

## DEDDINGTON PARISH COUNCIL

### Minutes of the Parish Council meeting held at 7:30pm at the Hempton Lounge, Windmill Centre, Deddington on Wednesday 15 May 2024.

**Present:** Cllr H Oldfield (Chair), A Collins, M Cox, G Fisher, N Mylne, S O'Neill, M Robinson, C Snashall, A Swan, T Timms and J Watts **Also, present:** County Cllr A Fatemian, District Cllr D Rogers, Parish Clerk and a Deddington News representative.

87/24	<b>Election of Chair and signing of Acceptance of Office.</b> Cllr J Watts nominated, Cllr M Cox seconded, and the Council <b>RESOLVED</b> (unanimous) to elect Cllr H Oldfield as Chair. She then signed his Acceptance of Office in the presence of the Proper Officer (Clerk).
88/24	<b>Election of Vice Chair and signing of Acceptance(s) of Office.</b> Cllr H Oldfield nominated, Cllr A Collins seconded, and the Council <b>RESOLVED</b> (unanimous) to elect Cllr M Robinson as Vice Chair. She then signed his Acceptance of Office in the presence of the Proper Officer (Clerk).
89/24	<b>To consider the Working Groups structure and membership for 2024/25.</b> The three new councillors are happy with the working groups that they have joined. All other councillors happy to continue in current working groups.
90/24	<b>To confirm the Members serving on outside bodies;</b> a) <b>School Governor.</b> Cllr M Cox. b) <b>Deddington Charity Estates (DCE).</b> Cllrs M Cox and H Oldfield. c) <b>Friends of Castle Grounds (FOCG).</b> Clerk. d) <b>OALC Executive.</b> Cllr M Cox. e) <b>Friends of Deddington Library.</b> Cllrs A Collins and S O'Neill. f) <b>The Holly Tree Club.</b> Cllrs S O'Neill and C Snashall. g) <b>The Windmill Centre.</b> Cllr M Robinson. h) <b>Community Orchard.</b> Cllr J Norton. i) <b>NAG.</b> Cllr A Collins. j) <b>Police Resilience.</b> Cllrs M Cox and J Watts. k) <b>Any other body identified.</b> Deddington Environment Network (DEN) – Cllr J Watts. Cllr H Oldfield proposed, Cllr C Snashall seconded the motion and the Council <b>RESOLVED</b> (unanimous) to confirm the above list of members serving on outside bodies.
91/24	<b>To appoint the following Professional Bodies and Advisors.</b> a) <b>Internal Auditor for year 2024/25 at a cost of £350.</b> Cllr C Snashall proposed, Cllr M Robinson seconded the motion and the Council <b>RESOLVED</b> (unanimous) to appoint Jane Olds as internal auditor for the year 2024/25 at a cost of up to £350. b) <b>Insurers.</b> Cllr M Robinson proposed, Cllr C Snashall seconded the motion and the Council <b>RESOLVED</b> (unanimous) to insure with Zurich at a cost of £2,679.60.
92/24	<b>To confirm the use of the current Standing Orders and Financial Regulations.</b> Cllr H Oldfield proposed, Cllr N Mylne seconded the motion and the Council <b>RESOLVED</b> (unanimous) to re-adopt the current Standing Orders and Financial Regulations. Revisions/updates to be considered at a future meeting.
93/24	<b>To note attendance records for 2023/24.</b> There were 14 meetings in the 2023/24 year.
94/24	<b>To confirm the calendar of meetings for 2024/25.</b> Meetings to be held on the third Wednesday of each month at 7:30, venues confirmed. Clerk seeking confirmation that the December meeting can be held in Deddington church. January meeting to be held in Hempton.
95/24	<b>May Meeting</b>
96/24	<b>Apologies:</b> Cllrs T Darwall-Smith, J Norton and M Swadling.
97/24	<b>Finance and general purposes.</b> p) <b>Update on D-Day, Hobart memorial and blue plaque.</b> <ul style="list-style-type: none"> <li>• <b>Hobart memorial.</b> Hempton Gate residents happy to have the memorial on the estate near the entrance and happy to take responsibility for the arrangements. Meeting between residents and Tony King (Chair of North Oxfordshire Military Vehicles Trust) occurred on 1<sup>st</sup> May 2024 to discuss location, dimensions and style of memorial.</li> <li>• <b>Blue plaque</b> On 23<sup>rd</sup> April 2024 English Heritage got in contact inviting nominations for blue plaques – closing date in July. Aiming to place 6 new plaques per year. A blue plaque for Percy Hobart at Leadenporch House has been requested previously and refused. Owner of Leadenporch House has confirmed that they would be happy for a blue plaque application to be made again, and would pay for listed building consent from CDC for permission to install. Cllr M Cox proposed,</li> </ul>

	<p>Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to nominate Percy Hobart for a blue plaque.</p> <ul style="list-style-type: none"> <li>• <b>D-Day</b> Royal British Legion are holding a D-Day ceremony, mainly focused around Percy Hobart, at 6:30am on 6 June on village green. Cllr J Watts to attend to represent the Council. Other Councillors welcome to attend. Cllr A Collins proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve the payment of £102.30 for the road closure around the Co-op for the D-Day ceremony. CDC to lend signs and barriers. Mr Tony King addressed the Council regarding arrangements. A request was made for suggestions of anyone who has served in the military to raise the flag in the ceremony. Cllr N Mylne agreed to fulfil this role if needed.</li> </ul>
98/24	<p><b>Declarations of Interest</b>  <b>General Interest:</b>  Cllr M Cox 104/24 Finance and General Purposes item e) Church clock.  Cllrs S O'Neill and C Snashall 104/24 Finance and General Purposed item m) PC shed at Holly Tree.  Cllr S O'Neill 107/24 Planning Report item a) The Deddington Arms as knows applicant and c) 24/01037/CLUP Holly Tree, Earls Lane, Deddington.</p>
99/24	<p><b>Minutes:</b>  Cllr G Fisher proposed, Cllr M Cox seconded the motion and the Council <b>RESOLVED</b> (unanimous by those in attendance) that the minutes of the meeting held on the 17 April 2024 were a true record of the meeting.</p>
100/24	<p><b>Matters arising from the minutes and not referred to later on the agenda:</b> None.</p>
101/24	<p><b>10 Minute Open Forum:</b> David Rogers addressed the Council as Chairman of the Holly Tree Club. The Holly Tree Club recently discovered that they do not own the site, but that the Parish Council are the freeholders. Holly Tree Committee would like to change the structure of the charity to make it an incorporated organisation, and then will ask the Council if they would transfer the property back to the Holly Tree Club. SO Legal have quoted £4,000-5,000 for this to occur. Before this process begins, the Holly Tree Club would like to ask the Parish Council to resolve its position regarding transferring the land back to the CIO. Agenda item requested for this for future meeting. Decision can then be taken to the solicitors.</p>
102/24	<p><b>County Cllr A Fatemian update:</b> Dave Catling will no longer be the OCC highways officer in charge of village traffic schemes; he will be replaced by James Wright. Discussion regarding budget for villages. Thanks to County Cllr A Fatemian for offering to pay for a traffic count in Hempton. Money from central government to improve the roads between the air bases – re-surfacing, road markings. Council would be particularly interested if any of the money could be spent through Hempton or on improvements to traffic lights. County Cllr A Fatemian to circulate the scope of works with the Council.</p>
103/24	<p><b>District Cllr D Rogers update:</b> District Cllr D Rogers was welcomed by the Council as the new District Councillor for the ward. District Cllr D Rogers informed the Council that he has requested to be on committees for planning; accounts, audit and risk; and overview and scrutiny. Full Council Committee on 22<sup>nd</sup> of the month. Suggestion was made that the Parish Council arrange a meeting with the CDC officers to go through the details of the policies of the Neighbourhood Plan – DPC to action this.</p>
104/24	<p><b>Finance and General Purposes.</b></p> <ol style="list-style-type: none"> <li><b>Sign off Internal control checklist – April 2024.</b></li> <li><b>To consider the updated Asset Register.</b> To carry forward.</li> <li><b>To agree reinvestment of United Trust Bank one-year bond at 5.01%.</b> Cllr C Snashall proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) to reinvest the United Trust Bank one-year bond at 5.01%.</li> <li><b>To agree that F&amp;GP and RFO can make reinvestment decisions regarding maturing investments and report to council.</b> Cllr C Snashall proposed, Cllr A Collins seconded the motion and the Council <b>RESOLVED</b> (unanimous) to agree that F&amp;GP and RFO can make reinvestment decisions regarding maturing investments and report to council.</li> <li><b>Church clock.</b> Cllr C Snashall proposed, Cllr J Watts seconded the motion, with an amendment by Cllr A Collins that was accepted by Cllr C Snashall, and the Council <b>RESOLVED</b> (unanimous) to pay £175 for an engineer call out fee for the Church clock to gauge issues and pay up to £500 towards a repair, anticipating that the Church would contribute if repair cost more than £500; the Church to be informed of Council's suggestions that fund-raising should be organised if quote is over £1000. Clerk to write to the Church to communicate Council position.</li> <li><b>To update on the Windmill roof.</b> Nearly complete – due to finish on Friday. The solar panels were put back up on Monday. They have been re-set and are working. Final invoice received. Incident where children were spotted on the roof after ladder was not put away and gate was not</li> </ol>

	<p>locked. This issue was reported to contractors immediately. Total cost of the works to the Parish Council likely to be approximately £12,500.</p> <p>g) <b>Tree work.</b> Cllr C Snashall proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve payment of £650 +VAT for further tree works in Wimborn Close, Cemetery and Satin Lane Allotments.</p> <p>h) <b>To congratulate District Cllr D Rogers on his election to post.</b></p> <p>i) <b>ROSPA safety inspections.</b> Cllr C Snashall proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve payment of £490 + VAT for ROSPA safety inspections.</p> <p>j) <b>To update on Four Farms Run.</b> All paperwork received. Key to Castle Grounds provided.</p> <p>k) <b>Memorial Management Policy.</b> Cllr C Snashall proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to adopt the Memorial Management Policy.</p> <p>l) <b>Memorial stones at Hempton Road Cemetery.</b> Cllr H Oldfield proposed, Cllr C Snashall seconded the motion and the Council <b>RESOLVED</b> (unanimous) to approve the testing of memorial stones at Hempton Road Cemetery in July, with notices to be put up regarding this.</p> <p>m) <b>PC shed at Holly Tree.</b> Cllr H Oldfield proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (9 for, 2 abstentions) that the PC continue to pay charge for the siting of the Parish Council shed at the Holly Tree as a rent, rather than as a donation.</p> <p>n) <b>Water supply to mini tennis.</b> Cllr M Robinson proposed, Cllr T Timms seconded the motion and the Council <b>RESOLVED</b> (unanimous) to agree to £885 quote for water supply to mini tennis.</p> <p>o) <b>To discuss the possibility of a hearing loop at the Windmill.</b> Discussion regarding the usefulness of hearing loops, whether they are becoming out of date, and regarding what is classed as a reasonable adjustment. Cllr H Oldfield proposed, Cllr G Fisher seconded the motion and the Council <b>RESOLVED</b> (9 for, 2 against) to ask the Windmill Management Committee whether they would be happy for the PC to install a hearing loop in the Hempton Lounge at the Windmill Centre, whether they would consider installing a loop in the main hall, and that the Council carry out further investigation regarding the cost of hearing loops for the main hall/Hempton Lounge/Hempton Old School Room, and their likely ongoing usefulness.</p> <p>p) <b>Update on D-Day, Hobart memorial and blue plaque.</b> See 97/24.</p>																																																		
105/24	<p><b>Approval of invoices:</b> Cllr C Snashall proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) that the April invoices with a total of £10,672.88 were approved for payment. £41,627.81 monies were received.</p>																																																		
106/24	<p><b>Report upon the investment of the Council's Funds as at 30 April 2024.</b></p> <table border="1"> <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>85,363.59</td> <td></td> <td>Current</td> <td></td> </tr> <tr> <td>Imprest</td> <td>10,471.31</td> <td></td> <td>Imprest</td> <td></td> </tr> <tr> <td>Unity Trust Bank</td> <td>3,172.83</td> <td></td> <td>Current</td> <td></td> </tr> <tr> <td>Unity Trust Bank</td> <td>83,971.96</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 2019</td> </tr> <tr> <td>Cambridge and 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>537,785.24</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Account	Balance	Interest	Notice	Matures	Current	85,363.59		Current		Imprest	10,471.31		Imprest		Unity Trust Bank	3,172.83		Current		Unity Trust Bank	83,971.96	2.75%	Savings		Redwood Bank	90,420.26	3.45%	95 Day Notice	Opened August 2019	Cambridge and 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>537,785.24</b>			
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107/24	<p><b>Planning Report.</b></p> <p><b>Applications</b></p> <p>a) <b>24/00952/LB &amp; 24/00951/F The Deddington Arms, Horse Fair, Deddington.</b> Conversion of hotel bedrooms to four two storey residential units. Cllr S O'Neill proposed, Cllr J Watts seconded the motion and the Council <b>RESOLVED</b> (10 for, 1 abstention) no objection.</p> <p>b) <b>24/01029/F 3 Hempton Road, Deddington.</b> Single storey front porch extension and two storey rear extension. Cllr S O'Neill proposed, Cllr A Swan seconded the motion and the Council <b>RESOLVED</b> (unanimous) no objection.</p> <p>c) <b>24/01037/CLUP Holly Tree, Earls Lane, Deddington.</b> Proposed development for installation of a detached single storey pool house. Cllr A Swan proposed, Cllr M Cox seconded the motion and the Council <b>RESOLVED</b> (9 for, 2 abstentions) to object to the application as it falls outside the scope of permitted development.</p> <p><b>Approvals</b></p> <p>24/00358/F Ithaca, Hopcroft Lane, Deddington.</p> <p>24/00489/Q56 Leadenporch Farm, Chapmans Lane, Deddington.</p>																																																		

	<p>Stable End, St Thomas Street, Deddington. Revised scheme of 23/01498/F. 24/00675/F 2 County View, Clifton. 23/02105/LB and 23/02104/F Castle End House, Castle Street, Deddington.</p> <p><b>Refusals</b> 24/00328/F Plot F, Land East of Oxford Road, Deddington.</p> <p><b>Correspondence</b> CDC have issued a Tree Preservation Order (No.16) for group of poplar trees located on land at The Little House, Clifton Road, Deddington. This order took effect 2 May 2024.</p>
108/24	<p><b>Neighbourhood Development Planning report - Cllr A Collins</b></p> <p>a) <b>Congratulations to NPSG for a successful vote of 93% in favour.</b> In 2-4 years the plan will need a review. Recommend engaging with landowners as the first step in this. Cllr A Collins informed the Council of his intention to stand down from the Parish Council in a couple of months following the culmination of this project. Steering Group minutes to go through Council at a future meeting.</p>
109/24	<p><b>Large Scale Developments Working Group report - None</b></p>
110/24	<p><b>Highways and Transport.</b></p> <p>a) <b>To consider applying for improvement to Hempton Road and Traffic lights in relation to money available in connection with the Croughton accident.</b> See discussion at 93/24.</p> <p>b) <b>New Street posts in highway.</b> What appear to be broom handles have appeared on the Highway. OCC made aware.</p> <p>c) <b>Meeting with TVP community officers.</b> Confirmation on speed enforcement has been requested.</p> <p>d) <b>Flood risk applications.</b> Acknowledgement of the applications for repair work has been received.</p> <p>e) <b>Disabled Bay – Hudson Street.</b> Comments have been raised about its removal. Our former District Cllr, Bryn Williams, has asked that it be retained for use by blue badge holders using the pharmacy. Comments by Friday 17 May.</p> <p>f) <b>Community Speed Watch.</b> Co-ordinator still needed.</p> <p>g) <b>Traffic lights.</b> Cllr A Swan has written regarding this matter.</p>
111/24	<p><b>Environment and Recreation Working Group.</b></p> <p>a) <b>To update on unpaid workers.</b> Didn't come as expected, and not on schedule for future visits at present. Therefore, need to look at other solutions for work that needs to be done.</p> <p>b) <b>To update on mini tennis.</b> Work starting 16 May.</p> <p>c) <b>To update on play equipment.</b> Cllrs J Norton, T Darwell Smith and G Fisher are taking over these projects to work on a costed plan for CDC to allow S106 funds to be released.</p> <p>d) <b>To update on noticeboards.</b> Steve Rees will install the two boards after the roof scaffolding comes down (7 June).</p> <p>e) <b>Satin Lane wall at allotments.</b> Dealt with for present, but to monitor in the future.</p> <p>f) <b>No Mow May.</b> Plastic netting and stakes have arrived ready for marking out the designated no mow areas. Cllr J Norton will stake out the areas in the next couple of weeks.</p> <p>g) <b>Larger dog bin for Castle Grounds.</b> Trying to arrange for collection.</p> <p>h) <b>Grass cutting.</b> Contractor asked to cut verges between Deddington and Hempton, and Deddington and Clifton.</p> <p>i) <b>CCTV cameras.</b> Wired4Tech looking at revised requirements as the roof is nearing completion. Discussion over whether the new long focal length lens camera angled down the driveway to the gate should be ANPR registered or not. Cllr M Robinson to request quotes for each option and bring back to Council once received.</p> <p>j) <b>Fly tipping at Cosy Lane.</b> Not removed as road is not adopted. Discussion regarding possible next steps. To review in Autumn once vegetation has died down.</p>
112/24	<p><b>Items for information.</b> None.</p>
113/24	<p><b>Update from the Parish Council Representatives.</b></p> <p>a) <b>Friends of Castle Grounds.</b> Will be at the Four Farms Run.</p> <p>b) <b>Swift boxes.</b> Have gone from the front of the Windmill Centre. Need to be replaced ASAP. Cllr H Oldfield proposed, Cllr M Cox seconded the motion and the Council <b>RESOLVED</b> (unanimous) to agree in principle to replace the swift boxes.</p> <p>c) <b>COSB meeting.</b> Cllr M Cox attended on 25 April. Priorities from 1 April to be anti-social behaviour. Prioritising rural communities.</p>
114/24	<p><b>Date of the next meeting:</b> The next Parish Council meeting will take place on 19 June 2024 at 7:30pm in the Hempton Lounge, Windmill Centre, Deddington. Meeting closed at: 9.25pm.</p>