

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 1 DECEMBER 2010  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

**In Attendance:** Helen Sandhu - Clerk  
Steve Hayward – District Councillor, to item 158.10

**156.10 Members' Apologies:** Graham Lenton

**157.10 Minutes of meeting held on 3 November 2010**

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

**158.10 County/District Council Matters**

The County Councillor had sent a letter to the Parish Council about the County Council budget – this was placed in the folder for circulation amongst the Councillors. Steve Hayward provided the Parish Council with an update on both District and County Council matters:

The ward boundaries of the County Council are going to be reviewed – this will give the County Council the opportunity to reduce the number of Councillors and thereby save costs. The review may affect which ward Ducklington is in. The Boundary Commission makes the ultimate decisions after receiving the County Council's recommendations. Parish Councils will be consulted.

The new waste collection system has started in West Oxfordshire – the District Council is pleased with how it is going.

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

Brian Hicks, as Vice President of the Sports Club, matters relating to the Club discussed at Minute 163.10(c).

**160.10 Matters Arising from Previous Meetings**

a) *Parish infrastructure issues*

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*

Traffic Order still awaited.

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

*a) Parish infrastructure issues (continued)*

- *HGV signage on Ducklington roundabout*  
Installation delayed until the electrical supply from the existing signage has been removed.
- *Parking on Standlake Road near sportsfield gates*  
Discussed under Minute 163.10(c).

*b) Village Pond*

The pond now has too much water in for the sludge to be removed until next year. The Clerk will contact Martin Layer to follow up the outstanding confirmation of how Smiths of Bletchington may be able to help. Edmund Strainge still needs to speak to a resident of Church Street to ask whether they will be happy for their well to be included in the water level monitoring which Smiths would like to carry out in the village.

*c) Public open space at Bartholomew Close*

Update on outstanding works:

- stump grinding - will be done when Dick Rudd is able to
- litter bin - awaiting installation by West Oxfordshire District Council
- litter picking - Brian Hicks will speak to the Parish Council litter picker about this when the gate and the bin have been installed
- coppicing of trees - Brian agreed to meet with Dick Rudd to agree which trees should be coppiced on the first occasion so that the result is aesthetically pleasing
- wooden gate - two further quotations were considered:  
Company A - £320 + VAT, Company B - £390 + VAT  
It was agreed that the order would be placed with Company A – IA & IJ Godfrey. Edmund Strainge agreed to contact the company and liaise with them regarding the position of the gate
- sign for gate - Wording and size to be considered further when the gate has been installed

*d) Risk Assessments*

Copies of the risk assessments prepared by Peter Almgill and Catherine Maddison had been circulated in the Clerk's Briefing Notes. Edmund Strainge offered the Parish Council's thanks to Mr Almgill and Mrs Maddison for their work on this project.

Various amendments to the assessments were discussed. Peter Almgill agreed to prepare a further draft of the assessments incorporating the amendments for circulation with the January meeting papers.

It was agreed that a copy of the risk assessment for the allotment site would be laminated and attached to the gate.

It was noted that a risk assessment also needs to be prepared for the car park in Aston Road – Peter Almgill agreed to prepare one for consideration at the January meeting.

*e) Street lighting faults on Starnham Road and Sealham Road*

The cable fault was repaired on 4 November and the lights are now fully working again.

*f) Oxfordshire County Council consultation on Local Transport Plan 3*

It was resolved that the Parish Council would not respond to this consultation.

### **161.10 New Business**

*a) New timetable for bus service 19*

The new timetable from 13 December 2010 has been published – a copy has been put on the Witney Road noticeboard.

*b) Registration with the Information Commissioner's Office (ICO)*

It was resolved that as advised by the Clerk the Parish Council would register with the ICO. Clerk to complete the necessary paperwork.

*c) Grant request from Volunteer Link-up*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would pay a grant of £40.00 to Volunteer Link-Up. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

*d) Grant request from the Wychwood Project*

A letter received from the Wychwood Project was discussed. It was resolved that the Parish Council would not pay a grant to this project.

*e) Tenancy of Allotment 5*

This allotment has been let to Mr S Thacker.

### **162.10 School Report**

Richard Border gave the school report.

The Head Teacher has tendered her resignation to take effect from September 2011. The Governing Body has received a letter from Michael Gove, Secretary of State for Education, which has been sent to all schools, encouraging them to consider becoming academy schools. The eligibility criteria has been changed so that all schools which have been assessed by Ofsted to be "good with some outstanding features" can now apply (previously schools had to be assessed as "outstanding"). The Governing Body of Ducklington Primary School will look into this issue and the potential knock-on implications for schools in the local area. A copy of the letter from Michael Gove was placed in the folder for circulation.

### **163.10 Playgrounds/Sportsfield**

*a) Inspection Report for November*

A copy of the inspection report prepared by Peter Almgill had been circulated in the Clerk's Briefing Notes. There were no new issues noted.

*b) Current works*

Work orders placed:

- Quotation to lift and resecure safer surface tiles accepted and glue received – Dick Rudd will carry out when he is able to and when the weather/ground conditions are right
- Anti-pigeon spikes – information about the reason for the spikes was put in the November/December newsletter. It was agreed to put up new spikes in spring 2011, with further information in the newsletter near that time. Clerk will need to order a new batch of spikes.

**163.10 Playgrounds/Sportsfield (continued)**

*c) Joint Parish Council/Sports Club Committee*

The first meeting of the joint committee took place on 23 November. It was attended by Brian Hicks, Catherine Maddison and Peter Godwin from the Parish Council and Steve Townsend, Dave Duthie and David Rosser from the Sports Club. A copy of notes of the meeting which had been prepared by David Rosser were given to the Parish Councillors. There was a discussion about whether the Parish Council should be provided with a copy of the current plans for the new pavilion before they are submitted for planning approval to the District Council.

The Sports Club hopes to start building the new pavilion in the summer of 2011.

The Sports Club is going to put a combination lock on the gate to the sportsfield. They will need to provide the Parish Council and the grass contractor with the combination.

There was a discussion about the parking provision for the Sports Club and about the problems caused when people using the sportsfield park on Standlake Road. It was acknowledged that there is probably little action that the Parish Council can take which will effectively prevent people from parking on the road.

There was also a discussion about the potential danger to pedestrians accessing or leaving the sportsfield through the pedestrian gate nearest the Fritillary Mews end of the field – with the narrow verge, the trees/hedge and bend in the road there is a risk of an accident between a pedestrian and a vehicle. In order to mitigate this risk it was resolved that this gate will be padlocked from 1 January 2011. Edmund Strange agreed to ensure that this is done. The Clerk will inform the Sports Club. Any issues arising from this can be discussed at the next joint committee meeting in February 2011.

The Sports Club is not sure whether the autumn fertilizing was done – Clerk to check with contractor.

Further work on drafting the new lease will need to be started soon. There was a suggestion that a similar arrangement exists at Leafield (private sports building on Parish Council land). Glyn Rees agreed to speak to contacts he has at Leafield Parish Council for information on how they have handled this.

*d) Renewal of lease for sportsfield extension*

The Parish Council has been advised that the new lease should be supplied soon.

*e) Non-functioning roadway lights – car park to pavilion*

Brian Hicks informed the Parish Council that he has spoken further with both Nick Howse (electrician) and Steve Townsend (Sports Club). It has been agreed that the Sports Club will make the arrangements to dig the new trench between the two lights, liaising with Nick Howse. The Sports Club will meet the cost of digging the new trench and the Parish Council will pay Howse & O'Reilly's invoice for the electrical work.

*f) Proposal to culvert ditch between sportsfield and playground*

Item to be carried forward.

**164.10 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

**10/1377/P/FP**

11 Peel Close

Erection of single storey front and rear extensions. Conversion of part of garage to form additional residential accommodation

**164.10 PLANNING (continued)**

**NEW PLANNING APPLICATIONS**

- 10/1598/P/FP** Troy House, 2 Aston Road  
Erection of side extension to provide garage with bedroom in roof space above (to allow extension to time limit)  
*No comments.*
- 10/1702/P/FP** 14 Bartholomew Close  
Erection of first floor extension to side elevation with car port below and single storey link to existing garage  
*No comments.*
- 10/1707/P/FP** 16 Bartholomew Close  
Erection of single and two storey extensions, conversion of loft to include front dormer window (to allow change of conservatory glazed roof to blue slate)  
*No comments.*

**165.10 FINANCE**

- a) *Account Balances and Debts due to Council* – as circulated with the meeting papers
- |  |                   |
|--|-------------------|
| Balance on Current Account at 30 November 2010   | £13,044.92        |
| Balance on Deposit with WODC at 30 November 2010 | £27,300.00        |
| Total Cash Holding                               | <u>£40,344.92</u> |

- b) *Budget for 2011/12*  
A copy of the budget for 2011/12 approved at the meeting on 3 November was circulated in the Clerk's Briefing Notes.

- c) *NOVEMBER INVOICES*  
PRESENTED FOR APPROVAL AND PAYMENT AT 1 DECEMBER 2010 MEETING

		Statute
Clerk's salary & working from home allowance	336.08	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs (PAYE on Clerk's salary)	24.20	LGA 1972, s112
Margaret Johnson – stationery & copying	15.18	LGA 1972, s111
AK Timms – materials for playground (last invoice)	11.69	LG(MP)A 1976, s19
Countrywide – 3 cuts of playing field in October (27 cuts invoiced this year to date)	264.38	LG(MP)A 1976, s19
Lawnmower Sales & Service – minor parts for mower	9.97	LGA 1972 s214
Wicksteed Leisure Ltd – adhesive for safety tiles	428.36	LG(MP)A 1976, s19
B Lockett – litter picking for November	60.00	LG(MP)A 1976, s19
J Miles – one cut of grass at walled cemetery (9 cuts this year to date)	75.00	LGA 1972 s214
The Information Commissioner - registration fee	35.00	LGA 1972 s111
Volunteer Link-up (West Oxon) – grant	40.00	LGA 1972 s137
M. Hellowell – preparation of newsletter	45.85	LGA 1972 s111
Thames Water - water for allotments & pavilion q/e November 2010	344.55	SH & AA 1908 & LG(MP)A 1976, s19
Mrs F Bryant – rent of sportsfield extension	93.75	LG(MP)A 1976, s19
<b>TOTAL</b>	<b>£1,784.01</b>	

The payments were approved. The cheques were signed by Glyn Rees and Brian Hicks.

**166.10 Parish Councillors' reports from meetings attended since last meeting**

Glyn Rees informed the Parish Council that he had attended a Parish Transport Representatives meeting in Oxford but that there was nothing with a particularly local impact to report.

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

- a) Both Glyn Rees and Edmund Strainge reported that they had received positive comments about the informative content of the Parish Council's part of the village newsletter.
- b) Glyn Rees advised the Parish Council that, at a meeting of the charity's trustees, he was re-elected as the Parish Council representative on the Ducklington with Hardwick & Yelford Charity.
- c) In light of the recent freezing weather the Clerk reminded the Parish Council that it is Highways policy that they will not salt/grit the roads in Ducklington.

**168.10 Date of next meeting: 5 January 2011 – Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council

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