

**MINUTES OF URGENCY COMMITTEE MEETING OF
DUCKLINGTON PARISH COUNCIL
HELD ON WEDNESDAY 4 AUGUST 2010
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Helen Sandhu - Clerk

103.10 Members' Apologies: None

104.10 Parish Councillors – Disclosure of interests on agenda items
None

105.10 Matters Arising from Previous Meetings

a) Village pond

The borehole has been installed but no information has yet been received from Smiths about whether the levels survey has been carried out.

Martin Layer believes that the water table may not be far below the bottom of the pond and his suggestion that the Parish Council considers whether to dig the pond down to reach a constant water level was discussed. It was agreed that if this is the case the Parish Council would dig down to reach the water table. However, it was also agreed that because this would impact on the shape and nature of the pond any work would only be done after obtaining advice from someone suitably qualified and experienced. It was agreed that Martin Layer would be an appropriate person to give this advice and Edmund Strainge agreed to speak to him to see whether he could help and whether Smiths could provide the equipment and manpower necessary to do any work.

It was agreed that a meeting of the Pond Working Group should be convened before the next Parish Council meeting on 8 September so that an informed recommendation for any work to be carried out could be brought to that meeting. It was agreed that Edmund Strainge would invite Martin Layer to attend this meeting – and Mr Strainge agreed to contact him to find out the dates he would be available.

b) Public open space at end of Bartholomew Close

The emails, letters and telephone calls received from residents of Bartholomew Close which had been circulated in the Clerk's Briefing Notes were discussed.

It was agreed that the work to clear an area of the copse behind the Thames Water SPS will go ahead. The Clerk confirmed that the approval for this work had now been received from the District Council. Brian Hicks agreed to speak to Dick Rudd to see if he could do the work before 8 September, the date of the next Parish Council meeting.

It was agreed that Parish Councillors would be invited to meet on site at Bartholomew Close at 7pm before the Parish Council meeting at 7.30pm on 8 September to discuss the potential location of picnic benches and litter bins.

The possibilities of installing a lockable barrier at the entrance to the open space, cutting the hedge on the left hand side lower to improve general visibility and agreeing a set of bye laws for the open space were discussed.

105.10 Matters Arising from Previous Meetings (continued)

The Clerk agreed to contact the local neighbourhood Police Team to find out how many incidences of anti-social behaviour at the open space have been reported in the past.

c) Annual Produce Association Show

Brian Hicks passed the paperwork for the Show's insurance cover to the Clerk for her to review and return.

Brian Hicks and Edmund Strainge informed the Urgency Committee that the Show Committee has never prepared a written risk assessment for the event and no need for one has ever been identified – the event is planned to minimise risk and an informal risk assessment review is done once the Show is set up.

106.10 New Business

a) Allotment fees for 2010/11

It was decided that the fees for 2010/11 would be increased in line with RPI in May 2010 – 5.1%. This is in accordance with the decision made by the Parish Council on 4 June 2008. It was decided that the water rate contribution would be left at £8.50 per tenant.

107.10 Playgrounds/Sportsfield

a) Inspection Report for July

A copy of the inspection report prepared by Adrian Armitage and Richard Border had been circulated in the Clerk's Briefing Notes.

The following points were discussed/agreed:

- Litter at Chalcroft – keep this under review to see whether it remains a problem.
- Safety tiles – decided to ask Dick Rudd to provide a quotation for lifting the tiles on all areas other than the slide frames, cleaning underneath them and resticking them down, using the spare tiles from the empty area on Chalcroft to replace any whose under-surface is too damaged
- Richard Border volunteered to weed and collect the litter from the tennis court
- Anti-bird spikes for swing seat frames – Clerk to bring estimated price to September meeting

b) Current works

- Zipwire bark still needs to be delivered and spread (should be done very soon).
- Removal of fence stub by tennis court – request already placed with Dick Rudd
- Installation of fencing to fill gap in hedge between ditch and sportsfield – request already placed with Dick Rudd

c) Playground & other painting – Probation Service project

The Clerk confirmed that she is continuing to supervise this project closely and purchase materials for the team's use. The project has now switched to painting the pavilion exterior and the bus shelter during the school holidays. Chalcroft playground will be painted at the beginning of September.

Brian Hicks volunteered to be the Probation Service's contact for Tuesday 17 August and Peter Almgill volunteered to do so for Tuesday 24 August.

d) Electrical supply at pavilion

The Clerk informed the Parish Council that she has been informed that there is a problem with the electrical supply to the changing room side of the pavilion – the supply has started to regularly trip the circuit board. It was agreed to ask Southern Electric Contracting to attend to investigate and repair the fault.

108.10 PLANNING

PLANNING APPLICATIONS GRANTED

10/0671/P/FP 5 Beanhill Close, Ducklington

Erection of single storey side and rear extensions

This application was never received by the Parish Council for consultation

The District Council has been advised of this

PLANNING APPEALS DISMISSED

09/1582/P/FP 18 Witney Road, Ducklington

Erection of first floor extension

Reason for dismissal: adverse impact on the character and appearance of the Conservation Area

109.10 FINANCE

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

Balance on Current Account at 31 July 2010 £ 5,826.65

Balance on Deposit with WODC at 31 July 2010 £27,300.00

Total Cash Holding £33,126.65

b) Bank Reconciliation to 30 June 2010

Circulated in Clerk's Briefing Notes – contents noted.

c) JULY INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 4 AUGUST 2010 MEETING

		Statute
Clerk's salary & working from home allowance	336.08	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – out of pocket expenses for Probation project, mileage for Probation project	107.40	LG(MP)A 1976, s19
HM Revenue & Customs	24.20	LGA 1972, s112
Margaret Johnson – stationery & copying	34.90	LGA 1972, s111
B Luckett – litter picking June & July	120.00	LG(MP)A 1976, s19
Countrywide – 4 cuts of playing field in June (11 cuts invoiced this year to date), fertilizing & weed killing of field	1,421.76	LG(MP)A 1976, s19
J Miles – one cut of grass at walled cemetery (5 cuts this year to date)	75.00	LGA 1972 s214
Margaret Hellowell – newsletter preparation Aug/Sept	46.11	LG(MP)A 1976, s19
IA & IJ Godrey – installation of fencing at allotment	376.00	SH & AA 1908
TOTAL	£2,541.45	

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

110.10 Parish Councillors' reports from meetings attended since last meeting

None.

111.10 Other matters for discussion – for information only

a) Correspondence from Dennis Welch concerning the additional names which were added to the war memorial in 2007 was placed in the folder for circulation amongst the Councillors.

111.10 Other matters for discussion – for information only

- b) A letter from Ruth Edy thanking the Parish Council for its assistance with Ducklington Open Gardens was placed in the folder.
- c) The Clerk informed the Parish Council that the Witney Road noticeboard had been vandalised during the evening of 3 August. Dick Rudd has been asked to check whether it can be repaired. The Clerk was asked to inform the Police.
- d) Peter Almgill told the Parish Council that representatives from Wesley Barrell spoke to him about their concerns with parking and speeding on Standlake Road. They have raised this with the Business Support team at West Oxfordshire District Council and have specifically asked about what has happened to the £12,000 contribution towards road safety improvements which the developers of Fritillary Mews had to pay. It was agreed that the Clerk would again ask Oxfordshire Highways about the use of this funding.
- e) The Clerk informed the Parish Council that she has received a copy of the July Sports Club meeting minutes which have been put in the folder for circulation. The item in the minutes relating to the Parish Council was discussed – the Clerk told the Parish Council that she has sent an email responding to this minute. The formation of the joint Parish Council/Sports Club Committee to deal with matters relating to the lease for the new pavilion was discussed – it was agreed that it may be helpful to set this committee up soon. It was agreed that this should be discussed further at the September Parish Council meeting.

112.10 Date of next meeting: 8 September 2010 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of Parish Council
Glyn Rees has already given his apologies for this meeting

Signeddated.....