

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 FEBRUARY 2010
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

15.10 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Brian Hicks
Peter Godwin
Graham Lenton
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu - Clerk
Don Seale, Oxfordshire County Councillor
Steve Townsend and Dave Duthie of Ducklington Sports Club,
leaving after Minute 18.10

16.10 Members' Apologies: Richard Border

17.10 Minutes of meeting held on 11 January 2010

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

18.10 Ducklington Sports Club

Steve Townsend and Dave Duthie gave the Parish Council an update on the status of the proposed new pavilion:

The Club's current cash holding to spend on the new pavilion is nearly £14,500. An additional £3,500 raised to date has been used to cover expenditure already incurred.

The Club is trying to organise a one day 6-a-side football tournament to raise money – a similar event previously raised around £2,000.

The Sports Club would like to start building the new pavilion before the current planning permission expires in August 2010.

Committee members have met with a Fundraising Consultant who has identified 300 organisations which could be approached for grants (just for football – there will be additional organisations which give grants for cricket).

The charitable status application should be sent off in the week beginning 8 February.

A West Oxfordshire District Council Officer is optimistic that WODC would offer a grant of £50,000 provided match funding is identified first.

Amended plans with the engineering details have been produced. The main amendments to the plans were outlined – some of the hipped roofs have been removed to save costs; there will be timber posts over the patio area rather than steel as was previously planned.

The pavilion will sit 1m from the ditch which will be culverted.

The Sports Club anticipates that charitable status will be awarded by Easter and grant applications will be submitted after that.

The Club will not become a Company Limited by Guarantee.

The Club needs to raise £450,000 to £500,000 for the pavilion.

No planning/budgeting has yet been done for the day-to-day running costs of the pavilion – this will be worked out when the pavilion is up and running.

Steve Townsend and Dave Duthie were asked whether the pavilion would be available for public/community use. They replied that rooms will be available for hire.

19.10 County/District Council Matters

Edmund Strainge reported that Steve Hayward, the District Councillor had sent his apologies for the meeting.

Don Seale, the County Councillor, asked whether there were any concerns about how the County had dealt with snow and ice clearance in the recent bad weather. He told the Parish Council that Oxfordshire County Council had cleared 2,500 miles of road before starting to run out of the sand/gravel mix used. A Government Order was then received instructing County Councils to focus only on clearing major trunk roads. Don Seale asked whether there were any salt/grit bins in the village. Oxfordshire County Council will install them at a cost of £1,200 and would then fill them up in advance of winter (although they wouldn't be refilled in times of snow and ice due to pressure on staff and grit stocks).

Mr Seale advised the Parish Council that the Conservative Group in the County Council was planning a 2.75% increase in the County's share of residents' Council Tax – 1% less than was previously planned. This would not lead to service cuts in 2010/11, but future years could see service cuts due to financial constraints. The County Council is concerned about Central Government's proposal to offer free domiciliary care for the elderly – the funding for this would fall to County Councils and would give rise to extreme financial pressure.

Mr Seale then spoke about the County Council's renewed Waste and Minerals Strategy proposals. He showed Councillors a map identifying mineral resources in Oxfordshire. Mr Seale said that he had been told that Parish and Town Councils will receive a consultation visit from Oxfordshire County Council officers.

Mr Seale then told the Parish Council that as a current Governor of Ducklington Primary School he is of the opinion that it is a good school and that the Ofsted Report and findings written in September were unnecessarily harsh.

20.10 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 21.10(f).

21.10 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 letter received from Primesite Media was read out by the Clerk. It was decided that the Clerk would write to Primesite Media to restate the Parish Council's requested amendments to the draft agreement and to request a payment of £4,000 initially and a further £4,000 10 years into the agreement, provided the renewal for a second 10 year term is agreed by both parties at that point.

Eynsham Parish Council has an agreement with Primesite Media for the installation and maintenance of 3 bus shelters in their parish. Primesite Media does not make any financial contribution to the parish for these shelters.

Matters Arising from Previous Meetings (continued)

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

The work to reduce the tree has been done.

Boward Tree Surgery recommends that this tree is now subject to annual inspections.

d) *Ducklington village pond*

The Minutes of the Pond Working Party meeting on 27 January 2010 had been circulated in the Clerk's Briefing Notes.

The Public Open Meeting is due to take place on Thursday 25 February at 7.00pm in Ducklington Primary School. Graham Lenton advised the Parish Council that he has discussed the plans for the meeting with Rod d'Ayala. It was decided that Graham Lenton would make a presentation about the pond to children at the Primary School after the Public Meeting when more information about likely changes to the pond's management will be available. He will try to ensure that a notice about the meeting is put in the next school newsletter. Clerk to put signs on the notice boards and arrange for 25 copies of the comments sheet to be made.

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

Glyn Rees reported that there had been no time to discuss this problem at the January Neighbourhood Action Group meeting. Item to be carried forward.

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

The Clerk advised the Parish Council that she has been in contact with a Chartered Surveyor who can advise on this type of project. His approximate fee for an initial meeting on site and advice/recommendations in letter form would be £400. He has also advised that it is likely that obtaining the correct professional advice for the project (from both a surveyor and a solicitor) will amount to over £1,000/£1,500. These fees would normally be paid by the party undertaking the build.

It was decided that the Clerk and Peter Almgill would have an initial meeting with the Chartered Surveyor.

A response for the requested assistance from OALC is still awaited.

The Clerk confirmed that she has sent the letter to the Sports Club as agreed at the January meeting, informing them that a lease needs to be in place between them and the Parish Council before they can start any work on constructing the new pavilion.

g) *Marriotts Walk development*

A detailed response to the letter sent to WODC has still not been received.

h) *Grass cutting contracts*

The following quotations were considered:

Playing Field

Quotations per cut for 2010

Countrywide	£ 75.00
West Oxfordshire District Council	£141.60
ISS	£136.63

Sundry Village Grass

Quotations per cut for 2010

Countrywide	£320.00
West Oxfordshire District Council	£245.41
ISS	£409.88

Matters Arising from Previous Meetings (continued)

Grass cutting contracts (continued)

Graveyard

Quotations per cut for 2010

Jim Miles	£ 75.00
West Oxfordshire District Council	£328.00
Countrywide	£120.00
ISS	£273.26

It was decided to accept the quotations from Countrywide for the playing field (provided they can also carry out the usual fertilizing, chain harrowing, weed killing, etc), West Oxfordshire District Council for the sundry village grass cutting and the quotation from Jim Miles for the graveyard.

Clerk to obtain up to date prices for purchasing a new strimmer for the graveyard grass cutting for the March meeting.

i) Proposed parish website

Peter Almgill provided an update on the proposals for a parish website. He has identified a new potential host (justhost.com) who would charge £2.95 per month. He is currently testing the reliability of the host on a personal website. It was decided that the domain name would be ducklingtonparishcouncil.org.uk. Registering the domain name will cost £45 for two years.

j) Proposed clothing recycling bank at Aston Road car park

This has now been installed.

k) Criminal damage in the village

Glyn Rees reported that there had been no time to discuss this problem at the January Neighbourhood Action Group meeting. There have been no noted incidences since the last report. Item to be carried forward.

l) Fritillary Mews street nameplates

Banner Homes should be installing these before 5 February. The Clerk has been advised to chase after 8 February if they are still not in place.

m) Damage to tennis court fence by car impact in December reported by Richard Border

The Clerk reported that she has looked at the damage. The upright at the corner nearest the pavilion has been bent slightly. The Clerk advised the Parish Council that she does not think that a repair is necessary.

22.10 New Business

a) Risk assessment review

Reports prepared by the Clerk had been circulated in the Briefing Notes. The risk assessment was reapproved and adopted by the Parish Council.

22.10 New Business (continued)

b) *Vandalism and thefts at allotment site*

Brian Hicks told the Parish Council about the vandalism and thefts which had taken place at the allotment site over December/January. He asked the Parish Council to consider improving the boundary fencing at the site to keep intruders out. Edmund Strange agreed to calculate the cost of fencing the boundary between the allotments and the adjoining field which he farms and the supply of small hedge plants for other parts of the boundary for the next meeting. Glyn Rees agreed to raise the problem with the local police.

c) *Allotment 3C*

The Clerk informed the Parish Council that the current tenant of allotment 3C has notified the Parish Council of her intention to give the allotment up. It was decided that this would be accepted and that the Clerk would offer the allotment to the next person on the waiting list.

d) *Road drainage at junction of A415 with the road towards Aston*

The Clerk explained that she had been contacted by a resident of Aston asking Ducklington Parish Council to request that Oxfordshire Highways improves the surface water drainage at this junction which often floods. It was decided that the Clerk would write to Oxfordshire Highways requesting that work is done to improve the drainage at this location and also alongside the road at the bottom end of the sportsfield.

e) *Membership of OPFA*

It was decided that the Council's membership of the OPFA would be renewed for 2010, at a cost of £42.

f) *Oxfordshire County Council's 4th consultation on the Local Transport Plan 3 (2011-2030)*

It was decided that the Parish Council would not submit a response to this consultation.

23.10 School Report

Graham Lenton stated that he agreed with Don Seale's comments about the school made earlier in the meeting.

There was a Governors' meeting on 28 January at which the issues arising from the Ofsted report were discussed. The school is receiving more frequent visits from Ofsted now that it is in special measures – the inspectors seem to be of the opinion that everything is going well. Mr Lenton said that he does not think that the school could have done anything more in the time they've had. There will be a parents' meeting to report back on progress on 10 February and probably another Ofsted mini inspection in June.

24.10 Playgrounds/Sportsfield

a) *Inspection Report for January*

A copy of the inspection report prepared by Peter Almgill had been circulated in the Clerk's Briefing Notes. There were no matters identified requiring attention at this point in time. Dick Rudd will do the inspection at the end of February. Glyn Rees and Adrian Armitage volunteered to do the inspection at the end of March.

24.10 Playgrounds/Sportsfield

b) *Slide frame painting*

The Clerk informed the Parish Council that she has been informed that the Sports Club members are not keen to let Community Service workers use the toilets in the pavilion when painting the play equipment. It was decided that the Clerk would write to The Bell and The Strickland Arms asking them whether they could help. Consideration could also be made to using the toilets at the Village Hall during the school holidays, although it would be preferable for the work to be done during the school term.

Glyn Rees circulated information about the Community Payback Scheme.

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

Adrian Hollier is trying to arrange access to the pavilion to carry out the necessary testing on the floodlight system.

25.10 PLANNING

PLANNING APPLICATIONS GRANTED:

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

NEW PLANNING APPLICATIONS:

09/1380/P/FP 47 Witney Road
Conversion of detached garage to form separate dwelling with single storey extensions to front and side elevations
No comments

26.10 FINANCE

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

Balance on Current Account at 31 January 2010	£ 4,582.45
Balance on Deposit with WODC at 31 January 2010	£27,300.00
Total Cash Holding	<u>£31,882.45</u>

b) *Statement of Internal Control and Annual Review of Effectiveness of Internal Control*
In order to assist the Parish Council with their annual review of the effectiveness of the internal control system the Clerk had prepared a Statement of Internal Control which was circulated in the Clerk's Briefing Notes.

The Parish Council decided to adopt this Statement and confirmed that they were satisfied with the internal control procedures being followed.

The Clerk had proposed within her report on this issue that the limit for the emergency expenditure which the Clerk could approve between meetings be increased to £300 from its current limit of £50. As this is above the £250 limit where competitive tenders must be sought it was decided that the limit should be increased to £250 rather than £300.

c) *Annual Review of Effectiveness of Internal Audit*

The Clerk had prepared a report, circulated in the Briefing Notes, to assist the Parish Council with their consideration of the effectiveness of the internal audit system. Having considered the report the Parish Council confirmed that they were satisfied with the effectiveness of the internal audit.

26.10 FINANCE

d) *Review of Investment Policy*

The Clerk had prepared a report reviewing the Parish Council’s investment policy which had been circulated in the Briefing Notes in advance of the meeting.

It was decided that the Parish Council’s investments should continue to be placed with West Oxfordshire District Council.

e) Draft Budget for 2010/11 – Fourth Draft

A further draft of the budget and a report thereon had been circulated in the Clerk’s Briefing Notes. It was decided that the proposed removal and replacement of the horse chestnut trees on the sportsfield and the road/path weedkilling should be taken out of the budget. Clerk to produce a further draft for consideration at the March meeting – the Clerk advised the Parish Council that a budget must be approved at that meeting in advance of the new financial year.

f) JANUARY INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 3 FEBRUARY 2010 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
Margaret Johnson – stationery & copying	1.61	LGA 1972, s111
Margaret Hellawell – preparation of Feb/March newsletter	45.00	LGA 1972, s111
Boward Tree Surgery – work on horsechestnut at Bart. Close	505.25	LG(MP)A 1976, s19
Oxfordshire Playing Fields Association – membership fee for 2010/11	42.00	LG(MP)A 1976, s19
TOTAL	£938.58	

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

27.10 Parish Councillors’ reports from meetings attended since last meeting

Glyn Rees attended a meeting about the Community Payback Scheme – he gave leaflets he had obtained at the meeting to Councillors and put further information in the folder for circulation.

Glyn Rees had also attended a Parish Transport Representatives Meeting - there were no specific local issues to report.

Future external meetings:

- Parish Liaison meeting with Smiths of Bletchington at Gill Mill due to take place on 6 February – Edmund Strainge and Graham Lenton due to attend.
- Parish Council consultation meeting organised by Oxfordshire County Council on their developing Oxfordshire Minerals and Waste Development Framework due to take place on Tuesday 2 March – Edmund Strainge due to attend

28.10 Other matters for discussion – for information only

- a) The Clerk was asked to write to Ruth Edy about the problems caused by the number of vehicles parked on Witney Road during the Toddler Group sessions at the Baptist Church.

- b) The Clerk was asked to contact Oxfordshire Highways about the ongoing problems with surface water drainage outside 31 Manor Road – Highways have carried out some work but the problem is no better – it seems that all the gulleys in this area need cleaning out.

29.10 Date of next meeting – 3 March 2010 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of the Parish Council

Signeddated.....