

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

89.10 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Brian Hicks
Peter Godwin
Glyn Rees

In Attendance: Helen Sandhu - Clerk

90.10 Members' Apologies: Richard Border
Graham Lenton

91.10 Minutes of meeting held on 2 June 2010

One correction was noted – Minute 80.10(g) should read *West Oxfordshire* (not Witney) District Council. Subject to this correction the minutes of the above meeting were approved and signed by Edmund Strainge as a true record of the meeting.

92.10 Parish Councillors – Disclosure of interests on agenda items
None

93.10 Matters Arising from Previous Meetings

a) *Parish infrastructure issues*

- Request for new signage/waiting restrictions around entrance to Fritillary Mews
There has not been any progress on this
- HGV signage on Ducklington roundabout
One blue “unsuitable for HGVs” sign has been installed at the Witney Road junction with Ducklington roundabout
Glyn Rees noted that since the sign was installed he has personally witnessed two very large HGVs driving into Ducklington on Witney Road
Clerk to follow up further signs previously promised by Highways
- Virtual footpath by Old Rectory
There has not been any progress on this
- Gulley/drainage pipe repair at the A415 junction into Aston
The trees, shrubs and overgrowth shrubs have been cleared from the ditch at this junction.

93.10 Matters Arising from Previous Meetings (continued)

b) Surface water drainage issue – sportsfield extension

Three quotations for the work to clear the ditch were considered:

Company 1	-	£200 (if material is burned on site)
		£250 (without)
Company 2	-	£400
Company 3	-	£350

It was decided to award the contract to Company1 – Dick Rudd, with burning of appropriate materials to be permitted on site. Mr Rudd to be instructed not to leave any fire unattended and to take all necessary Health & Safety precautions.

c) Cul de sac signs on Moors Close

Due to be installed by West Oxfordshire District Council shortly.

d) Public open space opposite 32 and 34 Bartholomew Close

Three quotations for the work to clear some of the copse behind the Thames Water SPS and the branches hanging into the river from the willows were discussed:

Company 1	-	£200 (if material is burned on site)
		£300 (without)
Company 2	-	£480
Company 3	-	£430

It was decided to award the contract to Company 1 – Dick Rudd, with burning of appropriate materials to be permitted on site. Mr Rudd to be instructed not to leave any fire unattended and to take all necessary Health & Safety precautions. Mr Rudd also to be asked to meet with Edmund Strainge before starting any work so that there is clarity about the exact work to be done.

The Clerk informed the Parish Council that she had been contacted by a resident from the end of Bartholomew Close with a complaint that people had been going up their private (gravelled) driveway to get to the right hand side of the open space. The Clerk spoke to the Primary School (the only organisation connected with the Parish Council who had visited the open space recently) to ensure that they were aware that they shouldn't go onto the private driveways to get onto the open space during their use of the land with the school children. The Headteacher informed the Clerk that this mistake had only happened on the first occasion and that the resident had spoken to the school representatives at the time. The school is now fully aware of the importance of not going onto the private driveways.

Edmund Strainge informed the Parish Council that following contact with the Clerk he had visited the open space at the weekend and spoke to the resident concerned. He suggested that they could install a "private driveway" sign at the entrance to the drive. He also spoke with them about the archway which has been put in the hedge/fence opposite their property. They informed Mr Strainge that the gap had been created by a former owner of the property but that the archway belongs to them.

It was decided that the fence will be replaced and hedging quicks planted in Autumn to close up the gap which had been created without the Parish Council's permission – resident to be informed nearer the time.

The Clerk will now finalise the letter about the clearance work which will be delivered to all properties on the estate by Peter Almgill before the work starts.

93.10 Matters Arising from Previous Meetings (continued)

e) Parish Council Vacancy

The applications for co-option were considered. It was decided to co-opt Catherine Maddison back onto the Council. The Clerk will inform the unsuccessful candidate in writing.

f) Traffic speeding survey

Glyn Rees informed the Parish that a survey of Ducklington has been added to the Neighbourhood Action Group's action list.

94.10 New Business

a) Workload 2010/11

The Clerk had prepared a report of the work projects which need to be carried out in 2010/11 – this was circulated in the Briefing Notes.

It was decided that the work to tailor the NALC model Standing Orders and adopt them does not need to be carried out this year. The model Orders were placed in the folder for circulation amongst the Parish Councillors. This matter will be reconsidered later in the year.

It was decided that the preparation of the risk assessments for the village green and pond, the allotments and the open spaces at Bartholomew Close and Peel Close/Lovell Close would be delegated to a group of Parish Councillors, including at least Catherine Maddison and Peter Almgill.

The lease for the new pavilion will be dealt with from Autumn onwards – there may need to be extra meetings to carry out this work.

b) Request for a grant from Thames Valley & Chiltern Air Ambulance Trust

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would pay a grant of £25 to Thames Valley & Chiltern Air Ambulance Trust. This is, in the opinion of the Council, in the interests of the inhabitants of the Parish and will benefit them in a manner commensurate with the expenditure.

c) Request from Ducklington & Hardwick Produce Association to use the playing field to host the annual show

Brian Hicks informed the Parish Council that he is Treasurer of the Produce Association and will arrange the public liability insurance nearer the date of the show. He advised the Council that stallholders also have their own insurance cover and that a member of the Association always checks the insurance and Health & Safety matters relating to the rides. He agreed to advise the Show Committee to make sure that the correct licences for the Show are in place.

The Clerk to confirm this understanding to Steve Townsend as Chairman of the Show Committee in writing.

The Clerk informed the Parish Council that Steve Townsend had requested that the full Show booklet be included within the next Parish Council newsletter. It was decided that this would not be accepted. Brian Hicks confirmed that the Show Committee already has arrangements in place to print a separate booklet and deliver it to households in the village as in previous years.

In a separate, but related issue, the Clerk informed the Parish Council that she has been informally advised by the Sports Club that there had been a break-in which had damaged a door and lock. The information provided by the Sports Club to the Show Committee suggests that the Club is not clear on the limits of its leases with the Parish Council. It was decided that the Clerk would write to the Sports Club to confirm that the Club does not have a lease for the field and permission must be requested of the Parish Council for any use of

94.10 New Business (continued)

the field outside normal pitch use. The letter also to include a request that the Parish Council is formally informed of any incidences which could be subject to an insurance claim at the pavilion.

d) Location of the bus stop near The Bell on Standlake Road

The Clerk informed the Parish Council that she had received an email from a Ducklington resident expressing concern about where the bus drops passengers off when arriving from Witney at the stop near The Bell. The buses seemed previously to stop at the flat hardstanding outside the Bell, but some drivers now stop opposite the Witney-bound bus stop which is on an incline. This causes problems for people with mobility issues, particularly when there has been ice and snow and also blocks the road – buses can pull in off the road if they stop outside the Bell. It was decided that the Clerk would contact Stagecoach to ask them to consider making the official stop outside The Bell.

e) West Oxfordshire District Council's consultation on its Review of Statement of Licensing Policy

It was decided that the Parish Council would not respond to this consultation.

f) West Oxfordshire District Council's consultation on its draft Public Open Space Strategy

This document was placed in the folder for circulation – the response deadline is 30 September 2010.

g) West Oxfordshire District Council's Briefing Meeting on the new waste service for the district

No-one was available to attend this meeting.

h) Oxfordshire Play Association's offer to run a Play Ranger Project on the Chalcroft play area during the summer holidays

This is a free, Lottery funded service to children aged between 5 and 16. It was decided to accept this offer, with the preferred day and time being Friday afternoons.

95.10 School Report

The Clerk read from an email received from Richard Border who was absent from the meeting.

The School Governing Body has agreed to provide a copy of the agreed minutes of Governors' meetings to the Parish Council which will be circulated in the folder.

At a recent Governors' meeting Richard Border had raised the issue of the potential use by the school of the proposed new sports pavilion. It was noted that although the Sports Club had an informal conversation with the headteacher about this, it had not been discussed by the Governing Body. Governors would like the opportunity to discuss this further with the Sports Club as there is a recognized shortage of space in the school.

It was decided that the Clerk would write a letter to the Sports Club asking them to approach the School Governing Body on this issue.

96.10 Playgrounds/Sportsfield

a) Inspection Report for June

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

No new matters noted.

96.10 Playgrounds/Sportsfield (continued)

b) Annual independent inspection report

This was carried out by John Hicks on 28 June. Only items of low risk were identified. Following discussion of the report it was decided that Dick Rudd would be asked to remove the wooden fence stub by the tennis court.

The Clerk was asked to bring an estimated cost of installing anti-roosting spikes on the top bars of the swings to a future meeting.

The Parish Council will continue to monitor the condition of the safer surfacing tiles.

c) Current works

- Zipwire bark still needs to be delivered and spread (order has been placed). Clerk will chase.
- Dick Rudd has cleared the ditch between the playground and the pavilion. It was decided that to deter people from continuing to put things in the ditch to form "ramps/bridges" between the playground and the sportsfield and to therefore save future clearance costs, Dick Rudd would be asked to install a short length of sturdy post and rail fencing to block up the gap in the hedge on the sportsfield side of the ditch. It was decided not to flatten the uneven ground surface behind the swings.

d) July inspection

Adrian Armitage agreed to ask Richard Border to assist him with the inspection at the end of July.

e) Playground & other painting – Probation Service project

There has been a delayed start to this project due to Probation Service staffing issues, poor weather and problems with the toilet at the pavilion. Two days' worth of painting has now been completed. The Clerk has had to attend each day that the team has been on site.

97.10 PLANNING

PLANNING APPLICATIONS REFUSED:

10/0654/P/FP 14 Bartholomew Close, Ducklington

Erection of first floor extension to side elevation

Refused because of the visual appearance of the extension being out of keeping for the local area and because it would result in undue overshadowing and overbearing impact on a neighbouring property

PLANNING APPLICATIONS GRANTED:

10/0658/P/FP 37 Witney Road, Ducklington

Erection of dwelling with new access

With 12 conditions, including conditions relating to the rear access

The Clerk is following up the impact of the works to the footpath at the rear/side with Oxfordshire Highways. They will attend on site to look at the work and report back to the Parish Council

PLANNING (continued)

NEW PLANNING APPLICATIONS:

10/0779/P/FP 16 Bartholomew Close, Ducklington

Erection of single and two storey extensions, conversion of loft to include front dormer window

It was decided that the Parish Council would object to this application because it is considered to be overbearing on the neighbouring properties, at odds visually with the local area, and would lead to the loss of a 2 bedded unit

10/0818/P/FP 23 Avenue One, Witney

Change of use from storage and distribution to skills training centre

No comment

10/0876/P/FP 3 Dale Walk, Ducklington

Conversion of existing garage to form playroom and erection of two storey extension to provide new garage with dressing room and ensuite above.

Construction of boundary wall and railings

No comment

10/0883/P/FP 4 Lovell Close, Ducklington

Erection of first floor side extension

No comment

98.10 FINANCE

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

Balance on Current Account at 30 June 2010 £ 8,330.81

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

Total Cash Holding £35,630.81

b) Receipts and Payments Account to 30 June 2010

Circulated in Clerk's Briefing Notes – contents noted.

c) Internal Audit Report for 2009/10

This was circulated in the Clerk's Briefing Notes together with a report thereon by the Clerk.

The Parish Council responses to the recommendations of the Internal Auditor were agreed as:

Standing Orders – the Parish Council is aware of the new NALC model Standing Orders. With the key orders contained within statute, the Parish Council is satisfied that the conduct of its business is procedurally sound. The Parish Council will consider further whether to adopt its own set of Standing Orders later in the year.

Review of Effectiveness of Internal Audit – the published Guidance indicates that it is for local Councils to judge the extent and scope of the review by reference to their own individual circumstances. The method by which the Parish Council carries out the review covers all the criteria to be assessed and the Parish Council is satisfied that it is appropriate for its needs.

Conduct of Internal Audit 2009/10 – the Parish Council will consider whether the current internal audit arrangements are suitable for its needs.

It was decided that the Clerk should try to identify alternative internal auditors for the Parish Council to consider.

98.10 FINANCE (continued)

d) JUNE INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 2 JUNE 2010 MEETING

		Statute
Clerk's salary & working from home allowance (wfha) - H Sandhu – gross salary of £350.28 less tax of £24.20 + £10.00 wfha	336.08	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – brown paint for playgrounds (not avail at Timms)	37.25	LG(MP)A 1976, s19
HM Revenue & Customs (PAYE on Clerk's salary)	24.20	LGA 1972, s112
Margaret Johnson – stationery & copying	71.66	LGA 1972, s111
IA & IJ Godfrey – hedge cutting at sportsfield & Bartholomew Close	310.20	LG(MP)A 1976, s19
West Oxfordshire District Council – one cut of verges in May (4 cuts invoiced this year to date)	288.36	HA 1980, s116
Countrywide – 3 cuts of playing field in May (7 cuts invoiced this year to date)	264.38	LG(MP)A 1976, s19
e-on – electricity at pavilion q/e 16 June (actual reading)	479.74	LG(MP)A 1976, s19
Arrow Accounting – internal audit for 2009/10	157.00	LGA 1972, s111
John Hicks – annual playground inspection	99.40	LG(MP)A 1976, s19
J Miles – two cuts of grass at walled cemetery (5 cuts this year to date)	150.00	LGA 1972 s214
Dick Rudd – Playground inspection, minor works to playgrounds	150.00	LG(MP)A 1976, s19
AK Timms – materials for playground painting	180.89	LG(MP)A 1976, s19
Thames Valley Air Ambulance - grant	25.00	LGA 1972, s137
TOTAL	£2,574.16	

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

99.10 Parish Councillors' reports from meetings attended since last meeting

Brian Hicks reported on his attendance at the Floodplain Partnership Walk & Talk at the Fritillary field on 8 June. Three representatives from the Partnership, 3 representatives from Smiths and 6 members of the public attended. There was an explanation of the botany of the grasses in the field and of the water table monitoring points around the field. Mr Hicks said that it was a very interesting meeting.

Peter Almgill told the Parish Council that he met with Martin Layer of Smiths when the borehole was being installed. It took two days to install the borehole – the water table was found at 2m and the underlying Oxford Clay at 5m. The borehole was dug down to 5.5m. Smiths will forward the monitoring data to the Parish Council and it will be put on a chart on the Parish Council website along with rainfall data.

There was a discussion about whether to dig some of the mud out of the bottom of the pond now that it is dry. It was decided that it would be better to wait until the information about the depth of the water table is available – Martin Layer of Smiths has suggested that if the water table is not too far below the current bottom of the pond it may be worth digging down to meet it.

Glyn Rees informed the Parish Council that he represented the Chairman of the Parish Council at the annual RAF Brize Norton reception. A letter from the Station Commander was placed in the folder for circulation amongst the Councillors. The new Station Commander confirmed that his policy will be to maintain a close relationship with local Parish Councils.

99.10 Parish Councillors' reports from meetings attended since last meeting (continued)

Monday 12 July – 2pm – Standlake Village Hall

Further consultation on minerals spatial strategy options for Oxfordshire with Oxfordshire County Council

Peter Almgill agreed to check to see whether he can attend this meeting.

Thursday 29 July – 6.30pm – Bampton Pavilion

Parish Council liaison meeting with Oxfordshire County Council

Glyn Rees and possibly Brian Hicks agreed to attend.

100.10 Other matters for discussion – for information only

- a) Peter Almgill told the Parish Council that a resident of Mill Cottages has spoken to him about their concerns about speeding and parking on Standlake Road near their property. Peter Almgill suggested that they report the two vehicles that they say they observe regularly speeding – either direct to the Police or via the Parish Council. Mr Almgill also advised them that the local PCSO recommends that all cars regularly parked inconsiderately should be reported to the Police in order for them to deal with them.

101.10 Date of next meetings: 4 August 2010 – Lilac Room, Village Hall, 7.30pm

Meeting of Urgency Committee of Parish Council

Members of Urgency Committee: Edmund Strainge, Brian Hicks, Peter Almgill, Adrian Armitage

All Members will be sent the paperwork and are welcome to attend the meeting

8 September 2010 – Lilac Room, Village Hall, 7.30pm

Monthly meeting of Parish Council

Glyn Rees gave his apologies for this meeting

Signeddated.....