

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 6 OCTOBER 2010  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**127.10 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill  
Brian Hicks  
Peter Godwin  
Graham Lenton  
Catherine Maddison  
Glyn Rees

**In Attendance:** Helen Sandhu - Clerk  
Don Seale – County Councillor

**128.10 Members' Apologies:** Richard Border  
Adrian Armitage

**129.10 Minutes of meeting held on 8 September 2010**

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

**130.10 County/District Council Matters**

The District Councillor had sent his apologies.  
Don Seale told the Parish Council about the Government's planned changes to the way the health service is run and the impact that this is likely to have on the County Council. Primary Care Trusts (PCT) are going to be removed and the overall management of local health services will be run by a consortium of doctors. Local authorities will pick up some of the role currently fulfilled by the PCTs. Mr Seale informed the Parish Council that these changes will be put through regardless of the views of the County Council.

Mr Seale then spoke about the County Council's budget position – the County Council will need to save £200 million over the next 5 years in total. These savings will not be able to be achieved through efficiency measures alone. The Government's Spending Review which is due to be announced later in October may introduce further savings to make. The County Council's budget proposals including all the necessary savings will be debated at its meeting on 20 December. Mr Seale advised the Parish Council that the final budget will not represent good news because of all the savings which have to be made.

Mr Seale then turned to the issue of minerals extraction. Of all the options for future extraction which had been considered it appears that the County Council's Cabinet will decide to only take option 1 forward. This means that work at existing extraction sites will continue and new areas adjacent to them will be opened up. The new sites proposed around Bampton and Clanfield will therefore not be dug because of the inadequacy of the road systems around the proposed sites and the proximity of RAF Brize Norton.

Mr Seale told the Parish Council that there has been no significant increase in road traffic accidents or speeding since the fixed speed cameras were taken out of commission.

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

None

### 132.10 Matters Arising from Previous Meetings

#### a) *Parish infrastructure issues*

- *Request for new signage/waiting restrictions around entrance to Fritillary Mews*  
Nothing further to report.
- HGV signage on Ducklington roundabout  
These signs have still not been installed although they should have been ordered in August.
- Virtual footpath by Old Rectory/On street parking Standlake Road  
Brian Hicks, Peter Almgill and Glyn Rees agreed to meet with Tony Currell from Oxfordshire Highways on Monday 11 October to discuss these issues.

Peter Almgill advised the Parish Council that he has received a letter from a resident of Standlake Road expressing concern about the speed of traffic on Standlake Road and the blind corner by the Old Rectory. The letter was placed in the folder for circulation amongst the Councillors.

There was a discussion about ways of encouraging people using the sportsfield to park in the Aston Road car park rather than on Standlake Road – it was observed that people often seem to park on Standlake Road although the car park is not full, as this provides convenient access to the sportsfield through the gates. One suggestion, previously also made by the Police Community Support Officer, is that the gates in the fence on Standlake Road could be locked during sports events. Edmund Strange raised the possibility of some of the field beyond the sportsfield extension being leased for car parking. It was not clear whether this would be leased by the Parish Council or by the Sports Club.

- Gully/drainage pipe repair at the A415 junction into Aston  
Nothing to report

#### b) *Surface water drainage issue – sportsfield extension*

Dick Rudd has completed the work he was contracted to do. Edmund Strange agreed to arrange for the necessary digging out to be done.

#### c) *Village Pond*

Edmund Strange informed the Parish Council that he has identified a location where any sludge dug from the bottom of the pond can be disposed of. Martin Layer has agreed to ask the directors of Smiths of Bletchington whether they will help to dig the sludge out. Brian Hicks stated that a local allotment holder has agreed that his well can be included in the water table monitoring measurements. Richard Border may also agree to this and there is one other potential well owner who may be able to help – a final decision is awaited from these two residents.

Peter Almgill told the Parish Council that information on rainfall and water levels from the borehole next to the pond are now being received and he has put the information on the website. The correlation between rainfall and water levels is starting to become apparent.

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

*d) Public open space at Bartholomew Close*

The further work to remove more trees and undergrowth and the large willow trunk has now been completed. Dick Rudd has agreed to grind the stumps out if the Parish Council hires the appropriate machine – Clerk to arrange.

Brian Hicks told the Parish Council that he has stained and oiled the bench which Dick Rudd can now install when the slab has been laid. The Clerk said that she would order the litter bin when the bench is in place. Brian Hicks agreed to talk to Mr Luckett about including the area in his litter picking contract.

A quotation of £180 from Dick Rudd for the coppicing of one third of the trees in the two copse areas on the larger side of the open space was accepted.

The Clerk informed the Parish Council that a resident of Bartholomew Close has requested that a wooden rather than a metal barrier be installed across the entrance to the open space. Quotations from Dick Rudd for the two types of barrier were discussed. It was resolved that the quotation of £472 for a wooden gate be accepted. Brian Hicks agreed to liaise with Dick Rudd on the design and actual position of the gate. It was noted that the gate will need to be designed to take a number combination lock. Edmund Strainge agreed to identify the people who will need to be provided with the number combination. The Parish Council will consider whether to install a sign to convey the message “Leave clear for access” on the gate subsequently.

The work to replace the fence and hedge in the gap opposite number 32 has been completed.

It was agreed that the Neighbourhood Police team would be asked to attend the Parish Council meeting on 3 November to discuss ways of preventing and dealing with potential anti-social behaviour on the open space.

*e) Risk Assessments*

Catherine Maddison and Peter Amgill provided an update on the work so far. Peter Almgill has gone on site to look at both the allotments and the area between Peel Close and Lovell Close. He informed the Parish Council that there is a hole on the edge of the footpath at this location which is causing a tripping hazard. It was resolved that Dick Rudd would be asked to fill this hole.

The Clerk was asked to forward a copy of the current allotment tenancy agreement to Peter Almgill.

The sportsfield and Bartholomew Close open space areas have not yet been reviewed in full. Some issues have been noted at Bartholomew Close - a wooden “step” and metal stirrup have been put on the large horse chestnut. It was resolved that Dick Rudd would be asked to remove these. There is a large step ladder on the open space against the wall opposite 34 Bartholomew Close. The Clerk was asked to write to the householders to ask them to remove the ladder if it belongs to them.

Mrs Maddison and Mr Almgill agreed to continue working on the risk assessments in order to produce a draft document for consideration by the whole Parish Council.

*f) Annual inspection of horse chestnut tree on Bartholomew Close open space*

Boward Tree Surgery will inspect the tree in mid-December at a net cost of £65.

*g) Distribution of County Council Emergency Planning booklet*

These have been delivered by the volunteer newsletter distributors.

### **132.10 Matters Arising from Previous Meetings (continued)**

#### *h) Bus shelters alongside A415*

It was agreed that information about these new bus shelters would be put in the next newsletter so that residents are informed that they have been installed at no cost to the Parish Council and that a financial contribution to the parish has been received from the advertising company.

### **133.10 New Business**

#### *a) Scoping Opinion for proposed extension at Gill Mill*

The County Council has now provided Smiths of Bletchington with a Scoping Opinion for their proposed Gill Mill extension. The Scoping document specifies all the information and research that Smiths must provide and carry out before any planning permission for the extension can be considered. There was a discussion about the current lack of clarity on the extent of the buffer zone on the north side of the fritillary field – Smiths are still trying to define this. It was resolved that the Parish Council would provide a comment to the Scoping Opinion to say that Councillors remain concerned about the protection of the fritillary field and wish to ensure that there is an adequate buffer zone all around it. A comment about the potential for an increase in the bird strike risk to aircraft from new large expanses of open water also to be made.

#### *b) Proposed changes to the subsidised bus services from 13 December 2010:*

- There will be a change of operator (to RH Transport) for service 19
- The 8.05am bus for service 19 between Witney and Carterton will be withdrawn

#### *c) Date of Annual Parish Meeting in 2011*

It was resolved that the preferred date for the Annual Parish Meeting is Tuesday 10 May. Clerk to book Village Hall.

#### *d) New allotment tenancy*

Allotment 14A has been let to Mr S Hussain.

#### *e) Vandalism of Highways fence*

The fence alongside the footpath between Beanhill Road and Moors Close was vandalised during the weekend of 25/26 September. The Police and Oxfordshire Highways have been informed – Highways have placed the work on their repair list.

#### *f) West Oxfordshire District Council's Community Governance Review*

It was resolved that the Parish Council would not respond to this review.

### **134.10 School Report**

The Clerk reported on behalf of Richard Border. The school is now out of special measures – the new Ofsted report was placed in the folder for circulation amongst Councillors. It was agreed that a letter of congratulations would be sent to the school.

### **135.10 Playgrounds/Sportsfield**

#### *a) Inspection Report for September*

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

No new matters noted.

### 135.10 Playgrounds/Sportsfield (continued)

#### b) *Current works*

- Fence “stub” between path and tennis court – Dick Rudd has been asked to paint this white
- Dick Rudd’s quotation to lift and resecure the safer surface tiles has been accepted
- The anti-pigeon roosting spikes and cable ties to secure them have been purchased – Adrian Armitage has agreed to install them. The Clerk informed the Parish Council that they cannot be put on the bars above the flat swings on Chalcroft or 3 out of 4 of the bars above the cradle swings on sportsfield as the top bars above these swings rotate.

#### c) *Playground & other painting – Probation Service project*

The Clerk informed the Parish Council that this work was substantially complete. The Parish Council resolved that the minor outstanding works would be carried out “in-house.” Clerk to check what remains outstanding. It was resolved that a letter of thanks would be sent to the Probation Service.

#### d) *Joint Parish Council/Sports Club Committee*

The Sports Club has identified three representatives to join Councillors Brian Hicks, Catherine Maddison and Peter Godwin to form this committee. The Councillors were asked to arrange a meeting with the Sports Club representatives (before the next Parish Council meeting if possible) to discuss the progress on the new pavilion, the problem with the roadway lighting (see *f* below) and the difficulties caused by people using the sportsfield parking on Standlake Road.

#### e) *Renewal of sportsfield extension*

The options of either entering into a 5 year lease or a 15 year lease with increased set-up costs were discussed. The Parish Council was informed that the additional costs of a longer lease will be around £500-£700. It was resolved that the Parish Council would request a 15 year lease.

#### f) *Roadway lighting between car park and pavilion*

The Clerk informed the Parish Council about the status of this lighting:

The roadway lights appear to have been the circuit which was causing the electrical supply in the pavilion to “trip.”

The control gear on the light nearest the pavilion needed to be replaced – this work has been ordered.

The contractor believes that there is a break in the cable between the two lights which will need to be replaced with a new cable in a new trench in order to get the light nearest the tennis court working. There was a discussion about whether it would be possible for the Sports Club and the Parish Council to work in partnership to replace this cable (by for example the Sports Club making arrangements for the new trench to be dug). It was agreed that this would be discussed at the meeting of the new joint committee.

#### g) *Proposal to culvert ditch between sportsfield and playground*

The Clerk informed the Parish Council of the initial discussion she has had with Laurence King of West Oxfordshire District Council. He believes that it is unlikely that the Environment Agency will give permission for the ditch to be culverted. The information requested in an email from Laurence King was discussed – the Clerk was asked to advise that the ditch takes surface water run-off from the A415 and that there is no culvert under the road. The road surface water drains into a ditch running parallel to the A415 and there are then at least two further ditches (of which is this one) which run at right angles from that ditch towards the Windrush.

### 136.10 PLANNING

#### PLANNING APPEALS DISMISSED

10/0032/P/FP 47 Witney Road

Conversion of detached garage into dwelling with single storey extensions to front and side elevations

*Appeal decision put in folder*

#### NEW PLANNING APPLICATIONS

10/1299/P/FP 74 Witney Road

Erection of replacement garage/workshop to side elevation, single storey rear extension and insertion of two rooflights in existing rear roof slope

*No comments*

10/1377/P/FP 11 Peel Close

Erection of single storey front and rear extensions. Conversion of part of garage to form additional residential accommodation

*No comments*

### 137.10 FINANCE

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

Balance on Current Account at 30 September 2010      £ 4,518.58

Balance on Deposit with WODC at 30 September 2010    £27,300.00

Total Cash Holding      £31,818.58

b) *Receipts and payments account to 30 September 2010*

This had been circulated in the Clerk's Briefing Notes – contents noted

c) *Draft budget for 2010/11*

A first draft of the budget and a report thereon had been circulated in the Clerk's Briefing Notes. It was decided that consideration of the budget would be carried forward to the November meeting.

d) *Annual return for 2009/10*

The Clerk advised that the audited Return has now been received from the external auditors, BDO Stoy Hayward LLP. The Audit Report is unqualified, although a minor technical error was identified – the Parish Council entered "No" in a text box relating to a question about whether it is responsible for Trust Funds whilst the correct response should be "N/A." The audited Annual Return was approved and accepted by the Council

**137.10 FINANCE (continued)**

e) SEPTEMBER INVOICES  
PRESENTED FOR APPROVAL AND PAYMENT AT 6 OCTOBER 2010 MEETING

		Statute
Clerk's salary & working from home allowance	336.08	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses	162.01	LGA 1972, s111 & LG(MP)A 1976, s19
HM Revenue & Customs (PAYE on Clerk's salary)	24.20	LGA 1972, s112
Margaret Johnson – stationery & copying	20.60	LGA 1972, s111
AK Timms – materials for playground, pavilion & bus shelter	89.23	LG(MP)A 1976, s19
West Oxfordshire District Council – two cuts of verges in August (10 cuts invoiced this year to date) & herbicide treatment	617.84	HA 1980, s116
Countrywide – 3 cuts of playing field in August (19 cuts invoiced this year to date)	264.38	LG(MP)A 1976, s19
M. Hellawell – preparation of Oct/Nov newsletter	45.85	LGA 1972, s111
Southern Electric Contracting Ltd – electrical work at pavilion	176.25	LG(MP)A 1976, s19
B Lockett – litter picking for September		LG(MP)A 1976, s19
J Miles – one cut of grass at walled cemetery (7 cuts this year to date)	75.00	LGA 1972 s214
BDO Stoy Hayward – external audit fee for 2009/10	334.88	LGA 1972, s111
Lawnmower Sales & Services – service & repair to mower (50% to be recharged to St Bartholomew's church)	161.83	LGA 1972 s214
E-on – electricity to pavilion q/e 20 Sept (estimated reading)	341.63	LG(MP)A 1976, s19
<b>TOTAL</b>	<b>£2,314.90</b>	

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

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

- a) Peter Godwin and Catherine Maddison reported on ongoing problems with the streetlights on Sealham Road and Starnham Road. The County Council has sent out contractors to resolve the problems on two occasions but they are still not fixed. Clerk to try to find out what is happening.
- b) Brian Hicks told the Parish Council that the allotments of Mrs Horne, Mrs Dowley, Ms Hedges and Ms Strzelecki are not being adequately maintained. The Clerk was asked to write to them to request that they bring the allotments back into proper cultivation. Ms Strzelecki to be asked whether she would like to give up half of her allotment if it is too large.
- c) A resident of Lovell Close has asked the Parish Council to consider thinning out one of the trees alongside the footpath between Lovell Close and Peel Close as it blocks the light coming into her property. It was agreed that Councillors would go to look at the tree to identify whether any work is required.

**139.10 Confidential Item – Clerk’s salary review**

The Clerk left the meeting.

It was resolved to award the Clerk a pay rise of 3.07% from 1 April 2011.

**140.10 Date of next meeting: 3 November 2010 – Lilac Room, Village Hall, 7.30pm**

Monthly meeting of Parish Council

Richard Border, Glyn Rees and Graham Lenton have given their apologies for this meeting.

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