

# DUCKLINGTON PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
**WEDNESDAY 4 JULY 2018**, at 7.30pm in the Lilac Room at the  
Village Hall. You are herewith summoned to attend the above meeting.  
The business will be as detailed below.

**Richard Brown – Clerk  
Proper Officer**

- 1. Members Present**
- 2. Apologies and reasons for absence**
- 3. To approve the Minutes of the Parish Council meeting on 6 June 2018**  
Minutes previously circulated by email and with this agenda
- 4. Thames Valley Police matters**
- 5. County/District Council Matters**  
*Ted Fenton – Request for VAS safety signs – no reply to Clerk’s enquiry email*
- 6. Parish Councillors - Disclosure of interests on agenda items**
- 7. Matters Arising from Previous Meetings**
  - a) *Ditch investigation – Flood issues Standlake Road*  
On 14 June Kevin’s updated what he meant by additional work  
Clerk’s Briefing Notes page 4
  - b) *Schedule of current S.106 projects to be amended at each subsequent meeting*
    - Replacement roof for the pavilion
    - Watering system for sports field
    - Flower planters at village entrances
    - Road speed indicator signs
    - Village Hall kitchen refurbishment/ upgrade
    - Illumination/visibility improvements at Aston Road/ A415 entrance to village
    - Playground improvements
  - c) *General Data Protection Regulations (GDPR) - MM*  
Position to date and OALC GDPR course 17 October 2018 at Didcot Civic Hall
  - d) *Ditch clearance*  
Max Everett will carry out the same work as last year and bill at the end of this year.

**Matters Arising from Previous Meetings (continued)**

- e) *Boward tree repairs*  
Work now completed by Tom Davies and agreed invoice to pay of £900
- f) *Clerk and Parish Councillors new dedicated email accounts and the DPC web site*  
Presentation and update on proposal in June Clerk's Briefing Notes from David Hall, Managing Director of Cloudy Group, Buckingham

**Good news:**

Sarah has now been able to load the website with the Annual Accounts and the Village Newsletter

- g) *Deanfield Homes – bridge from their new footpath on Standlake Road into the sports field site- SB*  
Proposal from Tom Rider Clerk's Briefing Notes pages 5-6
- h) *White road lines required around school*  
James Wright has replied to the Parish Council's map proposing to increase his original map of "keep clear" white lines. James says that he will have to stick with his original map as it would be inappropriate to have such a long length between the 2 junctions on a straight. His plan maps out the corners in accordance with the Highway Code. The plan is with the contractors who steadily work through jobs instructed by him in date order and the work will be done to implement in strict date order and will be sometime this year.
- i) *Code of Conduct training courses for Parish Councils*  
Thursday 19 July at WODC Council Office, Woodgreen starting 5PM.  
3 places booked for MM, RB and the Clerk (at request of Keith Butler)
- j) *VAS road safety signs-*  
No reply from Ted Fenton from MB's request to fund through his allowance
- k) *Art purchase with S. 106 monies – DD*  
£2,520 available (contact Heather Mc Cullock WODC)  
Artist – Alec Peever has been requested to attend the September Parish Council meeting.
- l) *Village Newsletter – Quarterly issues*  
August/ September/October Issue – deadline 9 July  
November- January Issue – deadline 15 October  
February- April Issue – deadline 15 January  
May- July Issue – deadline 15 April
- m) *Martin Layer – Smiths quarry visits*  
Presentation by Martin to Councillors to agree visit by residents in August or early September – Proposal to put invitation to all residents in next Village Newsletter – due by 9 July and on the web site.

**8. New Business**

*Allotments* – To decide on any % increase in plot rentals or water charges

- To discuss theft of allotment holders produce and parish Council water – JD and ES

## 9. PLAYGROUNDS/SPORTSFIELD

- a) *Monthly Playground Inspection and litter picking reports*  
Clerk's Briefing Notes page 3
- b) *Pavilion legionella check – DD*  
DD to report to Councillors that he has reviewed the Sports Club testing log sheets and is satisfied with the results.
- c) *Mc Craken grass cutting complaints and Health and Safety issues*  
The Clerk discussed the above with Steve Mc Craken who assured him that the grass had now been cut each week and will be reviewed as to whether it is necessary to cut again on Friday 29 June following the extended dry period.  
With regard to the Health & Safety matter, Steve says he instructs all staff to wear appropriate clothing required and has large clients such as West Oxfordshire District Council who have never raised any such related concerns.
- d) *Request from Sports Club Secretary- discussion items*  
Hedge needs cutting outside the Pavilion back door to see across car park – safety  
The weed control is not working and they are growing all around the edges of the field.  
Weeds around the pavilion, containers and benches are particularly bad  
The wooden windows in pavilion are rotten – around toilets – need to be uPVC  
Painting of the pavilion is needed  
Floor in changing room (damaged in 2007 flood) needs replacing  
Pot hole in road leading to pavilion – this needs filling as is a danger to bikes

*An update on the bridge to the road is requested – needed to recover balls*

*Pavilion guttering invoice - £367.46- DD*  
Councillors to review

- e) *Report on last meeting with Sports Club - MB*

## 10. PLANNING

**PLANNING APPROVALS:** None received

**PLANNING APPLICATIONS:**

- 17/02845/FUL Eastnor House, Ducklington Lane  
Movement of bus shelters – Hinton Group  
Wish to obtain Parish Council permission to move in accordance with agreement from Highways Dept. - Clerk

**PLANNING APPLICATIONS (continued)**

- 18/01507/HHD Mr & Mrs Pells, 57 Feilden Close  
To replace existing garage, Lean-To and rear extension with 2 storey side extension, single storey and front extensions with Lean-To roof over existing and proposed front extension.
  
- 18/01732/HHD Mr Russell Brookes, 14 Standlake Road  
Erection of single storey front extension
  
- 18/01810/HHD Mr & Mrs Reynolds, 35 Manor Road  
Alterations and extension to existing outbuilding to provide garden room and store

**WODC Notification – Permission in principle (PIP) and Technical details consent**

*Small scale developments where developers can secure quick planning approval when seeking to build only 1 to maximum 9 houses*

**11. FINANCE**

- a) *Account Balances, Bank reconciliations and Debts due to Council Clerk's Briefing Notes page 2.*
  
- b) *Additional Parish Council cheque signatories - Clerk*

**FINANCE (continued)**

c) *To review the invoices below and any others since the issue of this Agenda and to authorise for payment and signature by 2 Councillors*

<b>Name - Description</b>		<b>£ p - inc VAT</b>	<b>Relevant legal statute</b>
Clerk / RFO Net Salary & working from home allowance £18		610.50	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage: 35 miles @ £0.45p		£38.70	LGA 1972 s111
Mobile contract & calls:		£25.15	LGA 1972 s111
Printing meeting papers 6 June £32.00 and audit papers £2		£34.00	LGA 1972 s111
<b>TOTAL</b>	<b>£708.35</b>		
HM Revenue & Customs only 075PS00154457 - PAYE		118.40	LGA 1972 s111/2
Dick Rudd-P/G - 21 June report	£60.00		LG(MP)A1976 s19
Dick Rudd - Repairs to tile under Chalcroft slide	£30.00	90.00	LG(MP)A1976 s19
J. Miles - cut cemetery grass 12/6 and 2 strips		128.00	LG(MP)A1976 s19
Mc Cracken & Sons Ltd - May 2018 (£2339 PA)*1/12		195.00	LG(MP)A1976 s19
Helen Strainge- edit newsletter June/ July number 202		45.00	LGA 1972 s111
Will Hutchinson Litter picking - 3/4/18 to 1/7/18 ( 9 weeks @£15)		135.00	LGA 1972 s214
Margaret L Johnson - office supplies		0.00	LGA 1972 s111
Millhouse Construction Limited - supply and fit new guttering to pavilion		367.46	LG(MP)A1976 s19
David Duthie - Fuel for mower		86.44	LG(MP)A1976 s19
The Flying Press - 150 Compliment Slips		37.85	LGA 1972 s111
THD Tree Care - Tom Davies - work required by Boward tree survey		900.00	LG(MP)A1976 s19
Oxuniprint limited - Print newsletter June/ July no. 202		190.00	LGA 1972 s111
<b>TOTAL</b>		<b>3,001.50</b>	

**12. Parish Councillors' reports from meetings attended since last meeting**

**13. Other Matters for Discussion – for information only – next Agenda items**

**Clerk:** Items in Folder to note:

- Preliminary consultation on the Oxfordshire Cotswold Garden Village Action Plan (AAP)  
Details of where to view the AAP to comment from 22 June to 3 August
  
- Solagen – Speed indicator suppliers

**14. Date of next meeting:** Wednesday 1 August 2018 at 7.30pm

URGENCY COMMITTEE of the Parish Council.  
ES, RB, DD and JD

However, all Councillors may attend if they wish