

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 1 JULY 2009  
IN THE OPEN AIR OUTSIDE THE VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**97.09 Members Present:** Edmund Strainge (Chairman)  
Adrian Armitage  
Richard Border  
Peter Godwin  
Brian Hicks  
Graham Lenton  
Catherine Maddison  
Glyn Rees

**In Attendance:** Helen Sandhu - Clerk

**98.09 Members' Apologies:** Peter Almgill

**99.09 Minutes of meetings held on 3 June 2009**

The minutes of the above meeting were approved and signed by Edmund Strainge as a true record of the meeting.

**100.09 County/District Council Matters**

The District Councillor and County Councillor were not in attendance.

Edmund Strainge told the Parish Council that Steve Hayward had contacted him in advance of the meeting to ask if there were any matters which the Parish Council would like to raise with him. Edmund Strainge told the Parish Council that he had expressed the Council's concerns about the additional traffic that there will be at the Station Lane junction into Witney when Lidl opens. Mr Hayward told him that the developers had had to contribute funds towards traffic management at the location – this will probably be used to install “intelligent” traffic lights.

**101.09 Parish Councillors – Disclosure of interests on agenda items**

Brian Hicks and Glyn Rees as allotment holders, the decision on allotment fees under Agenda Item 7b (Minute 103.09b).

**102.09 Matters Arising from Previous Meetings**

a) *Parish infrastructure issues*

- Additional street lighting – Standlake Road to Fritillary Mews  
The street lights should be installed on 22 July.
  
- *Request for new signage around entrance to Fritillary Mews*  
The Clerk advised the Parish Council that she has spoken to Tony Currell of Oxfordshire Highways about this. He has suggested that it would be useful for him to meet with representative(s) of the Parish Council after 22 July to look at the location in order for mutually acceptable decisions about signage to be reached. A road narrowing sign cannot be installed as the road does not physically narrow. The Clerk has suggested that a “road emerging from the left” sign could be used – he will consider this and is also happy to paint “SLOW” on the road.

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

a) *Parish infrastructure issues (continued)*

- *Extension of 30mph speed limit on Standlake Road*  
Awaiting Cabinet meeting of Oxfordshire County Council on 2 July.
- *Footpath resurfacing – Standlake Road to Fritillary Mews*  
A reply to the Parish Council's comments on the quality of this work has been received: "The brief was to resurface the narrow footway to make it 4ft wide where possible. The budget was very limited and therefore footway edgings and full reconstruction of the path was not possible. The contractor who carried out the work has been informed that he needs to go back and tidy up the weeds and hopefully they will be in soon to do this." It was decided that a copy of this email would be sent to Don Seale to see whether he can express the Parish Council's dissatisfaction with the work and belief that it has been a waste of taxpayers' money.
- *Work to footpath verges in Ducklington*  
Email sent requesting work on footpaths between Curbridge Road and Starnham Road and Curbridge Road to A415. Not yet done – Clerk to send a reminder.

b) *Cyclepath*

Clerk continues to chase the outstanding works – the County Council officer is now on leave.

c) *HGVs in village*

The Clerk told the Parish Council that she had also discussed this matter with Tony Currell –he is suggesting that the directional sign into Ducklington at the Four Pillars roundabout be removed and the sign to the A415 replaced with additional wording indicating that this is the direction to Ducklington Mill. The Clerk was asked to enquire whether there is anyway in which the need for lorries to use the A415 can be made more explicit. She was also asked to request that the same message be put on the sign into Ducklington at Aston Road as lorries have also been known to enter the village at this point.

d) *Parking on footpaths*

Notices for Councillors to put on windscreens were circulated at the meeting.

e) *Weed killing on footpaths and road edges*

The quotation from Complete Weed Control was discussed - £290 + VAT for a one-off treatment. It was decided to proceed with this work, when the weather and growth conditions are right - to be paid from LGA 1972 s137.

f) *Progress on temporary vehicle activated signs*

Oxfordshire Highways state that they are on track to start installing the bases around the County from this week.

g) *Potential new bus shelters on A415 near A40 flyover*

Report and draft Agreement circulated in Clerk's Briefing Notes

It was decided that the Clerk would write to query: when the design will be chosen; the Parish Council's right to put up notices, as stated in Primesite Media's initial letter; the responsibility for obtaining planning and Highways permission. It was agreed that this could be considered further by the Urgency Committee in August.

### 103.09 New Business

a) *Tree inspection*

The location of trees for which the Parish Council is responsible was discussed – Peel Close/Lovell Close, the sportsfield area, Bartholomew Close open space, around the pond/war memorial, Chalcroft. It was decided that the Clerk would try and obtain three quotations for inspecting the trees at Peel Close/Lovell Close, Bartholomew Close, Chalcroft and the Sportsfield.

b) *Allotment fees for 2009/10*

The Clerk reminded the Parish Council that at their meeting on 4 June 2008 it was decided to increase the allotment fees charged to tenants annually by RPI from 2009/10 onwards. The Annual RPI in May was -1.1%. It was decided to keep the rent levels for 2009/10 at the same level as 2008/09 but to increase the water charge to £8.50 per tenant.

c) *Sainsbury's consultation on a new foodstore for Carterton*

It was decided not to respond to this consultation.

### 104.09 Playgrounds/Sportsfield

a) *Inspection Report for June*

Circulated at the meeting. It was decided: to replace the slat on the zipwire fence; that the Clerk would investigate the replacement/repair required to the zipwire trolley (brake); to replace the damaged slat on the bench on the sportsfield; to ask Dick Rudd to remove the tree which is encroaching on the zipwire completely; that there is nothing that can be done about the birds fouling the swing seats.

Dick Rudd has started work on improving the safety surfacing; Clerk needs to order more filling material. It was decided that Mr Rudd should be instructed to push the safety tiles together as much as possible and replace any wooden edging strips as necessary in order to reduce the amount of filling material required. The Clerk to see if the filling material can be obtained cheaper from a different supplier.

It was decided that Dick Rudd would be asked to strim round the edges of the sportsfield car park.

b) *Annual independent inspection*

Copy of report circulated in Clerk's Briefing Notes.

It was decided that Dick Rudd would be asked to cover the holes in the body of the rocking horse by whichever means seems appropriate and to saw off/sand down the ends of the bolts under the picnic benches. Dick Rudd also to be asked to "fluff" up the bark under the zipwire with a fork and to do the same exercise on a quarterly basis.

c) *Metal platforms/landings on slides and slide frames*

Adrian Armitage reported that the independent inspector had been asked to look at the metal platforms and he had expressed no concern about them.

It was decided that Dick Rudd would be asked to sand down and treat with red oxide paint the rusted parts on the slide frames – to meet with Graham Lenton to identify the areas requiring treatment.

**104.09 Playgrounds/Sportsfield (continued)**

d) *Faults with Chalcroft slide runout and new flat swing seats*

The Clerk reported on her meeting with David Owen of Wicksteed on 29 June. He agreed that the damage to the swing seats does not appear to be as a result of vandalism and that these should therefore be replaced by Wicksteed. He maintained that the damage to the slide runout on Chalcroft looks to have been caused by an impact and that this will not therefore be replaced by Wicksteed. It was decided that Dick Rudd would be asked to fill the hole with car body filler as suggested by David Owen.

**105.09 SCHOOL REPORT**

Graham Lenton provided the school report. The school has held its annual sports days. The summer concert "Cinderella Rockerfella" will take place on 8 and 10 July. There was a social evening to say goodbye to Sue Weston, the previous Chair of Governors, on 30 June. Aileen Tattam will finish as Acting Head at the end of term, with Julia Hamper due to return as Headteacher in September.

Richard Border asked whether Mr Lenton knew what percentage of the children at the school came from Ducklington. Mr Lenton agreed to find out and report back to the September meeting.

**106.09 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

- 09/0456 Sunset, Standlake Road, Ducklington  
Erection of extensions and rear conservatory. Conversion of loft to include dormer windows
- 09/0495 Parkwood, Cokethorpe Park, Witney  
Erection of two storey extension and replacement garage with storage above
- 09/0500 Countrywide Stores, Ducklington Lane, Witney  
Non-compliance with condition 3 of planning permission W2001/0739 to allow Countrywide to sub-let the first floor office space whilst retaining their retail store on site
- 09/0596 Land adjacent to Aston Road, Ducklington (for Barley Park Farm)  
Construction of agricultural access road

**NEW PLANNING APPLICATIONS:**

- 09/0714/P/LB The Old Farmhouse, 7 Church Street, Ducklington  
Internal and external alterations to include repairs to roof structure, 3 new rooflights on rear roof slope and formation of en-suite bathroom  
*Listed Building Consent application*  
*No comments*
- 09/0753/P/FP 8 Aston Road, Ducklington  
Erection of single storey front extension  
*No comments.*

**107.09 FINANCE**

- a) Account Balances and Debts due to Council – as circulated with the meeting papers
- |  |                   |
|--|-------------------|
| Balance on Current Account at 30 June 2009   | £ 6,694.77        |
| Balance on Deposit with WODC at 30 June 2009 | £27,300.00        |
| Total Cash Holding                           | <u>£33,994.77</u> |
- b) Receipts and Payments Account for 1 April to 30 June 2009  
Circulated in the Clerk’s Briefing Notes – contents noted.
- c) Internal Audit report for year ended 31 March 2009  
Circulated in the Clerk’s Briefing Notes with a Report written by the Clerk.  
The internal audit report was unqualified and did not contain any substantive matters arising. One recommendation was made – that greater clarity of the intended use of reserves is included in the accounts prepared by the Parish Council. It was agreed that the Parish Council would consider implementing this recommendation for the year ended 31 March 2010.

d) JUNE INVOICES  
PRESENTED FOR APPROVAL AND PAYMENT AT 1 JULY 2009 MEETING

		Statute
Clerk’s salary - H Sandhu – gross of £344.72 less tax of £34.20	310.52	LGA 1972, s112
HM Revenue & Customs (PAYE on Clerk’s salary)	34.20	LGA 1972, s112
Clerk’s expenses – APM refreshments, stamps	3.30	LGA 1972, s111
B Lockett – litter picking for May 2009	60.00	LG(MP)A 1976, s19
Mrs F Bryant – rental of extension to sportsfield, June to Sept	93.75	LG(MP)A 1976, s19
ISS Waterers – 2 cuts of verges in May (5 to date), 5 cuts of playing field in April (11 to date)	457.24	HA 1980, s116/ LG(MP)A 1976, s19
Arrow Accounting – internal audit for 2008/09 (£100 fee + £54 mileage + VAT)	177.10	LGA 1972, s111
Henry Box School – printing of newsletter June/July	67.51	LGA 1972, s111
Wicksteed Leisure – wet pour repair kit for safety tiles	124.78	LG(MP)A 1976, s19
Margaret Johnson – stationery & copying	62.25	LGA 1972, s111
John Hicks – annual playground inspection & risk assessments	154.10	LG(MP)A 1976, s19
J Miles – 1 grass cut in graveyard (4 this season to date)	70.00	LGA 1972 s214
<b>TOTAL</b>	<b>£1,614.75</b>	

The payments were approved. The cheques were signed by Graham Lenton and Glyn Rees.

**108.09 Parish Councillors’ reports from meetings attended since last meeting**

None.

**109.09 Other matters for discussion – for information only**

- a) Edmund Strange asked the Clerk to report the poor road surface between Ducklington and Curbridge to Highways.

**109.09 Other matters for discussion – for information only (continued)**

- b) Mr Strainge also asked the Clerk to request that the branches on the trees/bushes alongside the A415 near the Aston Road junction be cut back as they are reducing the visibility of oncoming traffic for vehicles attempting to turn right, particularly slow moving vehicles such as tractors.
- c) Mr Strainge asked the Clerk to contact Highways to request the installation of a kissing gate next to the field gate opposite Moors Close. People sometimes leave the field gate open and the cattle kept in the field have been known to get out onto the road. If a kissing gate is installed the main field gate can then be kept locked.
- d) The Clerk was asked to request that the footpath leading through the meadow from the fritillary field towards Witney is cut back.
- e) There was a discussion about the problems recently caused in Ducklington by the end of term celebrations for the Year 11 secondary school pupils. The Clerk was asked to report the problems to the Headteacher at Henry Box School. Item to be put in the newsletter reminding people that if they have concerns about anti-social behaviour they can call Thames Valley Police on their non-emergency number.
- f) The “Don’t feed the ducks” sign next to the pond has disappeared. It was decided that a new sign would be ordered.
- g) Graham Lenton reported that the wooden post in the path outside his house is broken and appears to be hollow underneath. Dick Rudd to be asked to fix it.
- h) Richard Border reported that parking on Standlake Road on match/practice days can cause a hazard. Whilst the Parish Council acknowledged that this was an issue, it was felt that there is not much that could be done about it.
- i) The Clerk reported that she has been contacted by Ducklington Pre-School with a request that the Parish Council be informed that they are having trouble getting sufficient members to form a new Committee for September. They are continuing to work hard to find sufficient volunteers.

**110.09 Folder** – incoming post for information only for circulation amongst Councillors  
Passed to Glyn Rees to start the circulation, folder to be returned to Clerk at next meeting after circulation between all Councillors.

**111.09 Date of next meetings – 5 August 2009 – Lilac Room, Village Hall, 7.30 pm**  
Meeting of Urgency Committee of Parish Council  
Members of Urgency Committee: Edmund Strainge, Brian Hicks, Glyn Rees, Catherine Maddison

All Members will be sent the paperwork and are welcome to attend the meeting

**2 September 2009 – Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council

Signed .....dated.....