

# DUCKLINGTON PARISH COUNCIL

## AGENDA

The monthly meeting of the Parish Council will be held on  
**WEDNESDAY 9 MAY 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**

**3. Annual Meeting of Parish Council**

- Elected Councillors – sign Declaration of Acceptance Forms/ Forms of Interest/ Code of Conduct.
- Election of Chairman – to sign Acceptance of Office of Chairman form.
- Election of Vice Chair
- Members of Urgency Committee
- Election of Transport Representative
- Election of Village Hall Representatives'
- Confirmation of representative on Ducklington with Hardwick and Yelford Charity
- Confirmation of Councillor for allotments.

**4. To approve the Minutes of the Parish Council meeting on 4 April 2018**  
Minutes previously circulated by email and with this agenda

**5. Thames Valley Police matters**

**6. County/District Council Matters**

**7. Parish Councillors - Disclosure of interests on agenda items**

**8. Matters Arising from Previous Meetings**

- a) *Ditch investigation – Flood issues Standlake Road*  
Awaiting update from WODC
- b) *Village Newsletter - PA*  
To receive costings of production/ outcome with Helen Strainge  
Helen Strainge quarterly proposed dates etc.  
Clerk's Briefing Notes Page 3 (Note 2)

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

- c) *S.106 Councillor working party*  
To agree a mutually acceptable date to meet to prepare schedule
- d) *General Data Protection Regulations (GDPR - MM)*  
To receive schedule of next steps for 25 May 2018 deadline
- e) *School Head – Sarah Nisbett –tree roots in ditch - DD*
- f) *Ditch clearance*  
Awaiting confirmation of ditch/ brambles clearance - Max Everett
- g) *ALS Verti draining - DD*  
Update on work completed 26 April 2018
- h) *Insurance Certificate required for Big Lunch 3 June 2018*  
Can DD acquire? – Clerk has not had a reply to this request.
- i) *Boward tree repairs*  
Awaiting Tom Davies indication as to when work to be started. (Public Liability and other insurance certificates received)
- j) *Annual Parish Meeting – 24 May 2018*  
Display equipment reminder – No refreshments?

**9. New Business**

- a) *To consider the insurance renewal for 1 June 2018*  
Came & Co 3 year LTA finishes 31 May 2018 – Zurich now write policies for Parish Councils Any quotes to be tabled at the meeting for discussion.
- b) *Sports field maintenance complaints*  
See 10(d)
- c) *Clerk's Salary- hourly rate*  
Current UK increase in wages is 2.8% - Last increase was February 2015
- d) *Transparency Code*  
Items that must now be put on Parish Council website:
  - Items of expenditure over £100: *All payments shown in monthly Minutes thus OK*
  - End of year Accounts/ Annual Governance Statement/ Internal Audit Report: *Annual Return scanned to web site.*
  - List of Councillors responsibilities: *Will need updating with responsibilities against names.*
  - Details of public land and building assets: needs adding to web site
  - Minutes, Agendas: Minutes already on web site: *Agendas will need to be added*

Suggest start from April 2018 – the start of the current financial year.

## **New Business (continued)**

- e) *Ducklington Parish Council email accounts - PA*  
PA has offered to set up each DP Councillor with their own dedicated email account just for DPC business. This ties in with GDPR suggestions and keeps Councillors private affairs separate from Parish Council matters.  
**URGENT ACTION** is required with the Clerk's already dedicated DPC email account. This account currently operates via another earlier address of [ducklingtonpc@hotmail.co.uk](mailto:ducklingtonpc@hotmail.co.uk) and is linked to the current address of [clerk@ducklingtonparishcouncil.org.uk](mailto:clerk@ducklingtonparishcouncil.org.uk). However with checks under GDPR, Microsoft have chosen to ask for confirmation on some Hotmail and designated the DPC Clerk account as "Not an Adult Account". Currently until 5 June I can skip this request- BUT after that date the email account will not be functional unless credit card details are entered.  
This will need the urgent attention of PA to resolve by 5 June please.  
Clerk's briefing Notes page 4
- f) *Deanfield Homes- bridge from new footpath into sportsfield*  
Request to meet with a Councillor nominated to discuss this plan  
Clerk's Briefing Notes page 5.

## **10. PLAYGROUNDS/SPORTSFIELD**

- a) *Monthly Playground Inspection and litter picking reports*  
Clerk's Briefing Notes page 3 (Note 1)
- b) *Pavilion legionella check - DD*
- c) *Sports Club use of facilities on 14 June and 10 July 2018*  
*Private parties*
- d) *Complaints regarding the surface of the sports field – DD and SB*  
**Councillors to consider and formulate response to:**  
DD and SB comments and *facebook* entry, followed by 5 complaints from users of the field and Clerk's Summary of last year's costs (as already emailed to 8 Councillors)  
Clerk's Briefing Notes pages 6 to 11 and sports field summary of costs at page 12.

## 11. PLANNING

### PLANNING APPLICATIONS GRANTED: NONE

### PLANNING APPLICATIONS:

- 18/01083/HHD and 18/01084/LBC - Mrs.Rodriguez, Strickland Cottage, 11 Witney Road  
Raise height of chimney.
- 18/01105/ HHD – Mr. Talty, 24 Beanhill Road.  
Raise existing roof height to enable creation of rear 2 storey extension and porch.
- 18/01140/FUL- General Manager, Oxford Witney Hotel.  
Change of use of offices and meeting rooms to allow 22 new bedrooms to be constructed.
  
- 18/01082/HHD- Mr & Mrs Booth, 3 Moors Close  
Front and rear extension and part demolition of garage.

## 12. FINANCE

- a) *Account Balances, Bank reconciliations and Debts due to Council*  
Clerk's Briefing Notes page 2.
- b) *To approve the Accounting Financial Statements for the year ending 31 March 2018*  
To review and sign the Financial Accounting Statements so that they can be submitted for internal audit.  
Clerk's Briefing Notes pages 13-17
- c) *To consider, complete and sign off Section 1 of the Annual Governance Statement (AGAR) for the year ended 31 March 2018. This MUST by law be considered before (d) below.*  
Clerk's Briefing Notes page 18
- d) *To approve and sign off Section 2 of the AGAR for the year ended 31 March 2018 - signature of Accounting Statements. This information is taken from the full Accounts in b) above.*  
Clerk's Briefing Notes page 19

**FINANCE (continued)**

e) *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		478.00	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage: 60 miles @ £0.45p		£27.00	LGA 1972 s111
Mobile contract & calls:		£29.92	LGA 1972 s111
Printing 4 April meeting papers		£38.00	LGA 1972 s111
1st and 2nd class stamps		£15.00	LGA 1972 s111
<b>TOTAL</b>	<b>£587.92</b>		
HM Revenue & Customs only 075PS00154457 - PAYE		115.00	LGA 1972 s111/2
Dick Rudd-P/G 24 April report £60 / remove Notice Board Witney Rd £10	<b>£70.00</b>		LG(MP)A1976 s19
Dick Rudd - Repair tile p/g equipment at Chalcroft	<b>£50.00</b>	120.00	LGA 1972 s214
J. Miles - cut cemetery grass and 2 strips 28/29 March and 25 April		256.00	LG(MP)A1976 s19
Mc Cracken & Sons Ltd - 1st cut open spaces grass 31 March (£2339 PA)		234.00	LG(MP)A1976 s19
David Duthie - Tyre repair to mower ( Shire Tyre - Carterton)		84.00	LG(MP)A1976 s19
Will Hutchinson Litter picking - 24/4 to 29/4 (£15*4)		60.00	LGA 1972 s214
Margaret L Johnson - 1 cartridges and 1 files divider		22.74	LGA 1972 s111
RP Brown - Norton Internet security - laptop 18/4/18- 17/4/19		54.99	LGA 1972 s111
Maxwell Amenity Ltd - ALS verti drain sportsfield 24/4/18		2,169.60	LG(MP)A1976 s19
<b>TOTAL</b>		<b>3,704.25</b>	

**Signed by :**

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

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

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

- New Primary school in Witney
- Scottish & Southern Resilient Communities Fund
- Dates to meet OCC to meet Councillors and hear their priorities
- Flexible loan scheme – For home owners over 60 for renovations or essential repairs
- OCC Councillors £1M fund for community priorities needs. Each Councillor has a fund of £15k

**15. Date of next meetings:** Thursday 24 May 2018, 7.30pm  
Annual Parish Meeting

Wednesday 6 June 2018, 7.30pm  
Monthly meeting of Parish Council