

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

30.10 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
Brian Hicks
Peter Godwin
Graham Lenton
Catherine Maddison

In Attendance: Helen Sandhu - Clerk
Steve Hayward, District Councillor to Minute 33.10

31.10 Members' Apologies: Glyn Rees

32.10 Minutes of meeting held on 3 February 2010

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

33.10 County/District Council Matters

Steve Hayward provided a report on District Council matters:

The District Council has passed its budget for 2010/11 – its share of Council Tax will increase by 3.9%. This is above the Government's maximum recommendation (which is between 2.5 and 3.0%) but because the District Council tax starts from a low base the increase only amounts to £3.06 on a Band D property.

Central Government is encouraging Housing Bodies to make it faster for people to get into social housing – one idea to achieve this is for District Councillors to lose the right to be notified of new allocations. Steve Hayward advised the Parish Council that he has expressed his objection to this – Ducklington has historically experienced the problems that arise when wrong allocations are made and he wishes to retain the right to question allocations which are made.

The consultation period for the Local Development Framework is open – he encouraged the Parish Council to decide whether to comment on local roads or whether a new housing site (to include social housing) is needed in the village. The next new major housing estate locally will be between Deer Park in Witney and Curbridge. This would include a new primary and a new secondary school.

Steve Hayward told the Parish Council that he would be restanding as the Conservative candidate for the position of District Councillor for Ducklington and Curbridge in the 6 May election.

Mr Hayward was asked about what had happened to the money which Lidl had been required to contribute for the improvement of the junction (including the possible installation of intelligent traffic lights) at Station Lane. Mr Hayward said that he could push for action on this if the Parish Council wanted.

Mr Hayward was then asked whether he knew the reason for the recent tree and land works on the open space next to the Sainsburys roundabout. Mr Hayward said that he did not know but that it might relate to the Lower Windrush Valley Project – he will look into it.

34.10 Parish Councillors – Disclosure of interests on agenda items

Edmund Strainge, as a neighbour, the planning applications for Firdales under agenda item 10 – Minute 39.10.

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(e) – Minute 35.10(e).

35.10 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

A letter and amended agreement has now been received from Primesite Media. The amendments requested by the Parish Council have been made. The amended agreement will be formally considered at the April meeting.

c) Ducklington village pond

The Public Open Meeting took place on 25 February. Approximately 50 members of the public attended. 5 Parish Councillors were present along with Rod d'Ayala, Martin Layer of Smiths and Alison Hopewell of the Lower Windrush Valley Project.

The majority of people present wanted to keep the ducks at the pond. Many people thought it would be a good idea to put the filter beds in place at the road run-off points. People were happy with the idea of Smiths installing a water table borehole monitor near the pond. 7 comment slips were returned.

It was decided that Graham Lenton would liaise with Martin Layer of Smiths about the location of the water table borehole.

It was decided that an article about the meeting would be put in the next newsletter – Graham Lenton to draft and forward to the Clerk. A presentation about the pond will also be made at the Annual Parish Meeting.

It was decided that the bog areas/filter beds would be installed and planted. It was also decided that certain areas of the grass pond edges would be cut less frequently to encourage more wildlife and a more naturalised appearance – Clerk to inform the grass cutting contractor.

It was decided that nothing needed to be done about the sludge at the bottom of the pond at this point but that it would be monitored and addressed if it becomes a problem. Rod d'Ayala has advised that the sludge does not present a danger or health risk but that it will continue to get deeper given the number of ducks.

The Clerk was asked to write to Ducklington Primary School to thank them for the use of their premises for this meeting.

The Councillors expressed their thanks to Graham Lenton for organising the meeting and to Peter Almgill for preparing the display.

d) Vehicle parking hammerhead turns, Tristram Road and Starnham Road

The Clerk met informally with the Police Neighbourhood team when they brought the mobile police station to Ducklington in February and reminded them that the village PCSO had agreed to speak to the drivers parking at these locations and put notices on the vehicles.

Matters Arising from Previous Meetings (continued)

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

Peter Almgill and the Clerk met with Nick Owen, FRICS on 19 February to discuss the proposals for the new pavilion. A letter containing his preliminary advice was circulated in the Clerk's Briefing Notes.

The letter was discussed and the recommendations Mr Owen made were approved: that the Sports Club should be asked to provide a detailed financial breakdown of the build costs; that the club be asked to provide a statement of the running costs of the building and how this will be funded; that the Club provide information on the likely source of capital funds for the project and the timescale for raising them; that the Sports Club should be advised to contact WODC to discuss the possibility of needing to renew the planning consent; that the establishment of a joint committee to manage the project be considered at a later date; and that the Parish Council will not give permission for the building to be started until at least 75% of the budgeted capital cost is banked or pledged. Clerk to write to the Sports Club to this effect in advance of their meeting on 11 March. Mr Owen's recommendation that consideration be paid to giving the primary school access to the new building was discussed. It was agreed that this suggestion should be put to the Sports Club, with the Sports Club to approach the school if they should so decide.

A report written by the Clerk on a matter to consider relating to the risk of the Sports Club ever being wound up once it has registered as a charity was also included in the Clerk's Briefing Notes. It was agreed that the Sports Club would be asked to provide a copy of their draft Governing Document before it is sent to the Charity Commission for the Parish Council to review.

OALC have replied to the request for advice – they referred the matter to the Oxfordshire Playing Fields Association (OPFA) who also suggested that advice be sought from Fields in Trust (FIT). Both of these organisations have sent model lease agreements which don't apply completely to the specific situation between the Parish Council and the Sports Club but will be useful as background information.

f) *Marriotts Walk development*

The response from WODC to the Parish Council's concerns and questions about the development had been circulated in the Clerk's Briefing Notes.

g) *Grass cutting contracts*

The quotation for the additional annual work on the sportsfield received from Countrywide in the sum of £1,895.00 was considered and accepted.

h) *Proposed parish website*

Peter Almgill told the Parish Council that he had put various Parish Council documents on the website. More photos are needed and Councillors were encouraged to proof-read the website (at <http://www.ducklingtonparishcouncil.org.uk>) and send comments/amendments to Peter Almgill. It was agreed that the addresses and telephone numbers of Councillors should be included on the site. A presentation about the website will be made at the Annual Parish Meeting.

i) *Fritillary Mews street nameplates*

Still not installed – Clerk continues to chase WODC (who in turn are chasing Banner Homes).

Matters Arising from Previous Meetings (continued)

j) Vandalism and theft at allotment site

Edmund Strainge informed the Parish Council of the expected cost for hedging and fencing works to improve the security of the site: fencing to include posts, stock netting and 2 strands of barbed wire – materials cost £103, labour £200. Hedging the same section with quicks – materials £260, labour £265.

It was decided that the fencing works would be done. As it is now too late to plant quicks further consideration of the necessity to undertake the hedging works will take place later in the year.

k) Tenancy of allotment 3C

Mr Ian Skinner of Park Road will be the new tenant of this allotment.

l) Surface water drainage issues – A415

Junction with Aston Road – Highways reports that the drainage pipe under the road is broken. Investigation/repair has been added to the job list.

Ditch alongside sportsfield – Highways reports that their arboricultural team have plans to remove the trees and clear the ditch in the near future.

m) Parking on Witney Road during Baptist Church Toddler Group sessions

Ruth Edy forwarded the Parish Council's letter to David Bosley of the Baptist Church. He has replied to say that "We do ask members of the church and those attending the toddler group to park with consideration for our neighbours and other road users."

n) Surface water drainage issues Manor Road

This problem has been reported to Oxfordshire Highways.

36.10 New Business

a) Annual Parish Meeting 2010

This meeting is due to take place on Tuesday 20 April at 7.30pm.

It was decided that the following organisations should be invited to speak: Martin Layer of Smiths; Thames Valley Police; RAF Brize Norton; Ducklington village organisations; Steve Hayward and Don Seale. The meeting will also include items about the village pond and the introduction of the new Parish Council website.

b) Parish Council election on 6 May 2010

Nomination papers were circulated to the Councillors.

It was decided that the Parish Council would not pay for polling cards to be issued to electors in the event that the Parish Council election is delayed to 27 May due to a General Election and is contested.

c) May Parish Council meeting

It was decided to hold the May Parish Council meeting on the second Wednesday in the month – Wednesday 12 May so that the annual Parish Council business can be conducted at the same time as the usual monthly business.

d) Parish Council insurance renewal 2010

It was decided that competitive tenders would be sought for the Parish Council's insurances for the renewal in June 2010. Clerk to request quotations from Came & Company Ltd (underwritten by Aviva) and Community First (underwritten by Zurich) which will be compared to the quote from Allianz.

36.10 New Business (continued)

e) *Purchase of new strimmer*

The three quotations for a new strimmer were considered:

Lawnmower Sales & Service	Kaaz TGA35W	£330.00
5As Tool Hire	Honda UMK435UE	£339.00
Countrywide Stores	Stihl FS130	£559.30

It was decided to purchase the strimmer from Lawnmower Sales & Service.

f) *Removal of old BT service distribution pole on Standlake Road near Strainges Close*

The Clerk reported that she had been in email contact with local resident Terry Reeves who has informed her that that this old and unstable pole has now been removed due to him contacting BT direct. The Clerk had tried to get this removed on the Parish Council's behalf in 2008 without success.

g) *Resident suggested energy efficiency project for Ducklington*

The Clerk reported that she had been contacted by a local resident who suggests that an energy efficiency project should be started in Ducklington, similar to the one underway in North Leigh. It was agreed that the Clerk should suggest to the local resident that she raise this issue at the Annual Parish Meeting.

h) *West Oxfordshire District Council's further consultation on the Local Development Framework – the Core Strategy: Preferred Approach*

It was decided that the Parish Council would respond by raising concerns about the traffic at the Station Lane junction into Witney and requesting the installation of a four way (instead of two way) junction on the A40 at Downs Road.

It was further decided that the Clerk would write to WODC to ask why the improvements to the traffic signals at Station Lane have not been made, despite Lidl having been required to contribute money for this work.

i) *Oxfordshire Rural Community Council's offer of help with the production of a transport needs survey prior to the County Council's review of bus services*

Oxfordshire County Council will review all subsidised bus services in the parish during 2010. It was decided that the Parish Council would not undertake a transport needs survey.

j) *Request from Oxfordshire Rural Community Council for Parish Councils to complete a survey giving information about their local community*

It was decided that this survey would not be completed.

k) *Request from Oxfordshire Rural Community Council to submit an entry to their planned county book to celebrate ORCC's 90th birthday*

It was decided that Ducklington Parish Council would not submit an entry.

37.10 School Report

Graham provided the School Report. He attended the curriculum meeting on 23 February and will go into school on three occasions in March to interview children about their school experience.

38.10 Playgrounds/Sportsfield

a) *Inspection Report for February*

A copy of the inspection report prepared by Dick Rudd had been circulated in the Clerk's Briefing Notes. There were no matters identified requiring attention at this point in time.

b) *Slide frame painting*

The Clerk informed the Parish Council that the landlord of The Bell Inn is unable to help with the provision of toilet facilities for a Community Payback team. No response has been received from The Strickland Arms. The Clerk will approach the owners of the Total Garage at Ducklington roundabout to see whether their facilities could be used and will contact the Probation Service to see if this will be acceptable to them.

c) *Playground inspection at the end of March*

Glyn Rees and Adrian Armitage to carry out this inspection.

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

There has been no recent contact with Adrian Hollier.

e) *Annual independent inspection*

It was decided that John Hicks would be contracted to carry out the annual independent inspections again this year.

39.10 PLANNING

PLANNING APPLICATIONS REFUSED:

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

10/0032/P/FP 47 Witney Road
Conversion of detached garage into dwelling with single storey extensions to front and side elevations

NEW PLANNING APPLICATIONS:

10/0144/P/FP Firdales, Course Hill Farm, Course Hill Lane
Alterations and erection of single storey annex

10/0145/P/FP Firdales, Course Hill Farm, Course Hill Lane
Change of use of land to mixed agricultural and equestrian and erection of stables

10/0146/P/FP Firdales, Course Hill Farm, Course Hill Lane
Erection of detached garage with room above

The Parish Council approved these applications but will request that WODC applies a condition that they must be ancillary to the main accommodation.

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

40.10 FINANCE

- a) Account Balances and Debts due to Council – as circulated with the meeting papers
- | | |
|--|-------------------|
| Balance on Current Account at 28 February 2010 | £ 3,668.87 |
| Balance on Deposit with WODC at 28 February 2010 | £27,300.00 |
| Total Cash Holding | <u>£30,968.87</u> |

- b) Draft Budget for 2010/11 – Fifth Draft
- A further draft of the budget and a report thereon had been circulated in the Clerk's Briefing Notes. The Clerk informed the Parish Council that this would need to be amended with the following additional items of expenditure; £395 under Sportsfield Grounds Maintenance to reflect the quotation for the additional sportsfield work; £20 under website following the receipt of the actual invoice for the hosting and domain name; £303 to include the fencing works at the allotment site approved earlier in the meeting. This will produce a total budgeted deficit of £3,366 for the year. Subject to these items being included the budget was approved.

- c) FEBRUARY INVOICES
PRESENTED FOR APPROVAL AND PAYMENT AT 3 MARCH 2010 MEETING

		Statute
Clerk's salary - H Sandhu – gross of £344.72 less tax of £34.40	310.32	LGA 1972, s112
Clerk's expenses – telephone calls 28/10 to 31/01/10: £2.77 & printing – 494 pages £19.76	22.53	LGA 1972, s111
HM Revenue & Customs (PAYE on Clerk's salary)	34.40	LGA 1972, s112
Margaret Johnson – stationery & copying	60.48	LGA 1972, s111
R. D'Ayala – professional fee for attendance at Pond Open Meeting	65.00	PHA 1875 s164/ LGA 1972 Sch 14, p27
R. Rudd – safety inspection in February, putting sand under sagging safety tyres, repair to zipwire stop-end	160.00	LG(MP)A 1976, s19
Lawnmower Sales & Service – annual service of mower used to cut graveyard grass (50% will be recharged to St Bartholomew's)	165.14	LGA 1972 s214
Thames Water – water for allotments, 11/11/09 to 9/2/10 – est reading	25.71	SH & AA 1908
Thames Water – water for pavilion 11/11/09 to 9/2/10 – est reading	177.75	LG(MP)A 1976, s19
Mrs F Bryant – rental of extension to sportsfield, April to June (due by March quarter day)	93.75	LG(MP)A 1976, s19
B. Lockett – litter picking for January & February 2010	105.00	LG(MP)A 1976, s19
Henry Box School – printing newsletters for Dec/Jan and Feb/March	163.06	LGA 1972, s142
TOTAL	£1,383.14	

The payments were approved. The cheques were signed by Brian Hicks and Graham Lenton.

41.10 Parish Councillors' reports from meetings attended since last meeting

Graham Lenton provided a report on his attendance at the Parish Liaison meeting with Smiths of Bletchington on 6 February. There was a tour of the site including the new recycling area which is about to be developed and the new Rushey Common nature area. A hide for watching birds on the lake will be installed by the end of March although there is no date given yet for when the nature area will be opened to the public. There was a presentation about the planning application for the site which Smiths is soon to submit – they intend to apply for permission to extract gravel in all the fields at the back of the site and around the fritillary field. It was said that Smiths are unlikely to dig the fields around the fritillary field but that it makes sense for all the potential future fields to be included in this planning application rather than making separate piecemeal applications. Smiths said that they are keen for local residents to put forward ideas for how the area could be developed for conservation and are keen to avoid bad PR with the village. It was decided that Martin Layer of Smiths would be asked to contribute information about the future plans which could be put in the next newsletter and to confirm that he will be making a presentation at the Annual Parish Meeting.

Edmund Strainge reported that he had been unable to attend the Parish Council consultation meeting organised by Oxfordshire County Council on their developing Oxfordshire Minerals and Waste Development Framework 2 March.

42.10 Other matters for discussion – for information only

- a) Peter Godwin agreed to complete the Parish Council's annual external asset check – the Clerk passed him the forms for completion.

- b) Oxfordshire Highways is due to fill 18 potholes on Witney Road and Standlake Road on Monday 8 March.

43.10 Date of next meetings – 7 April 2010 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of the Parish Council

20 April 2010 – Main Room, Village Hall, 7.30pm
Annual Parish Meeting

12 May 2010 – Lilac Room, Village Hall, 7.30pm

Signeddated.....