

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON MONDAY 11 JANUARY 2010
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

The meeting had been postponed from its original date of 6 January
due to bad weather conditions.

01.10 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Brian Hicks
Peter Godwin
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu - Clerk

02.10 Members' Apologies: Adrian Armitage, Richard Border, Graham Lenton

03.10 Minutes of meeting held on 2 December 2009

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

04.10 County/District Council Matters

Edmund Strainge reported that Steve Hayward, the District Councillor sent his apologies and wished Councillors a happy New Year.

05.10 Parish Councillors – Disclosure of interests on agenda items

Brian Hicks, as Vice President of the Sports Club, discussion of matters relating to the Club's proposal to build a new pavilion under agenda item 6(f) – Minute 06.10(f).

Edmund Strainge as a tenant-farming neighbor to the Smiths of Bletchington site at Gill Mill, the invitation to their consultation meeting under agenda item 7(a) – Minute 07.10(a).

06.10 Matters Arising from Previous Meetings

a) Parish infrastructure issues

- Request for new signage around entrance to Fritillary Mews
- HGV signage on Ducklington roundabout
- Virtual footpath around the Old Rectory

There were no updates to report.

b) Potential new bus shelters on A415 near A40 flyover and on Witney Road

The comments supplied by John Welch & Stammers on the proposed agreement with Primesite Media were discussed. It was agreed that the Clerk would write to Primesite Media to advise them that the payment they are proposing to make to the Parish Council is not sufficient and that the Parish Council thinks a 20 year agreement with a renewable point after 10 years when a second equal payment would be made to the Parish Council would be more appropriate than a simple 20 year term. Letter also to request that the agreement be restricted to cover only the two specific locations and not the whole of the parish and to require that the agreement is not assigned nor sublet without prior reference to the Parish Council.

Matters Arising from Previous Meetings (continued)

Potential new bus shelters on A415 near A40 flyover and on Witney Road (continued)

The Clerk was also asked to request information from Eynsham Town Council on the agreement relating to their bus shelters.

c) *Tree inspections- horsechestnut tree on Bartholomew Close open space*

Three quotations for reducing the tree were considered.

It was decided to accept the quotation from Boward Tree Surgery in the sum of £430.

West Oxfordshire District Council has approved the work.

d) *Ducklington village pond*

The Pond Working Party will meet again on Wednesday 27 January at 7.30pm in the Lilac Room of the Village Hall.

An open public meeting to discuss the future management of the pond will take place on Thursday 25 February at 7.00pm in the hall of Ducklington Primary School. Rod d'Ayala will speak and a representative from Smiths of Bletchington will also be attending.

Smiths of Bletchington's offer to install a groundwater level monitoring point near the pond was discussed. It was decided that this offer would be accepted, with Smiths of Bletchington to be asked to contact the Parish Council to agree its position before it is installed.

e) *Vehicle parking hammerhead turns, Tristram Road and Starnham Road*

Glyn Rees reported that this problem had not been discussed at the December Neighbourhood Action Group meeting but would be discussed at the January meeting.

f) *Proposed new pavilion – preliminary practical and legal arrangements*

John Welch & Stammers has suggested that it would be more appropriate to seek advice from a Chartered Surveyor on this matter. The Clerk to contact a local Surveyor known to her who works with public authorities to see whether they can assist.

Clerk to ask for advice from OALC.

After some discussion it was agreed that the Clerk would write to the Sports Club to ask them how the charitable status application is progressing and for a likely start date for the work as the Parish Council is starting to work on developing the lease which will need to be in place before any building work begins. Letter also to suggest that it would be good for the Parish Council and the Sports Club to meet together sometime during the spring.

The Clerk reported on a discussion she had had with a West Oxfordshire District Council planning officer concerning the conditions applied to the planning permission. The planning officer advises that a fee of £85 now applies to discharging planning conditions and that these would need to be discharged before any building work commences. The current parking provision should comply with the parking condition which was requested by Highways – a plan of the car park would need to be submitted before this condition could be discharged; it may mean that the car park spaces will need to be marked out.

The Clerk has requested comparative information from Bampton and Minster Lovell Parish Councils as requested, but has yet to receive responses.

g) *Marriotts Walk development*

The letter sent to WODC following the December meeting has been acknowledged – no detailed response yet received.

Matters Arising from Previous Meetings (continued)

- h) *Grass cutting contracts*
Item to be carried forward to the February meeting.
- i) *New kissing gate, The Moors Witney Road*
No date for the installation of this gate yet. The Countryside Service suggests that the local farmer could install a stile next to the gate and lock the gate if he chooses.
- j) *Proposed parish website*
Given the length of the agenda it was decided to carry this item forward.

07.10 New Business

- a) *Smiths of Bletchington Parish Liaison Meeting*
Glyn Rees and Edmund Strainge agreed to attend this meeting on Saturday 6 February.
Clerk to ask Graham Lenton whether he would also like to attend.
- b) *Oxfordshire County Council's informal consultation with Parish Council on their developing Minerals and Waste Development Framework*
Edmund Strainge agreed to attend this meeting on Tuesday 2 March.
- c) *Request to install clothing recycling bank at Aston Road car park*
The request from Bag it Up Ltd, a commercial company to install a clothing recycling bank at the Aston Road car park was discussed. A minimum of 30% of the gross sale of donated goods will be donated to Thames Valley & Chiltern Air Ambulance.
It was decided that this bank could be put in the car park for a trial period provided that if the Parish Council is not happy with its operation for any reason the company will remove it.

08.10 School Report

Graham Lenton was absent from the meeting but had provided the Clerk with information to report:
Richard Border's offer to help the school following the recent Ofsted Report has been accepted and he has now been appointed as a Governor of the school.

09.10 Playgrounds/Sportsfield

- a) *Inspection Report for December*
No report was submitted by Dick Rudd.
- b) *Slide frame painting*
The Clerk informed the Parish Council that she has discovered that people subject to a Community Service order working under the Probation Service's supervision could carry out this work. The Parish Council would need to supply the materials but the labour would be free. They would need access to toilet facilities during their hours of work. It was decided that the Clerk would ask the Sports Club whether the toilet at the pavilion could be used. Failing this, it may be possible to use the Village Hall during the afternoons.
Clerk to check the Probation Service's insurance arrangements for this work.
- c) *Ongoing maintenance issues*
Two new tyres have been put on the zip wire stop.

09.10 Playgrounds/Sportsfield (continued)

- d) *Arrangements for the playground inspection at the end of January*
Adrian Armitage and Peter Godwin to carry out this inspection. Clerk to email Adrian a checklist for completion.

- e) *Criminal damage to tennis court fence & floodlight – burnt out car*
Clerk has reminded Adrian Hollier that he has been asked to test the five unaffected lights to see if he can get them to work. He has agreed to do this when he has an available Saturday. Mr Hollier was also reminded that he has been asked to provide a quotation for replacing the damaged light as previously discussed with the Clerk.

- f) *Sports pavilion electrical consumer unit*
Southern Electric Contracting have been to the pavilion to check the consumer unit. They report that as the fuseboard is plastic some of the cables running into it were not fitted with glands as they would have been had the box been metal. Due to the earthing arrangements Southern Electric believe that “this does not affect the integrity or the safety of the installation.”

10.10 PLANNING

PLANNING APPLICATIONS GRANTED:

09/1409/P/FP 8 Aston Road
Erection of single storey front extension (to allow change in roof pitch)

NEW PLANNING APPLICATIONS:

09/1526/P/FP The Clealings, Aston Road
Alterations and extensions to existing dwelling. Erection of replacement garden store and creation of new vehicle access and driveway
No comments

09/1582/P/FP 18 Witney Road
Erection of first floor extension
No comments

11.10 FINANCE

- a) Account Balances and Debts due to Council – as circulated with the meeting papers
 - Balance on Current Account at 31 December 2009 £ 5,451.29
 - Balance on Deposit with WODC at 31 December 2009 £27,300.00
 - Total Cash Holding £32,751.29

- b) Receipts and Payments Account to 31 December 2009
Circulated in Clerk’s Briefing Notes – contents noted.

11.10 FINANCE (continued)

c) DECEMBER INVOICES
PRESENTED FOR APPROVAL AND PAYMENT AT 11 JANUARY 2010 MEETING

		Statute
Clerk's salary - H Sandhu – gross of £344.72 less tax of £34.40	310.32	LGA 1972, s112
HM Revenue & Customs (PAYE on Clerk's salary)	34.40	LGA 1972, s112
Clerk's expenses – travel and childcare costs associated with training course on 3 December (50% share – other 50% paid by Aston, Cote, Shifford & Chimney Parish Council)	30.20	LGA 1972, s111
Margaret Johnson – stationery & copying	56.68	LGA 1972, s111
B Lockett – litter picking for December	45.00	LG(MP)A 1976, s19
R Rudd – playground inspection for November, hedge maintenance Peel Close/Lovell Close, securing post outside Old School House	190.00	LG(MP)A 1976, s19
Howse & O'Reilly – repair of roadway lights to Pavilion	92.00	LG(MP)A 1976, s19
E-on – electricity for pavilion q/e 15/12/09 (actual reading)	421.89	LG(MP)A 1976, s19
Mrs J Parry – honorarium for tennis court assistance	50.00	LG(MP)A 1976, s19
Mrs F Bryant – rental of extension to sportsfield, Jan to March	93.75	LG(MP)A 1976, s19
TOTAL	£1,324.24	

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

12.10 Parish Councillors' reports from meetings attended since last meeting

None

13.10 Other matters for discussion – for information only

- a) There was a discussion about whether the Parish Council should consider installing salt/grit bins in the parish. It was decided however not to pursue this.
- b) There have been further incidents of criminal damage in the village – vehicles at Fritillary Mews have been damaged – the Police were informed and did attend on site. A property in Church Street has been damaged as has the footpath sign near the fritillary field. Glyn Rees agreed to raise these issues at the Neighbourhood Action Group meeting.
- c) Edmund Strainge will arrange for the hedges round the playing field to be cut as usual.
- d) Ducklington Open Gardens will take place on the weekend of 12/13 June. Councillors will help with the teas as before.
- e) Clerk to find out when the street nameplates for Fritillary Mews will be installed.
- f) Brian Hicks asked the Clerk to put Martin Dickson on the allotment waiting list.
- g) The Clerk informed the Parish Council that Richard Border witnessed a car skidding on ice on its way to the sports pavilion and crashing into the tennis court fence, causing some damage. He has recorded the numberplate of the car. Clerk to inspect the damage and report back to the February meeting.

- 14.10 Date of next meeting** – 3 February 2010 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of the Parish Council
Richard Border has already given his apologies for this meeting.

Signeddated.....