tuns, New Street, Deddington**

Installation of ventilation duct to rear (Amended Plan)

**No Objection**

**i. 04/01519/F The Olive Restaurant, Market Place, Deddington.**

Relaxation of condition 3 of 98/01366/F to read as the building shall only be used For the purpose of a restaurant/café and for no other purpose within class A3. Use Classes Order 1987 to enable the use of the property to be changed to either A2 or A1 Use without the need for further planning permission.

**Objection**

The applicant (Mr & Mrs Garnier have now left the property) appears to want the option of running any kind of business from these premises. The Working Group believe that a specific application for a specific type of business is required. In addition the original objection on the grounds of increased parking in the Market place is maintained.

**j. 04/01944/F Flat 2 Tuckers House, Market Place, Deddington**

Change of use from domestic flat to B1 office.

**No Objection**

72/04

**Invoices for Payment**

A schedule of invoices totaling £6531.44 was tabled, a copy of which is filed with these minutes, was approved for payment.

73/04

**Investment of Councils Funds**

At the close of business on 20 September 2004 the balances were as follows:

<b>ACCOUNT NUMBER</b>	<b>BALANCE</b>	<b>INTEREST</b>	<b>NOTICE</b>
70708526	1257.08	.1%	Imprest
70708542	10334.60	.1%	Current
<b>TOTAL</b>	<b>11591.68</b>		
Bradford & Bingley	1000.00	2.85%	120 Days
W. Bromwich Building Soc.	556759.85	4.0%	Overnight
<b>TOTAL</b>	<b>569351.53</b>		

74/04

**Correspondence**

A list of correspondence was circulated at the meeting. In addition a letter from the Co-operative Store had been received seeking support and approval to relocate the Posting Box from its former location to a new site on the green in-front of the store. This was supported and **the clerk was asked to reply accordingly.**

The Chairman reminded everyone that the Annual Parish Liaison Meeting would be held at Bodicote on 4<sup>th</sup> November at 7.30 pm. He planned to attend

75/04

**Any Other Business**

Cllr Squires asked if the Deddington News could insert a reminder about the new laws relating to the misuse of fireworks in the streets and other open areas.

76/04

**Date of Next Meeting**

**Wednesday 17<sup>th</sup> November at the Town Hall commencing at 7.45pm**

The meeting closed at pm.