

DEDDINGTON PARISH COUNCIL

**Minutes of a Meeting held at the Town Hall, Deddington on
Wednesday 16 September 2009 at 7.30pm**

Present: Cllrs Flux (Chair), Allison, Anderson, Collins, Day, Ince, Rudge, Todd, Ward, Watts and Wood
The Parish Clerk was also in attendance.

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

135/09	Apologies: Cllrs Finnigan, Privett & Squires.
136/09	Minutes of the last meeting: 120/09 Flu Pandemic Arrangement should read 'is expected to have 700-1000 visitors each week'. 121/09 Amend NAG's to NAGs . Cllr Flux then signed off the minutes as a true record.
137/09	Declaration of Interests: 143/09 Cllr Collins declared a personal interest in the Clifton/Deddington footpath. 144/09 Cllr Rudge declared a personal and prejudicial interest in the Satin Lane allotments. 144/09 Cllr Ward declared a personal interest in the usage of the All Weather Court. 146/09 Cllr Todd declared a personal interest in planning application 09/01168/F 146/09 Cllr Anderson declared a personal & prejudicial interest in planning application 09/00177/TCA
138/09	Matters Arising not referred to later on the Agenda: Parish Show. The Parish Council congratulated the organisers for staging such a successful event.
139/09	10 Minute Open Forum: None.
140/09	County and District Councillors update: County Councillor Jelf reported that the OCC Highways Depot planning application has yet to be decided but that the contact for discussing a possible flower meadow is Divall Alan. He should be contacting the PC to discuss the matter.
141/09	Town Hall: Cllr Wood presented a paper that outlined the background and current position concerning the Parish Council's rental of the Town Hall. This had been circulated to Cllrs and copied to Deddington Charity Estates (DCE) prior to this PC meeting. Cllr Wood prepared this report following a meeting on 17 th August Cllrs Flux and Wood met with Leah Calcutt and Terry Clinch of DCE, together with Cllr Anderson as PC nominated Trustee on DCE. At this meeting they attempted to agree a future policy for the Town Hall but were unsuccessful in doing so. Cllr Anderson has since resigned as a trustee of DCE due to the current conflict of interest. Mr Clinch is currently the other trustee on the DCE Board appointed by the Parish Council. The Parish Council leases the Town Hall from DCE. The current lease is up for renewal in 2010. The building is now in need of significant maintenance work. DCE are responsible for the buildings structure and as landlords any decisions relating to the future of the building ultimately rests with them. Cllr Wood explained that the Town Hall is not profitable so the Parish Council currently incurs costs by leasing it. He outlined some possible options currently available to the Parish Council for consideration. Mr Clinch has responded to this paper on behalf of the DCE trustees and said that DCE is awaiting confirmation from the PC that it intends to give 12 months precautionary notice in respect of the lease and to affirm that the Town Hall is not for sale. Cllr Wood proposed that DCE be advised that no other Parish Councillor will be appointed to the DCE Board of Trustees at this time, as is their right, but that the Parish retains the right to reappoint a trustee later as required, and that the PC agree to give 12 months notice on November 1 st in the terms of the lease. Cllr Flux seconded this proposal and it was unanimously agreed. This will give DCE a clear 12 months to examine their options for the Town Hall, after which they can make a proposal to the PC if they wish to. Cllrs Todd and Watts thanked Cllr Wood for his comprehensive report.
142/09	Finance and General Purposes Working Group 1. Cash flow. The statement for July and August was presented. 2. Cash at Building Societies. The money deposited in the West Bromwich Building Society is only attracting 1.5% interest. The WG is therefore investigating alternative accounts. 3. Profit & Loss: Cllr Wood will produce a P&L account to the end of September for the October PC meeting so that we can see how we are performing against the budget. 4. Student grants. Seven applications have been received this year. Cllr Wood proposed that the PC give £100 book tokens this year and review the level of these concessionary grants for next year. Cllr Collins seconded this proposal and it was unanimously approved by Council. 6. External audit. The PC has responded to a request for further information from Stoy Hayward. 7. Cricket Club. The CC has paid the first £1,000 repayment against the £4,000 loan from the PC. The outstanding costs of additional grass cutting from last year will be followed up by the chairman. 8. Banbury Bus Project. The project co-ordinators are seeking funding but the Parish Council unanimously agreed that this would be an inappropriate thing for the PC to do. 10. Financial Regulations. These were approved by the PC in 2007. The PC is obliged to review them from time to time. It was agreed that they still appear to be appropriate.
143/09	Highways Working Group. Give Way Markings: The PC agreed that the Clerk will ask OCC to repaint the 'Give Way' markings at

	<p>the bottom of Market Square and the pinch point by Church Street. An additional priority sign will also be requested to be mounted further north (perhaps as a replacement to the current 'Road Narrows' sign. Cllr Jelf is to be copied this correspondence.</p> <p>Resident Survey: HWG confirmed that they would still like Cllrs Rudge and Ward to ask residents in the High Street whether they would support the PC in requesting the installation of a push button at the traffic lights. Cllr Allison will draft a letter that residents can sign and send to OCC if they agree to do so.</p> <p>St Thomas Street: Louise Harrison from OCC met Cllr Collins to review the current traffic flow problems in St Thomas Street. The possibility of signage will be investigated but in the meantime OCC has offered to extend the current 'Keep Clear' markings outside Innisfree/East View to provide a safe passing refuge. HWG proposed that this offer be accepted by the PC. This was unanimously agreed.</p> <p>Road Closure Notices: Cllr Watts proposed that the Clerk request the road closure for the Remembrance Sunday parade when organising the road closure for the fun fair. Cllr Collins seconded this proposal and it was unanimously agreed by Council. The Clerk will try and wrap the two closures into one application but if this is not possible the PC should still be able to get a reduced rate for the application which would then be passed on to the British Legion.</p> <p>Grit Bin: OCC are responsible for the installation and maintenance of grit bins. A resident has enquired about the possibility of a grit bin being installed by the entrance of Mill Close. Cllr Flux advised that there is already a grit bin situated at a short distance away by the nursery school at the Windmill Centre. It is currently hard to locate so the PC agreed that the Village Steward should cut back the undergrowth and the Clerk will make the resident aware of its existence.</p> <p>Clifton/Deddington Footpath: This is currently very overgrown and therefore not easy to use. Clifton residents will be lobbying OCC to improve its condition but HWG recommended that the PC request some immediate weed killing. The PC unanimously supported this suggestion. The Clerk will write to OCC Highways and copy Cllr Jelf the request.</p> <p>Parking Complaints: Cllr Rudge has received a complaint from a resident about people parking on the pavement at St Johns Way. Cllr Collins advised the PC that this is a police matter in the case of obstruction only. When such incidents occur residents should complain immediately to the police otherwise they are unable to do anything.</p> <p>'Cafe' near the Milton Depot: Cllrs Rudge and Todd have received complaints from several residents about a mobile cafe that has set up by the Milton Depot. Cllr Flux and CC Jelf confirmed that this is a matter for OCC and not the PC. Concerned residents should therefore direct any complaints to OCC.</p>
144/09	<p>Recreation Working Group</p> <p>1. Allotments. The RWG asked for information about the voluntary contributions being made towards the Allotment Society. Cllr Todd suggested that this was a matter for the Allotment Society. Other Cllrs agreed with him and so this matter was not discussed further. The RWG asked whether any complaints had been received about the new contracts. The Clerk confirmed that none had been received. The size of plots at Satin Lane was discussed and the RWG recommended that the status quo be maintained. It was recognized that the size of allotments does differ but all residents are made aware of the size classification of their particular allotment when they take it on. The Parish Council unanimously agreed that any size up to half chain will be charged as a half chain; allotments ranging in size between half and 1 chain will be charged as 1 chain but in future anything larger will be charged as a chain and a half. It was agreed that the Clerk will ask DEFRA about whether notices warning about Giant Hogweed should be installed at the entrance of the Castle Grounds.</p> <p>2. Castle Grounds: Giant Hogweed was discussed at some length. The PC confirmed that no individuals should take any actions relating to the flora and fauna without prior consent from the PC and that if required, qualified professionals would be employed to spray weeds etc. As most of the Castle Grounds is an English Heritage site the Clerk will make them aware of the problem of Giant Hogsweed and take the lead from their estate managers as to how this is dealt with so that we take a unified approach.</p> <p>3. Dog bins: Adderbury PC has dispensing rolls for doggy bags. Cllr Ince agreed to talk to the appropriate staff at CDC to find out more about these.</p> <p>4. Bucket Swing - Windmill Junior play area: The blue bucket swing has been vandalised and so needs replacing. The costs involved make it inappropriate to do this on the PC insurance. The Clerk will identify the cost of an additional square swing as these appear to be less prone to damage.</p> <p>5. RoSPA play area inspection: There was nothing high risk identified. The PC agreed that the Clerk should ask the stewards to action all medium risk points included within the RoSPA report.</p> <p>6. Tree roots in the Play Area behind Windmill Centre: The Clerk will meet a tree surgeon from CDC to discuss the surface roots in this play area. In the meantime the steward will be asked to make sure that plenty of bark is raked over them.</p> <p>7. All Weather Court Fencing: This was discussed at some length as deliberate vandalism to the perimeter fence is a continuing problem. Cllr Ward suggested that the AWC might be left open as the Tennis Courts are not damaged when they are left open. Cllr Day suggested that the tennis courts are probably safe from vandals because of their close proximity to houses – residents would call the police if anything untoward was seen. Cllr Flux added that the surface materials used in the All Weather</p>

	<p>Courts are also much more vulnerable than that of the tennis courts. The RWG would like to explore ways of giving the community access to the area without incurring additional costs due to misuse and damage. Cllr Flux suggested that it might be possible to introduce a reduced rate for users on a couple of evenings each week but that it would still require controlled access and supervision. The RWG will continue investigating possible ways to maximize its usage. It was noted that annual maintenance costs are around £4,000.00.</p> <p>8. Parking at Castle Grounds: Following a limited consultation with residents 21 responses were received - 13 people voted in favour of revoking the by-law but 8 were against. Of the 8 who objected to the proposal 5 have provided a written detail as to why they are against it - these residents live close to the Castle Grounds site. Most of the objections refer to how revoking the by law will increase parking (basis being that locals do park there while using facilities but this is co-operative and tolerated by all parties) -concerns being how to turn around in the bottleneck area, churning of ground by 4 x 4's, pedestrian safety, anti social behaviour and the setting up of travelling communities. Some residents also considered that parking in Castle Street during football matches and the Farmers Market acts as a speed deterrent. The RWP recommended that the by-law be revoked. Cllr Flux said that emergency vehicles must have access to the site at all times. Cllr Todd said that it could cost the PC money to rescind the by-law and whilst it is in place it could be applied if required and also helped deter fly-tipping. He suggested that the bye-law might cost a lot of money to re-instate later and formally proposed that the by-law be left as it is. Cllr Allison seconded this proposal and it was passed by a majority vote. There were 4 abstentions.</p>
145/09	<p>Environment & Special Projects Working Group</p> <p>Environment: Councillor Rudge will attend a meeting at CDC about the new refuse collection arrangements. CDC has approached the Farmers Market and will be coming to the October market to tell residents about the food waste proposals. Cllr Rudge will also attend an ONCF meeting on 26th Sept and a Countryside Forum meeting on 30th Sept. The Cherwell Rural Strategy document is available on-line at www.cherwell.gov.uk The Environmental report from ONCF has arrived and Walter Meagher has been invited to read it and help decide the next step. The Oxfordshire Conservation Volunteers are coming back 25 Oct 2009 to lay the Eastern hedge of the Hempton Road Cemetery as it borders the Windmill path. Swift Conservation – Councillor Rudge and Walter Meagher plan to walk the Parish to identify possible swift nesting sites. A CD of swift songs has been kindly made available from a parishioner.</p> <p>Planters, Hanging Baskets and Xmas Tree: Unfortunately on further examination the proposed use of the Christmas tree from Councillor Day's back garden is not practical so we will have to purchase a tree if we proceed. The costs are going to be between £750 and £1000 depending on tree and electrician costs. The Deddington News has already indicated that they would be willing to sponsor up to £200 and Mr Phil Rudge has kindly offered £50 sponsorship. Cllr Day said that he will match the £50 donation made by Mr Rudge. Cllr Ince will contact local businesses and organisations in October to try and secure further sponsorship.</p> <p>Litter/Dog Bins: A new bin at the end of the Castle Grounds will cost circa £200. A meeting with CDC confirmed that they will empty a bin sited at the top end of the grounds. It was agreed that the new bin will be ordered and installed.</p> <p>Notice Boards: Work has commenced on refurbishing the Notice Boards. Nipper Clark has joined Councillor Ince in a working party to do this so the Chairman will write a letter to thank him for his support.</p> <p>War Memorial Church Yard Extension: The status of the risk assessment of headstones has been requested from the Parochial Church Council. The Clerk has received a letter saying that this will be discussed at the October PCC meeting.</p> <p>Hempton Road Cemetery: A risk assessment is being developed to cover H&S needs and a risk assessment of all graves in the Cemetery will be undertaken biennially to check status. First review circa November 2009. Following meetings with Banbury Town Council the paper work and procedures for the Cemetery are being revised to reflect current best practice. The proposed revisions will be available for PC review when completed. Cllr Ince proposed that the term for the Exclusive Right of Burial be reduced from 100 years to 75 years (this in line with The Local Authorities Cemeteries Act 1977) and that the right to erect a memorial term is set at 25 years from now on. This proposal was unanimously approved by Council. It was noted that this proposal is not retrospective. The PC has received a request to purchase a burial plot from a couple who like the Hempton Road cemetery but who live in Banbury. The Cllrs discussed this at some length as it was the first request of this kind. It was recognised that a lack of space for the use of local residents is becoming an issue for cemeteries throughout the country and although this not currently a problem for Deddington parish it could become so in the future. Cllr Allison therefore proposed that people with no connection with the parish should not be sold a plot or granted permission to be interred in the Hempton Road Cemetery. Cllr Todd seconded this proposal and the majority of the Council agreed to this proposal – two Cllrs abstained.</p>
146/09	<p>Planning Working Group</p> <p>09/00451/F – 6 The Beeches, Deddington (amended plans): Single storey rear extension. Amendment to approved plans to which PC did not object. No objection.</p>

09/00917/F & 09/00918/LB – 10 High Street, Deddington: Rear dormer window to rear annex. No objection.

09/00931/F – The Retreat, Hudson Court, Deddington: Conversion of existing retail unit to form a studio apartment. This would result in the loss of a commercial premises. There is no parking provision even though the plans show space for a double bed and there is no public transport from mid evening and limited on Sundays. There is only one entrance and the kitchen cooker cuts the bedroom off from any fire exit. **The PC will therefore object to this planning application.**

09/00944/F – Clifton House and Home Farm Cottage, Main Street, Clifton: Approval of existing vehicular access. No objection.

09/01006/LB – Holcombe Hotel, High Street, Deddington (amendment to 08/01483/F & 08/01484/LB): Single storey extension to Charters Cottage and relocate bar and gent's toilet in Holcombe Hotel. Amendment to approved plans. Still local concern about parking after completion and during work on site. No objection.

09/01010/F & 09/01011/LB – 3 Philcote Street, Deddington: Demolition of existing lean-to outhouse. Erection of single storey extension to rear. Incorporates velux window facing its garden. No objection but Cllr Anderson asked whether the PC should keep raising parking as an issue when CDC appear to take little notice of this concern. Cllr Flux said that yes the PC should keep raising the issue and also said that the PC should raise it at the next OCC liaison meeting.

09/01020/F – Coombe Cottage, Hempton: Two storey rear extension to provide new dining room and an extra bedroom. No objection.

09/01028/TPO – Sycamores, Hempton Road, Deddington: Crown lifting of tree subject to TPO 11/01. No objection.

09/01111/F – Winmour, Philcote Street, Deddington: Two storey rear extension. Change existing flat roof for a pitched roof. Raise roof of existing extension by 60cm. Creates a study downstairs. First floor – en-suite for bedroom 1, new bedroom 3 above study and additional bedroom (4) above kitchen. Second floor – attic room created over bedroom 2 for use as a hobby room. Design statement suggests no impact on parking, which is in street. However an additional bedroom and possible future use of attic room as bedroom could impact on number of vehicles used by family, which is stated as "young" at present. This application was only received on the day of the PC meeting and so it was decided to delay submitting its response until the neighbours have had a chance to review the plans. **The PC intends to object on parking grounds.**

09/01112/LB – Winmour, Philcote Street, Deddington: Two storey rear extension. Change existing flat roof for a pitched roof. Raise roof of existing extension by 60cm. Remove bedroom ceiling and repair old roof truss. New staircase to attic. Remove existing secondary staircase and associated works. See 09/01111/F above. **The PC intends to object on parking grounds.**

09/01168/F – 22 St Johns Way, Hempton: Proposed rear garden room. This application extends existing into utility area, which in turn is moved into part of garage. Front section of garage retained for storage while the new garden room is constricted to the rear of the garage, between the house and neighbouring property. Adequate off road parking is retained on site in front of current garage. No objection.

09/00165/TCA – The Stile House, New Street, Deddington: Reduce and reshape 1 Lime tree. No objection.

09/00166/TCA – The Stone House, Market Place, Deddington: Fell 1 conifer. No objection.

09/00170/TCA – The Retreat, Chapel Square, Deddington: Reduce crown/ shape a Marcarpa and fell a Laurel. No objection.

09/00177/TCA – Featherton House, Chapel Square, Deddington: Various tree works. No objection.

09/00178/TCA – 4 Hopcraft Lane, Deddington: Fell 1 Fir tree. No objection.

The HWG has noticed that the rendering on the front of this building has been removed to reveal the original stonework. New windows have also been inserted. House not listed, so no permission needed, but CDC will liaise with owners over pointing.

Approvals

09/00097/TCA - Corner House, High Street, Deddington
 09/00137/TCA - Gaslight, Earls Lane, Deddington
 09/00143/TCA - Tays Gate, Earls Lane, Deddington
 09/00727/LB - Corner House, High Street, Deddington
 09/00794/F – 14 Wimborn Close, Deddington
 09/00807/F – The Stables, St James Farm, Main Street, Clifton.
 09/00825/F – 2 Paper Mill Cottage, Oxford Road, Adderbury
 09/00844/F – Stonefield, Hempton Road, Deddington – PC condition upheld.
 09/00842/F – Ithaca, Hopcraft Lane, Deddington

Other matters

Site opposite entrance to Tomwell Farm, Hempton Road, Deddington: OCC has written to owner of this land about a possible encroachment of its boundary onto the highway. The site has approved use for the storage of building materials. After inspection with owner OCC decided that there was none.

West Northamptonshire Joint Core Strategy – Exhibition and Consultation dates: A revised consultation document has been received by PC and is available for inspection. The exhibitions have concluded but comments can be submitted until 30 September.

CDC Meeting with Parish Councils: Cllrs. Day and Todd attended this useful event in Hook Norton.

CDC Rural Affordable Housing Improvement Plan: Details were presented to the above meeting. Can be seen on www.cherwell.gov.uk/ruralaffordablehousing

Deddington Cricket Club – Extra Storage Facility: The cricket club wishes to install a secure metal container in which it can store its equipment including the new nets and machinery. The container is 8' (w) x 8'6" (h) and 20' (l). It is proposed to place it behind the pavilion and parallel to it. A gap would be left which could be fenced off and used for the storage of heavy items and those not likely to be subject to the weather or theft. DCC is proposing to screen the container to make it less obtrusive. CDC states that the PC can approve this as it is upon

	<p>our land but we need to advise them that we have done so. As the proposed position of the container appeared to affect trees growing nearby the advice of the CDC Tree Officer (Mark Harrison) was sought. As the Rowan tree nearest the pavilion is already diseased and damaged he suggested that it be removed. An apparently self seeded Cherry tree between the Rowan and pavilion is likely to cause damage to the latter so he suggested that this is also removed. The container can then be sited closer to the pavilion, which will help the growth of the next nearest Rowan. He recommends that suitable screening be planted and that the heavy roller and similar equipment be stored away from the roots of the trees that remain on site. The area needs some tidying and self seeded saplings and undergrowth needs removing.</p> <p>Planning WG suggested that DCC be advised that they may install the proposed container with the following conditions:-</p> <ol style="list-style-type: none"> 1. It shall be placed in a position (to be agreed on site) which causes least harm to the remaining trees and shrubs the PC wishes to retain. 2. All work done shall be at the expense of the cricket club and no costs may fall upon the PC. 3. The trees and their roots must be taken off site for disposal and the area made good. 4. Any ground disturbed during the delivery and installation of the container shall be made good to the satisfaction of the PC or its agent(s). 5. The container must be decorated and maintained in a good state to the PC's satisfaction. 6. The area should be landscaped to screen the container from general view. 7. Should the use of the container be discontinued it must be removed within 3 months of this cessation at the cricket club's cost. 8. Should the PC wish to have the container removed or repositioned this will be at the expense of DCC. 9. PC to be able to share this storage should we decide to buy a mower or similar equipment for use on site – thus the suggested rent. 10. That a nominal annual rent (say £5) be charged to the cricket club by the PC. 11. This permission shall be subject to a written agreement renewable annually. <p>These suggestions were unanimously approved so the Clerk will write the Cricket Club and let them know of the conditions.</p>																												
147/09	Report upon the Play Areas: The Children's Play Area at the Windmill site, the All Weather Court and the RoSPA recommendations were covered in the Recreation WG report. There are no other current issues relating to the play areas.																												
148/09	Invoices for Payment: A schedule of invoices totalling £4330.96 were approved by the F&GP and paid in August. A schedule of invoices totalling £4,354.00 were tabled and approved for payment at this meeting.																												
149/09	<p>Investment of Council Funds</p> <p>At the close of business on 16 September 2009 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 Imprest Acct</td> <td>1,318.46</td> <td>0.1%</td> <td>Imprest</td> </tr> <tr> <td>Barclays Current Acct</td> <td>21,350.05</td> <td>0.1%</td> <td>Current</td> </tr> <tr> <td>W. Bromwich Building Soc.</td> <td>133,963.21</td> <td>1.5%</td> <td>Overnight</td> </tr> <tr> <td>Alliance & Leicester</td> <td>200,000.00</td> <td>3.2%</td> <td>1 year fixed (July 10)</td> </tr> <tr> <td>Anglo Irish Bank</td> <td>200,000.00</td> <td>3.25%</td> <td>2 year fixed (Jan 11)</td> </tr> <tr> <td>TOTAL</td> <td>556,631.72</td> <td></td> <td></td> </tr> </tbody> </table>	ACCOUNT	BALANCE	INTEREST	NOTICE	Barclays Imprest Acct	1,318.46	0.1%	Imprest	Barclays Current Acct	21,350.05	0.1%	Current	W. Bromwich Building Soc.	133,963.21	1.5%	Overnight	Alliance & Leicester	200,000.00	3.2%	1 year fixed (July 10)	Anglo Irish Bank	200,000.00	3.25%	2 year fixed (Jan 11)	TOTAL	556,631.72		
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150/09	Correspondence. No matters were raised.																												
151/09	<p>AOB</p> <ol style="list-style-type: none"> 1. Cllr Flux asked the PC whether it should give a permanent contract to the temporary weekend steward. It was agreed that the F&GP WG will bring a formal proposal and costing to the next meeting. 2. Cllr Collins queried the anonymous donations received in respect of the grass cutting of the greens in the Market Square. A lot of discussion followed. Cllr Anderson offered to make a personal donation of £40 to enable the anonymous donations to be returned if necessary. This kind offer was unanimously rejected by the PC. It was agreed that in future donors may retain their anonymity as long as the Clerk knows who they are and is confident that their donation does not give a personal/prejudicial interest. Cllrs can ask for information about the donor's identities in confidence. 																												
152/09	Next Meeting: The next meeting of the Parish Council will take place on Wednesday 21 October 2009 at 7.30pm in the Town Hall, Deddington.																												