

DEDDINGTON PARISH COUNCIL

Minutes of a Meeting held at the Town Hall on Wednesday 15 September 2004
commencing at 7.45pm

Present: Councillors Flux (Chairman), Squires, Swash, Alton, Wood, Westley, Rollason, Watts, Mrs Spencer, Mrs Cox, Harvey, District Cllr O' Sullivan, Graham Pitts (Clerk), Sue Gibbs (Minute Secretary).

49 /04

Apologies

Apologies were received from Cllrs Todd, Haslam and Co Cllr Jelf.

There had been no word from Cllr Ellis and it was not clear whether he was still living in the Parish. **It was agreed that the Chairman would try and contact him regarding his membership of the Parish Council.**

50/04

Educational Grants

Tertiary Education Grants were awarded to 6 people residing in the Parish going as listed on the schedule a copy of which is attached to these minutes.

51//04

Minutes of Last Meeting

91/04: Cllr Squires stated that Cllr Watts was also a member of the Village Plan Working Group. **It was agreed that his name should be added.**

The Minutes of the last meeting held on Wednesday 21 July were then approved as a true record and signed by the Chairman.

52/04

Matters Arising

There were no matters arising.

53/04

Declaration of Interests

There were no interests to declare.

54/04

10 Minute Open Forum

There were no members of the public wishing to speak.

55/04

Environment and Recreation Working Group

Cllr Squires reported as follows:

- a. **Village Plan Working Group.** Planning for the open meetings in Deddington, Clifton and Hempton was well underway. Leaflets were being prepared publicising the meetings. These would be circulated around the villages and Councillors were asked for assistance with this. A small stall had also been booked for the Market on

25th September. It was intended that the format of the actual meetings should be quite informal; after a brief introduction there would be an open forum to elicit as much information from parishioners as possible. The initial budget was £200 to cover the set up costs, although the real cost would be in the production and distribution of both the questionnaire and the report itself. Ideally a copy would be given to each household. It was discussed whether costs could be reduced by making the final report available electronically but the need to ensure that no one was excluded was emphasized. Responding to Cllr Cox, Cllr Squires confirmed that the Working Group had been convened under the auspices of the Parish Council, but also included individuals who were not Parish Councillors. This was the approach recommended by ORCC.

- b. **Stonepits Allotments.** The Clerk reported that the solicitor had confirmed that all relevant papers had now been submitted to the Land Registry. Cllr Squires reported that a request had been received for the Parish Council to apply for planning permission for the erection of a communal shed on the allotments, although the allotment holders would fund all associated costs. It was thought that individual sheds, smaller than 10 cubic metres would not require planning permission. **It was agreed that the Clerk would check this but in any event this should not be progressed until the question of land registration had been confirmed** A request had also been received to keep chickens. **It was agreed that the wording of the lease with the allotment holders should be checked regarding this but in principle the advice of the Office of the Deputy Prime Minister should be followed, namely that chickens could be kept providing the majority of the activity on the allotments remained fruit and vegetable production.**
- c. **Windmill Hard Play Area.** It was hoped that work would start in mid October.
- d. **BMX Track.** An offer of help had been received from Jarred Taylor, a resident of Banbury, to help re-landscape the track. Concern was expressed regarding the amount of rubbish and stones being thrown onto the All Weather Court.
- e. **Cherwell Environment Forum.** A meeting to discuss future recycling and landfill was scheduled for 5th October. As this clashed with the date of the Village Plan Meeting no one will be able to attend, **it was agreed that CDC should be asked to forward a copy of the minutes.**
- f. **Christmas Tree.** CDC had sent through a note saying that the cost to provide a tree for the market place would rise from £258 to £480. As this was a significant increase, **it was agreed that the Working Group would try to locate a tree from an alternative source at a reasonable cost.**

56/04

Highways Working Group

No meeting had taken place since the last Parish Council Meeting.

Parking Task Force. The Chairman reported that two public meetings had been held, one with local businesses and one with residents. Anecdotally, the key problem appeared to be long stay parkers in the village related to local businesses. To verify this, the Taskforce will conduct a survey to find out how many cars are parked in the village long term and how long they stay, to ensure that concrete facts are obtained before any further action is taken.

Planning Working Group

Cllr Swash reported as follows

A list of approvals was read out.

- (a) **04/01907/F – Russet Cottage, The Stile, Deddington.** Demolition of existing kitchen and bathroom and erection of single and two-storey extension to the rear. **No objection, unless any complaints were received from the near neighbour.**
- (b) **04/01678/LB – Holcombe Hotel, High St, Deddington.** Demolition of existing lean to, erection of oak frame single storey pavilion for admin staff use. Conversion and alteration of existing rear outbuilding to provide hotel staff accommodation on ground floor and alterations to the first floor letting bedrooms. Erection of single storey wooden extension. Although there was no objection to the plans outlined, the Working Group had concerns about the parking places outlined on the plan and felt that there might be insufficient access/turning for Renwick Cottage. **It was agreed that CDC should be asked to come and inspect the site.** District Cllr O’Sullivan confirmed that someone would automatically do this, but that he would raise this as a concern.
- (c) **05/01713/F – The Vicarage, Earls Lane, Deddington.** Demolition of existing Vicarage and erection of new Vicarage and two new building plots and new access to highway. The Working Group felt that the gable end of the new house would overshadow Tays House and that the new house should be moved further west on the site. The residents of Tay House had complained about this and **it was agreed that the Clerk should contact them to make sure they put their objections in writing to the District Council. The proposal was objected to and it was also agreed that the Parish Council should ask for this to go to Committee.**
- (d) **C 20/04 – Deddington Primary School.** To relocate existing car park within school grounds, and provide new hard play area. This application had been received from OCC. Although the Working Group had no objections to the site of the new play area, there was concern regarding the new parking area as it was felt that area where parents would be waiting to collect their children at 3.00pm was a potential safety hazard. **It was agreed that the Clerk should arrange a site meeting with John Hamilton and that the Working Group would report back following that.**
- (e) **2a Philcote St** An application to fell two trees had been received. **No objection**
- (f) Cllr Alton raised concerns that in August an application had been received relating to his neighbour’s house in Clifton. Although he had received notification of this through the Parish Council, he had not as an individual been informed by CDC. **It was agreed that the Parish Council would pursue this with the CDC.** It was also recommended that Cllr Alton should take this up as an individual.

Finance and General Purposes Working Group

Cllr Wood reported as follows:

- a. The monthly cash flow statement was circulated. Interest had been recalculated at 4%.
- b. **Highways.** Clarification was needed with the Highways Department regarding the various traffic calming measures which were being undertaken. Although money had been set aside for these, these were measures which were now being carried out in other villages at Highways' expense
- c. **Internal Audit.** A proforma for quarterly checks for the internal auditor to follow had been set up.
- d. **External Audit.** Under the requirements of the external auditor, certain procedures needed to be minuted. **It was agreed that the Clerk should include these were necessary.** The external auditor had also questioned whether the insurance cover for cash was sufficient. **It was agreed that it was.**
- e. **Town Hall.** Cllr Wood and Charles Newey were still looking at this.
- f. **Youth Club.** Cllr Todd had reported but **it was agreed that his recommendations would be held over until the next Parish Council meeting.**
- g. **Complaints Procedure.** This was a requirement of the Freedom of Information Act and had been agreed. Copies were available from the Office.
- h. **Salary Awards.** **It was agreed that these should be as recommended by the National Association of Local Councils.**
- i. **Chairman's Allowances.** Cllr Swash proposed that a Chairman's Allowance of £600 be made; this was seconded by Cllr Alton and was agreed.
- j. **Bradford and Bingley signatories.** **It was agreed that the signatories should be any two from Cllr Wood, Cllr Flux, Cllr Swash and the Clerk.**
- k. **Invoice from OCC re road markings.** As this was for work which was being carried out in other villages at County's expense, **it was agreed that this should be queried with county.**

Invoices for Payment

A schedule of invoices totaling £6105.05 was tabled, a copy of which is filed with these minutes, was approved for payment.

Investment of Councils Funds

At the close of business on 15 September 2004 the balances were as follows:

BANK BALANCES AS AT 15th September 2004

ACCOUNT NUMBER	BALANCE	INTEREST	NOTICE
70708526	1641.89	.1%	Imprest
70708542	13750.96	.1%	Current

TOTAL	15392.85		
Bradford & Bingley	1000.00	2.85%	120 Days
W. Bromwich Building Soc.	556759.85	4.0%	Overnight
TOTAL	573152.70		

61/04 **Correspondence**

A list of correspondence was circulated at the meeting.

- a. **6 September – letter from G Brewer re solar panels.** The Clerk confirmed that an email had been received stating that a new location was being found.
- b. **13 September – Copy of CDC’s draft Licensing Policy Statement.** The Chairman confirmed that this had been copied to the Windmill Management Committee.

62/04 **Date of Next Meeting**

Wednesday 20 October at the Town Hall commencing at 7.45pm

The meeting closed at 8.45pm.