

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 7 JULY 2010  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**74.10 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill  
Richard Border  
Brian Hicks  
Peter Godwin  
Graham Lenton  
Glyn Rees

**In Attendance:** Helen Sandhu - Clerk  
PC Sam Moore and PCSO Hilary Rabson to Minute 77.10  
County Councillor Don Seale  
District Councillor Steve Hayward

**75.10 Members' Apologies:** Adrian Armitage

**76.10 Thames Valley Police**

PC Sam Moore and PCSO Hilary Rabson were in attendance to discuss policing issues in the parish. PC Moore expressed his apologies for not attending the Annual Parish Meeting on 20 April. There have been 59 recordable offences in the parish in the year to April 2010 – 8 burglaries (of sheds/garages, not dwellings), 19 cases of criminal damage (compared to other villages of a similar size this is high), and 14 theft offences (non-dwelling related). There were no witnesses to most of these offences which makes it difficult to detect the offenders – only 6 offenders have in fact been identified and cautioned/fined. PC Moore said that the main areas of concern seem to be damage and theft at the allotments and burglaries at Coursehill Farm. Thames Valley Police formulate patrol plans and “hotspot” areas are given more resources – Ducklington is now one of these priority locations. The Neighbourhood team will patrol the village more regularly and try to get information on problems from people they see “hanging around.”

The criminal damage which has taken place in Ducklington over the past year is classed as minor damage. It seems to take place mostly at weekends and in the evenings. As it is very difficult to identify the people responsible for this type of offence it is important to identify measures to reduce crime as well as to detect crime which happens.

One of the Councillors asked whether there are many incidences of under-age drinking? PC Moore said that this has not been identified as a problem, although as a lot of police resource has been targeted on tackling anti-social behaviour on the Burwell estate recently it is possible that these people have moved out to other areas – there has for example been more trouble in Deer Park recently. PC Moore encouraged people to contact the Police if they are aware of underage drinking.

PC Moore was told that one of the Parish Council's other areas of concern was the damage which had been done to the mobile VAS on the two occasions it has been put in Ducklington. The Parish Council has been told that this is the only site where there have been problems. PC Moore said that as it is difficult to catch someone actually doing this type of damage the Police have to rely on people in the village reporting suspicious vehicles, people or behaviour.

**76.10 Thames Valley Police (continued)**

PC Moore was asked whether the Police have a portable CCTV camera. He said that there is one up at Burwell at the moment. The problem with placing this at the allotments would be finding an electricity point. He agreed to look into this possibility further.

PCSO Hilary Rabson said that she has become aware when driving through the village that there is an issue with parking on Standlake Road when there are a lot of matches taking place on the sportsfield. She suggested that the Sports Club could be asked to help by, for example, closing the gates from the sportsfield onto Standlake Road. She has spoken to the Sports Club about this issue.

PC Moore suggested that putting crime reduction signs up at the allotments might help put some people off committing offences there.

One of the Councillors asked whether the problems at the allotment might be caused by young people visiting the Total Garage and then going onto the allotments. PCSO Rabson said that she does not think this is the case – if the staff at the Total garage see large groups of young people they alert the Police.

PC Moore said that it could be possible to get covert cameras installed at the allotments, but this would need to be justified by the number of crimes, etc.

There followed some discussion on traffic related matters in Ducklington. PC Moore told the Parish Council that the speed indicator device was used in two positions on Witney Road on 27 April – 80 vehicles were observed and none were speeding. PC Moore suggested that a survey could be carried out to see whether there is a real issue with speeding or whether the issue relates only to people's perception. Glyn Rees said that this could be organised through the Neighbourhood Action Group. PC Moore also said that he would be happy to arrange for some speed enforcement to be done on Witney Road with the laser gun, although he acknowledged that this would not solve the long term problem if there is one. The Parish Council then discussed its concerns with parking in hammerhead turns on Tristram Road and Starnham Road. Councillors were told that if people persistently park in these places the vehicle registration numbers should be forwarded to Thames Valley Police who will follow it up. PC Moore suggested that one of the Police team could go and check these locations and the parking round the bend at Fritillary Mews if they are able to fit this in with their other tasking.

Edmund Strainge thanked PC Moore and PCSO Rabson for attending the meeting and they left.

**77.10 Minutes of meeting held on 12 May 2010**

Richard Border clarified that he had said in his School Report under Minute 67.10 that the school hopes to be out of Special Measures at some time during the new school year, not by the start of the school year in September as minuted. Subject to this amendment the minutes of the above meeting were approved and signed by Edmund Strainge as a true record of the meeting.

**78.10 County/District Council Matters**

Don Seale spoke about matters relating to the County Council. The County Council is waiting for directions from the new Government to indicate what changes will be allowed at the County Council and for detailed information about the cuts which will be required. The Social Services directorate is being overhauled, especially in the way that older people are going to be looked after. The statement made by the previous Prime Minister that domiciliary care will be free for everyone has been pushed aside. Some people may not think this is a good thing, but in reality it is, given the cost implications of the proposal and the services that would have had to stop to fund it. A new plan is about to be pushed out to the whole county – "Self Directed Support" – this means that instead of the Council providing services to people direct, an assessment will be made of the cost of the required

**78.10 County/District Council Matters (continued)**

services to the individual and then a formula will be used to calculate an appropriate allocation of money to be given to the individual. People will be given a cash sum which they can then use to source the services they need as they wish rather than the Council directing and organising a care package. This could cause a problem for the Day Services supported by the Council – there is some concern that if too many people don't want to use the Day Centres then the Centres which have been established and invested in may struggle. The funding given to people will be means tested. The County Council hopes to bring the new system into effect from October 2010.

Steve Hayward spoke about District Council matters. The new Government has said that it will freeze the financial settlement given to West Oxfordshire District Council from 2011/12. The District Council has a low base rate but Mr Hayward expressed the view that there are still some areas of waste which could be saved, particularly in the tourism department which seems to be big compared to other district councils. Mr Hayward said that he hopes that there will be an opportunity for the Government to be told that the District Council wants to see a reduction in the amount of information which has to be supplied to the Government – a lot of effort is spent in reporting statistics and this does not deliver anything to the public. He also said that he hopes that there will be a reduction in some of the work done in the area of safer communities – the District Council picks up work from the Police and Ambulance Services – in essence examining areas of operation that other tiers of Government are already examining. He also said that he hopes that there will be fewer meetings – the more meetings there are the more time has to be spent producing reports for the meetings to consider, and this is not always time spent productively.

Mr Hayward said that he has been told by Ian Hudspeth of the County Council that the proposed new bridge on the A40 at Downs Road may not be built for a long time because of a shortage of funds. The District Council is very unhappy about this – if the development at Deer Park 2 is built it will have a big impact on Station Lane and on the Curbridge "rat run". He urged the Parish Council to contact Warwick Robinson, the Councillor at the District Council responsible for strategic planning, if Councillors wish to comment about this issue. The Government's cutbacks on capital expenditure may also mean that the new river crossing at Newbridge won't be built.

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

Brian Hicks as Vice President of Ducklington Sports Club discussion of the pitch fees for 2010/11 and the seeding grant request under agenda items 8b and 8c– Minutes 81.10b & c.

**80.10 Matters Arising from Previous Meetings**

*a) Parish infrastructure issues*

- Request for new signage/waiting restrictions around entrance to Fritillary Mews
- HGV signage on Ducklington roundabout
- Virtual footpath by Old Rectory
- Gulley/drainage pipe repair at the A415 junction into Aston

Oxfordshire Highways has responded to the Parish Council letter to say that the HGV signage will now be ordered and done "asap" and that the Fritillary Mews waiting restrictions will be done "in the near future". There has been no response about the virtual footpath by the Old Rectory – the Clerk has followed this up.

These issues will be kept under review and Don Seale is aware of the delays.

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

The potential designs were considered – the Roadside design, finished in black, was chosen.

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

*c) Junction improvements – Station Lane, Witney*

Oxfordshire County Council has written to say that it is “working on developing a solution and (the money received from Lidl) will go towards implementation of an effective scheme. It is hoped that a proposed scheme can be consulted on in the next couple of months.”

It was decided that this issue would be kept under review and followed up further in autumn if nothing further is heard.

*d) Surface water drainage issue – sportsfield extension*

The Clerk informed the Parish Council that she has reviewed the lease between the Feilden family and the Parish Council and it indicates that the Parish Council is responsible for the maintenance of the hedges, ditches, fences and gates in and around the property. Edmund Strainge told the Council that he has been to look at the ditch and that it is his view that the bushes in it need to be cut back first in order to properly expose the ditch. If necessary a digger can then be used to dig the ditch out. It was decided that three quotations for this work would be sought – Edmund Strainge to contact IJ Godfrey, Clerk to contact Darren Smith and Dick Rudd.

*e) Development at rear of 37 Witney Road*

A revised planning application has been received for this development – to be discussed under the Planning section of the agenda.

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

Following the discussion with PC Sam Moore at the beginning of the meeting it was decided that the Parish Council would request that a traffic survey is carried out on Witney Road in order to identify the extent of any speeding issue before deciding whether to request repeat visits of the temporary VAS. Glyn Rees agreed to request that a survey is carried out via the Neighbourhood Action Group. It was decided not to proceed with the installation of the second base near Phillip Dennis at this point

*g) Cul de sac signs on Moors Close*

The Clerk has asked Witney District Council to install these – they have agreed and indicate that they should be in place by the end of June.

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

A draft letter for distribution to all the households on Bartholomew Close had been circulated in the Briefing Notes. The Clerk was asked to add in a sentence to say that the Parish Council has already approved the use of this space by the Primary School. Peter Almgill volunteered to distribute the letters.

Quotations for the proposed work to be considered at the July meeting.

*i) Parish Council Vacancy*

The Clerk informed the Parish Council that notices have been put in the newsletter, on the boards in the village and on the website. People are asked to apply by 30 June.

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

A response to the consultation has been sent to Oxfordshire County Council.

Natural England confirms that they have received the application and are considering it.

### 81.10 New Business

- a) *Consultation 5 of the County Council's review of the Local Transport Plan – scenarios*  
The documentation relating to this consultation had been circulated prior to the meeting. Glyn Rees and Graham Lenton agreed to prepare a response on behalf of the Parish Council. Councillors were informed that they could also respond individually.
- b) *Ducklington Sports Club - pitch fees for 2010/11*  
A report relating to this had been circulated in the Clerk's Briefing Notes. Brian Hicks identified some issues which needed clarification/correction in the report – the field has always been cut once a week, even before cricket was played by the Sports Club. Historically the pitch fee was increased annually by RPI. The whole of the field is subject to weed killing and fertilising, not just the sports pitches. Whilst the pitch charges at Carterton and Witney are higher, those Councils mark out the pitches and provide the goal posts, which the Club in Ducklington has to do itself. It was agreed that it is good for the village to have a Sports Club and that it is therefore appropriate that the Parish Council supports it financially. There was some discussion about how the costs relating to the maintenance of the sports pitches should be shared between the Parish Council and the Sports Club. It was decided that a 23% increase in the pitch fees for 2010/11 should be applied, in accordance with the increase in the costs charged by the grounds maintenance contractors. It was further decided that the Parish Council would relook at the way the costs are shared when the lease for the new pavilion is drawn up.
- c) *Ducklington Sports Club – request for pitch reseeding grant*  
It was noted that the Parish Council had approved a grant in 2009 as a “one-off” and that this was not an area that the Parish Council had provided support for prior to then. It was decided that no grant would be paid this year.

### 82.10 School Report

Richard Border informed the Parish Council that there was nothing to report.

### 83.10 Playgrounds/Sportsfield

- a) *Inspection Report for May*  
A copy of the inspection report prepared by Peter Almgill and Graham Lenton had been circulated in the Clerk's Briefing Notes.  
It was noted/decided that:
- Dick Rudd would be asked to remove the rubbish from the ditch between the sportsfield playground and the pavilion
  - The Clerk to chase Dick Rudd about whether he can spread the additional bark required for the zipwire as he has not yet replied to this request
  - Dick Rudd to be asked to trim between the zipwire and the school fence
- b) *Slide frame painting*  
The materials still need to be purchased for the Probation Service to use. Peter Godwin was asked whether he could get the required items from AK Timms, and he agreed. Clerk to make arrangements for an account to be opened.  
Glyn Rees offered to take photographs during the work for publicity purposes – Clerk to check this with the Probation Service Placement Manager.
- c) *Criminal damage to tennis court fence & floodlight – burnt out car*  
Invoice for investigative work done by Adrian Hollier now received and presented for payment.

**84.10 PLANNING**

**PLANNING APPLICATIONS GOING TO APPEAL:**

09/1582/P/FP 18 Witney Road  
Erection of first floor extension

**PLANNING APPLICATIONS WITHDRAWN:**

10/0327/P/FP 16 Bartholomew Close  
Erection of two storey rear and first floor side extensions and single storey front extension

**NEW PLANNING APPLICATIONS:**

10/0645/P/FP 14 Bartholomew Close, Ducklington  
Erection of first floor extension to side elevation  
*It was decided that the Parish Council would comment that the application does not make clear what materials are to be used for the pillars supporting the upper storey. Letter to request that the District Council ensures that the materials chosen are in keeping with the property.*

10/0658/P/FP 37 Witney Road, Ducklington  
Erection of dwelling with new access  
*Parish Council to respond expressing concern about the impact of this development on the adjoining public footpath. District Council to be asked to ensure that Highways considers the impact on the path and provides instruction about the standard of the work to be done if it is approved.*

**85.10 FINANCE**

a) Account Balances and Debts due to Council – as circulated with the meeting papers	
Balance on Current Account at 31 May 2010	£10,100.32
Balance on Deposit with WODC at 31 May 2010	£27,300.00
Total Cash Holding	<u>£37,400.32</u>

**85.10 FINANCE (continued)**

b) MAY INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 2 JUNE 2010 MEETING

		Statute
Clerk's salary & working from home allowance	335.88	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – refreshments for APM, postage (underpaid postage from WODC mailing), printing 26/2 to 27/5	22.78	LGA 1972, s111
HM Revenue & Customs (PAYE on Clerk's salary)	24.40	LGA 1972, s112
Margaret Johnson – stationery & copying	35.19	LGA 1972, s111
John Welch & Stammers – advice on bus shelter agreement	88.13	LGA 1972, s111
West Oxfordshire District Council – two cuts of verges in April (3 cuts invoiced this year to date)	576.71	HA 1980, s116
Countrywide – 4 cuts of playing field (4 cuts invoiced this year to date)	352.50	LG(MP)A 1976, s19
Henry Box School – newsletter printing April/May	72.73	LGA 1972, s111
Margaret Hellowell – preparation of June/July newsletter	45.85	LGA 1972, s111
Mrs F Bryant – rental of extension to sportsfield, July to Sept (due by June quarter day)	93.75	LG(MP)A 1976, s19
J Miles – one cut of grass at walled cemetery (3 cuts this year to date)	75.00	LGA 1972 s214
B. Lockett – litter picking for May 2010	60.00	LG(MP)A 1976, s19
Adrian Hollier – work on damaged floodlights	228.00	LG(MP)A 1976, s19
Thames Water – water for allotments & pavilion q/e May 2010	38.59	SH & AA 1908 & LG(MP)A 1976, s19
<b>TOTAL</b>	<b>£2,049.51</b>	

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

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

Peter Almgill attended training on the Code of Conduct at West Oxfordshire District Council on 1 June.

Glyn Rees told the Parish Council that he had attended a Neighbourhood Action Group meeting but that there was nothing to report of relevance to the parish beyond what had already been discussed with Thames Valley Police earlier in the meeting.

Thursday 10 June – 7pm – Kingston Bagpuize & Southmoor Village Hall  
Newbridge information meeting with Oxfordshire County Council

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

a) The Clerk was asked to add Sab Hussain to the allotment waiting list.

b) The Clerk was asked to request the District Council to cut the grass in the village before the Open Gardens weekend on 12/13 June.

**88.10 Date of next meeting – 7 July 2010 – Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council

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