

DUCKLINGTON PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council URGENCY COMMITTEE will be held on
WEDNESDAY 1 AUGUST 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. Thames Valley Police matters**
- 4. County/District Council Matters**
- 5. Parish Councillors - Disclosure of interests on agenda items**
- 6. Matters Arising from Previous Meetings**
 - a) *Ditch investigation – Flood issues Standlake Road*
Update requested by Clerk - awaited from Kevin Jack.
 - 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
 - Car park near Village hall
 - Pipe ditch by pavilion through to primary school (MP Whittle quote)
 - c) *General Data Protection Regulations (GDPR) - MM*
Update including web site observations by MM
 - d) *Clerk and Parish Councillors new dedicated email accounts and the DPC web site*
Revised package from David Hall, Managing Director of Cloudy Group, Buckingham after meeting with Councillors at 4 July meeting.
Clerk's Briefing Notes page 4.
To decide whether to accept.
 - e) *Deanfield Homes – bridge from their new footpath on Standlake Road into the sports field site- request slope of footpath- Update from SB*

Matters Arising from Previous Meetings (continued)

- f) *White road lines required around school*
Awaiting installation per OCC design
- g) *Code of Conduct training courses for Parish Councils - MM*
Report of meeting Thursday 19 July at WODC Council Office Apologies from MB.
- h) *VAS road safety signs- MB*
MB agreed to compile OCC application form - update
- i) *Art purchase with S. 106 monies – DD*
£2,520 available (contact Heather Mc Cullock WODC)
Artist – Alec Peever has agreed to attend the September Parish Council meeting.
- j) *Village Newsletter – Any comments*
- k) *Martin Layer – Smiths quarry visit, Liaison Group and Lower Windrush Valley Steering Group (LWVS)*

To Note

Date agreed and put in August / September / October issue of Village Newsletter being 8 September with who to contact. The Quarry Liaison Group of Smiths, OCC, DPC and South Leigh to be set up with MM, DD and SB from DPC.

LWVS representative for DPC changed from PA to MB and meets 3 times per year with Next meeting 24 September 3-5pm per Lucy Kennery project manager.

- l) *Allotments – Pruning of trees JD*
Update on position after contact with Tom Davies

7. New Business

- a) *Pavilion 5-year electrics inspection and test*
The cost of using SSE as previously for the above mandatory testing is quoted as £325.00
To accept yes /no
- b) *Email query re excavation of 3 sites in Ducklington*
Clerk's Briefing Notes page 5.
- c) *Car Park – below tennis court - DD*
Council Minutes dated 3 January 2018 recorded permission to proceed with the above when convenient in the sum of £6,600.00. However, it was subsequently agreed by Councillors to increase that quote by adding the rails £6,975.00 for the work.

To minute the acceptance only.

8. PLAYGROUNDS/SPORTSFIELD

- a) *Monthly Playground Inspection and litter picking reports*
Clerk's Briefing Notes page 3
- b) *Sports Club requests*
 - Seeding of goal mouth
 - Homestyle to attend to pavilion patio door that will not closing properly
- c) McCracken & Sons – Risk Assessments and Method statements
Clerk's Briefing Notes pages 8-14.

9. PLANNING

PLANNING APPROVALS:

- Bell Inn
Internal alterations to the kitchen and installation of new extract duct and air intake to rear of courtyard

PLANNING APPLICATIONS:

- 18/01994/FUL – R. Demain, Course Hill Farm Course Hill Lane
Change of use of land to mixed agriculture and equestrian use and erection of stables.
- 18/01691/HHD – Mr.& Mrs. A. Walsh, 8 Moors Close
Erection of first floor dormer extension to rear.
- 18/02078/FUL – Roger Barnes, St. Bartholomews Church
Provision of parking spaces for 2 mobility scooters.
- 18/01997/HHD- Mr. R. Demain, Firdales, Course Hill Lane
Erection of front and rear side extensions, detached garage with room above.

DPC bus stop relocation in association with Eastnor House planning application

The Clerk contacted Lycia Warwick Development Manager of Design Development Partnership for this element of the planning application and presented the comments raised by Councillors on the second plans presented to Councillors at the 4 July meeting. These were generally that the proposed position was too near Witney and that a bus "pull-in" off the main road would also be helpful to traffic flows.

In summary, Lycia was very understanding of the comments, but made the point that detailed conversations had already occurred with OCC Highways Planning Dept. who were entirely happy with the updated plans.

10. FINANCE

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

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		491.90	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage: 54 miles @ £0.45p		£24.30	LGA 1972 s111
Mobile contract & calls:		£18.75	LGA 1972 s111
36 2nd class stamps		£20.88	LGA 1972 s111
Printing meeting papers 4 July £31.50 and allotment laminations £8		£39.50	LGA 1972 s111
TOTAL	£595.33		
HM Revenue & Customs only 075PS00154457 - PAYE		118.60	LGA 1972 s111/2
Dick Rudd-P/G - 16 July report		60.00	LG(MP)A1976 s19
J. Miles - cut cemetery grass 5/7 and 2 strips		128.00	LG(MP)A1976 s19
Mc Cracken & Sons Ltd - May 2018 (£2339 PA)*1/12			LG(MP)A1976 s19
Oxuniprint limited - Print newsletter August/ September no. 203		190.00	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
AK Timms - Combination padlock for ?		25.32	LG(MP)A1976 s19
John Hicks & Associates - Annual Independent playground inspection		112.32	LG(MP)A1976 s19
Thomas H Davies - Tree repair - correction of addressee			
old cheque returned and this cheque replaces		900.00	LG(MP)A1976 s19
TOTAL		2,264.57	

11. Parish Councillors' reports from meetings attended since last meeting

12. Other Matters for Discussion – for information only – next Agenda items

Clerk: Items in Folder to note:

- RAF Consultation Working Group Meeting – next Tuesday 11 September 6-8 PM
PA used to attend when available

- A40 Eynsham update
- Highways maintenance update
- Potholes in village
- Wychwood Project – Forest update and Grand Draw tickets for sale.
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13. Date of next meeting: Wednesday 5 September 2018 at 7.30pm

Monthly meeting of the Parish Council.