

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 12 MAY 2010
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

58.10 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
Brian Hicks
Peter Godwin

In Attendance: Helen Sandhu - Clerk

59.10 Members' Apologies: Graham Lenton
Glyn Rees

60.10 Acceptances of Office

This was the first meeting of the Parish Council following the (uncontested) election on 6 May. The Councillors present each signed a formal Acceptance of Office form. The Parish Council agreed that Graham Lenton and Glyn Rees who were absent from the meeting could sign the forms in the presence of the Clerk before the meeting on 2 June.

61.10 Annual Meeting of Parish Council

- Election of Chairman - Edmund Strainge was re-elected to act as Chairman.
- Election of Vice Chairman – Adrian Armitage was elected to act as Vice Chairman
- Members of Urgency Committee – Edmund Strainge, Brian Hicks, Peter Almgill, Adrian Armitage
- Election of representative on Ducklington with Hardwick and Yelford Charity – Glyn Rees to continue in this role
- Election of School Governor – Richard Border
- Election of Transport Representative – Glyn Rees to continue in this role
- Election of Village Hall Representatives – Edmund Strainge and Peter Godwin

62.10 Minutes of meeting held on 7 April 2010

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

63.10 County/District Council Matters

Neither the County nor the District Councillor were present at the meeting.

64.10 Parish Councillors – Disclosure of interests on agenda items

Brian Hicks as Vice President of Ducklington Sports Club matters relating to the proposed new pavilion under agenda item 9d – Minute 65.10d.

65.10 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
- Gulley/drainage pipe repair at the A415 junction into Aston

Nothing further heard from Oxfordshire Highways – Clerk to follow up by letter.

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

The two copies of the agreement were signed by Edmund Strange, Adrian Armitage and the Clerk.

c) *Ducklington village pond*

The new filter beds will be dug in Autumn 2010 and planted in Spring 2011. Further discussion about the digging out to be included on the meeting agenda for July.

Graham Lenton has had discussions with Smiths of Bletchington about the installation of the borehole at the pond. The work will be completed over the course of a day during the second half of June and will produce some noise. It was decided that Smiths would be told that the work should be done by the quickest method/machine and not on a weekend. The Clerk will inform Graham Lenton and ask him to liaise direct with Smiths.

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

A report by the Clerk and a letter from Ducklington Sports Club had been circulated in the Clerk's Briefing Notes.

It was decided that the Clerk would write a letter to Ducklington Sports Club explaining the reason for the requirement for 75% of the funding to be committed before work starts – this was a recommendation from the Chartered Surveyor as an estimation for the percentage of the total project funds which will be required to complete the external structure, achieving a dry and secure building. The letter to indicate that when the Sports Club has completed the detailed project costings these can be looked at and if they suggest that the building will be dry and secure with a lower percentage of the total funding spent the Parish Council will look into negotiating a lower committed percentage funding required before work starts. The letter from the Parish Council to the Sports Club will also refer to the proposed charity governing document (the Sports Club constitution) which had been copied to the Parish Council. The provisions for the dissolution of the Sports Club within the constitution was written before there were plans to build a property on Parish Council land. The new lease will contain conditions relating to the disposal of the pavilion in the event of the dissolution of the Sports Club – these will be worked out and discussed with the Sports Club when the lease is being prepared.

It was decided that the Parish Council would start looking into drafting the lease in December 2010.

e) *Junction improvements – Station Lane, Witney*

The letter received from the District Council in response to the Parish Council's enquiry was discussed. It was decided that a letter would be sent to Oxfordshire County Council asking about their plans for this junction. A copy of the letter to be sent to County Councillor Don Seale to see if he can help find out more information.

65.10 Matters Arising from Previous Meetings (continued)

f) Surface water drainage issues – A415

The Clerk informed the Parish Council that she had received a telephone call from an officer at Oxfordshire Highways responding to the Parish Council's comments on the tree work alongside the A415. The contractor was supposed to grind out the tree stumps as far as possible – this will be checked. A decision was made not to do work higher up the banks or round the slip roads as the trees in these locations act as a noise barrier for the neighbouring houses. A lot of grass snakes were seen during the works – the work had to be done in such a way as to minimise disturbance to them. The works were carried out because there were some funds left in the 2009/10 budget. The area further towards Cokethorpe will be surveyed – Highways knows that more work will need to be done. Much of the land near Cokethorpe is the responsibility of the neighbouring landowners and not Highways. Some notices have already been sent to the landowners instructing them to carry out work on the roadside trees.

There was some discussion about the poor condition of the ditch between the sportsfield extension leased from the Feilden family and the neighbouring land. The Clerk agreed to check the lease to see who is responsible for maintaining this ditch. If it is the responsibility of the landowner the Clerk will write to them to ask them to clear it out.

g) Fence at 1 Feilden Close

Oxfordshire Highways has reviewed the placing of this fence and advises that it is not on Highways land and neither is it detrimentally affecting the visual splay/sightlines at this junction. It was decided that this matter would not be pursued further.

h) Vandalism and theft at allotments

A letter was sent to Thames Valley Police after the last meeting but no response has been received. The Clerk informed the Parish Council that a representative from the Police has agreed to attend the next Parish Council meeting – this issue will be discussed with him.

i) Development at rear of 37 Witney Road

Clerk has spoken to and emailed West Oxfordshire District Council. They will come and review the site but are overloaded with cases at the moment.

j) Vandalism of temporary VAS on Witney Road/proposed installation of second base on Standlake Road

It was decided that this would be discussed with the Police at the June meeting. Matter to be carried forward for a decision after then.

66.10 New Business

a) Annual Parish Meeting held on 20 April 2010

The draft minutes had been circulated with the meeting papers – they will be formally approved at the next Annual Parish Meeting in 2011. The minutes will be put on the Parish Council website with a “draft” watermark. The Clerk informed the Parish Council that she had received an email from Martin Layer from Smiths of Bletchington giving a more full response to the question about the impact on traffic movements of an expansion in aggregates recycling at the plant. It was decided that this information would be added as an addendum to the minutes.

It was agreed that the minutes of Parish Council meetings would be put on the website in a draft form (with the relevant watermark) before they are approved.

It was decided that the request from a resident at the meeting for the installation of “cul-de-sac” signage at the entrance to Moors Close would be sent to the District Council.

66.10 New Business (continued)

a) *Public open space opposite 32 and 34 Bartholomew Close*

It was decided that quotations would be requested from three contractors (Godfreys, Dick Rudd and Darren Smith) for clearing some of the trees and undergrowth from the copse between the two arms of the open space at the bottom of Bartholomew Close so that the grass contractor can mow both sides and to make the two areas feel more like one open space. The contractors will also be asked to clear the garden waste and other material which has been illegally dumped on the site. No material to be burned on site, larger branches could be chipped and spread around the other trees.

It was decided that a letter would be prepared to be sent to all the residents of Bartholomew Close informing them of the Parish Council's intentions – draft to be reviewed at the next Parish Council meeting.

b) *Insurance renewal*

A report relating to the detail of the insurance renewal for 2010 was circulated with the Clerk's Briefing Notes. Two competitive quotations had been obtained – a third company had declined to quote because of the large claim in 2007. It was decided to place the insurance with Community First at a cost for the year of £1,322.85.

c) *Parish Council vacancy*

Notices to be put on the two boards in the village and in the next newsletter.

d) *Gill Mill – Scoping Opinion for planning extension*

Information has been received from Smiths of Bletchington. Oxfordshire County Council has sent a formal consultation letter. It was decided that a response would be sent to the County Council expressing the Parish Council's concerns about the potential impact on the SSSI (Ducklington Mead – the fritillary field) of the proposals. The Parish Council has experienced the devastating impact on neighbouring fields of the dewatering required for extraction works and it is essential that this doesn't happen to the fritillary field. A large buffer will be required around the site to protect it.

A letter also to be sent to Natural England, the organisation responsible for SSSIs, expressing the Parish Council's concerns and encouraging them to respond to the consultation.

e) *Smiths of Bletchington – donation to newsletter*

It was decided to accept the £100 donation to the newsletter received from Smiths of Bletchington.

f) *Ducklington Primary School – request to use Bartholomew Close open space for outdoor education*

The Parish Council was happy to approve the Primary School's request to use this open space land.

g) *Oxfordshire County Council review of subsidised bus services*

Graham Lenton attended a meeting relating to this review on 11 May – an email containing his comments from the meeting was discussed. It was decided that the Parish Council would respond to say that it does not want the bus services in the village reduced. Response also to indicate that the Parish Council would be interested in the provision of an evening service and that Councillors are aware that there has been a suggestion that the

66.10 New Business (continued)

Oxfordshire County Council review of subsidised bus services(continued)

parishes along the route could subsidise this service if the County Council won't. The Parish Council would be interested in receiving more information about this and would consider exploring the idea further with the other local parishes.

h) *Oxfordshire County Council – Newbridge information meeting*

Edmund Strainge agreed to attend this meeting on Thursday 10 June at 7pm in Southmoor. One other Councillor could attend – anyone interested to inform the Clerk.

i) *ORCC 90th birthday celebration*

The Parish Council decided not to send representatives to this event on Saturday 3 July.

67.10 School Report

Richard Border informed the Parish Council that he had attended the last Governors meeting. The school is working extremely hard on the issues which has put it into Special Measures and has made good progress. The school hopes to be out of Special Measures by the start of the new school year in September.

It was agreed that Richard Border should ask the Governing Body whether they would agree to supply a copy of the minutes of Governors' meetings to the Parish Council for circulation amongst Councillors.

68.10 Playgrounds/Sportsfield

a) *Inspection Report for April*

A copy of the inspection report prepared by Dick Rudd had been circulated in the Clerk's Briefing Notes.

It was noted/decided that:

- Dick Rudd has improved the running of the zipwire trolley and the seat position
- Three more bags of bark will be purchased for the zipwire, Dick Rudd to be asked whether he could take receipt of the bark and spread it
- Dick Rudd advises that there is not much evidence of algae on the safer surfaces due to the recent dry weather and so he has not done the treatment requested by the Parish Council

Peter Godwin was thanked for weeding and collecting the litter from the tennis court.

b) *Arrangements for May's inspection*

This inspection is due to be done by Councillors. This item was missed at the Parish Council meeting – the Clerk will request volunteers after the meeting.

c) *Slide frame painting*

The Sports Club has given permission for the Probation Service to use the toilets in the changing room accessed from the side door.

The Clerk informed the Parish Council that she met with a representative from the Probation Service on site on 11 May with Steve Townsend and Dave Duthie from the Sports Club. The Probation Service would be happy to carry out a lot of external work – painting the playground metal frames and the metal benches (except for the one by the fritillary field), staining the wooden benches, strimming and clearing weeds from the edges of the car park and the roadway to the pavilion. During the on-site meeting the representative from the Probation Service offered to also paint the outside of the pavilion (masonry, window frames, doors and metal work). Steve Townsend and Dave Duthie were enthusiastic about this and agreed to source the paint and materials for the work on the pavilion, passing the invoice onto the Parish Council.

68.10 Playgrounds/Sportsfield (continued)

Slide frame painting

It was decided to proceed with this work. The Parish Council needs to supply the materials. It was decided to ask Dick Rudd to help with sourcing the materials. The work will provisionally start on Tuesday 8 June, with the Probation Service coming every Tuesday thereafter.

d) *Criminal damage to tennis court fence & floodlight – burnt out car*

The Clerk informed the Parish Council that she met with Adrian Hollier on site on 26 April. The three floodlights on the pavilion side of the tennis court are now working. The other three cannot be made to work until the broken cable under the fire-damaged light is repaired. Despite further excavation the cable run to this light has not been found. To repair and replace it will involve digging out the light - using specialist equipment - locating the cable, reconnecting it and installing a new light. There may be damage to the adjacent car park and tennis court surface to repair. The repair to the light and cabling will cost between £1,000 and £2,000 itself, with any surface repairs in addition to this. It was decided not to proceed with replacing the damaged light at this point in time.

69.10 PLANNING

PLANNING APPLICATIONS GRANTED:

10/0200/P/LB The Old Rectory, 33 Standlake Road
Internal alterations to remove wall

PLANNING APPLICATIONS GOING TO APPEAL:

10/0032/P/FP 47 Witney Road
Conversion of detached garage into dwelling with single storey extensions to front and side elevations
The Parish Council did not comment on the application

70.10 FINANCE

a) Account Balances and Debts due to Council – as circulated with the meeting papers

Balance on Current Account at 30 April 2010	£12,555.44
Balance on Deposit with WODC at 30 April 2010	£27,300.00
Total Cash Holding	<u>£39,855.44</u>

b) *Bank reconciliation to 31 March 2010*
Circulated in the Clerk's Briefing Notes – noted.

c) Accounts for year ended 31 March 2010 – as circulated with the meeting papers
The Clerk presented the accounts for the year ended 31 March 2010. They were approved by the Parish Council and signed by Edmund Strainge as Chairman.

d) Accounts for year ended 31 March 2010 – Section 1 of the Annual Return – as circulated with the meeting papers
It was decided to approve the return covering the financial accounts in Section 1 of the Local Councils Annual Return to the external auditors appointed by the Audit Commission. The Chairman signed Section 1 of the Return.

70.10 FINANCE (continued)

e) Annual Governance Statement – Section 2 of the Annual Return
The Statement required to be completed by the Parish Council and a report thereon by the Clerk were circulated with the meeting papers. The Council reviewed the statements to be made and confirmed that the answer in each case was “Yes.” The Chairman completed and signed Section 2 of the Return.

f) APRIL INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 12 MAY 2010 MEETING

		Statute
Clerk’s salary & working from home allowance (wfha) - H Sandhu – gross salary of £350.28 less tax of £24.20 + £10.00 wfha	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	46.63	LGA 1972, s111
Oxfordshire County Council – allotment rent for 10/11	212.00	SH & AA 1908
West Oxfordshire District Council – one cut of verges in March (1 cut invoiced this year to date)	288.36	HA 1980, s116
R Rudd – playground inspection in April, work to zipwire	90.00	LG(MP)A 1976, s19
J Miles – one cut of grass at walled cemetery (2 cuts this year to date)	75.00	LGA 1972 s214
B. Luckett – litter picking for April 2010	60.00	LG(MP)A 1976, s19
Community First –insurance premium 2010/11	1,322.85	LGA 1972, s111
TOTAL	£2,455.12	

The payments were approved. The cheques were signed by Brian Hicks and Edmund Strainge.

71.10 Parish Councillors’ reports from meetings attended since last meeting

Graham Lenton’s attendance at the meeting with Oxfordshire County Council about the review of local bus services was discussed under minute 66.10h

72.10 Other matters for discussion – for information only

- a) Peter Godwin reported that the requested maintenance to the roadside gully outside 34/36 Manor Road has been done.
- b) A question was asked about whether the District Council was leaving the areas round the pond uncut as requested – Clerk to follow up.
- c) The Clerk informed the Parish Council that the Secretary of State is consulting on the required mineral extraction volumes for the South East and the split of the volume to be extracted across the counties. This would significantly increase the amount of sand and gravel which would need to be extracted from Oxfordshire. It was decided that the Parish Council would object to these proposals.
- d) West Oxfordshire District Council is running Code of Conduct training for Parish Councillors in June. Peter Almgill agreed to attend the training on 1 June – Clerk to inform the District Council and to forward the information to Mr Almgill.
- e) The Clerk informed the Parish Council that documentation has been received about the next stage of the County Council’s review of the Local Transport Plan. The documentation to be circulated between the Councillors before the next meeting so that a response from the Parish Council can be drafted at that meeting.

73.10 Date of next meeting – 2 June 2010 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of Parish Council

Glyn Rees has already given his apologies for this meeting.

Signeddated.....