

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 1 JUNE 2011
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

65.11 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Richard Border
Peter Godwin
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu - Clerk
Steve Townsend, Dave Duthie, Liz Priest and Scott Newcombe
from Ducklington Sports Club (to minute 69.11d)

66.11 Members' Apologies: Adrian Armitage
Graham Lenton

67.11 Minutes of meeting held on 4 May 2011

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

68.11 Parish Councillors – Disclosure of interests on agenda items

Glyn Rees, as an allotment holder, matters relating to the allotments under Minute 70.11e.
Peter Almgill, as a neighbour of the application property, the planning application for Wesley-Barrell under Minute 74.11.

69.11 SPORTSFIELD AND PAVILION

a) Proposed new pavilion

There was a discussion between the Parish Council and the representatives of the Sports Club about the Sports Club's plans for a new pavilion.

At the end of the discussion it was agreed and resolved that Ducklington Sports Club would prepare a joint letter to be sent from both the Sports Club and the Parish Council to the Preschool to formally ask whether the Preschool would be interested in using a new pavilion for their setting. Dave Duthie agreed to draft the letter and to send it to the Clerk so that it could be circulated to Councillors for comment and sent to the Preschool before the next Parish Council meeting.

It was further resolved that the Sports Club would send a copy of the drawings of the proposed new pavilion to the Oxfordshire Football Association (OFA) to see whether they will endorse the design. It was agreed that if a letter endorsing the design is received from the OFA and a copy provided to the Parish Council that the Parish Council would agree to the planning permission being submitted to the District Council with the Parish Council as the applicant.

69.11 SPORTSFIELD AND PAVILION (continued)

b) Rabbit holes on the periphery of the playing field

Peter Almgill informed the Parish Council that he had filled in most of the holes with soil today (except for the ones behind the bench). Steve Townsend informed the Parish Council that he had recently set humane traps on the verges outside the Parish Council land and had caught quite a few rabbits, but that most of the traps had now been stolen.

c) Strimming around edges of playing field

Dave Duthie informed the Parish Council that the grounds maintenance contractor intends to bring his strimmer the next time the field is cut in order to strim the areas which need attention.

d) External advice on the condition of the field

The Clerk informed the Parish Council that OPFA cannot provide site specific advice on the management and maintenance of a playing field but had suggested that the Institute of Groundsmanship (IOG) may be able to help. The local representative of the IOG, Len Smith, would be available to meet with the Parish Council free of charge on Tuesday 7 June to provide his advice. It was resolved that Richard Border and Peter Almgill would meet with Mr Smith on that date and that other Councillors could attend if they were available. It was further resolved that the Sports Club would be invited to attend the meeting.

e) OPFA networking event

It was resolved that Peter Almgill and Glyn Rees would attend this event on Thursday 30 June at Carterton Town Hall. Clerk to send RSVP.

f) Non-functioning roadway lights – car park to pavilion

The quotation from Nick Howse for installation of security-style lighting on pole nearest pavilion has still not been received. The Clerk will chase again and give a timescale within which the quotation is required – if it is not possible for Howse & O'Reilly to meet this it was resolved that an alternative electrician would be approached.

70.11 Matters Arising from Previous Meetings

a) Parish infrastructure issues

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*

The County Council decision and implementation following the consultation still awaited.

- *HGV signage on Ducklington roundabout*

Installation still delayed until the electrical supply from the existing signage has been removed.

b) Village Pond

Peter Almgill informed the Parish Council about the meeting he and Graham Lenton had with the Highways drainage engineer on 12 May.

The Highways engineer thinks that the bank around the pond on the side that the pipes emerge should be shaped to create a small bund in advance of the pond. Mr Almgill expressed the view that the engineer may not realise how large the volume of water which comes through the pipes can be and that the bund he proposed may not be sufficient to hold the water back from the pond. Mr Almgill did suggest, however that incorporating the

70.11 Matters Arising from Previous Meetings (continued)

idea of a bund into the Parish Council's proposed filter beds could be beneficial and may be necessary to get the approval required from Highways.

The Highways engineer had also observed that the banks around the pond have become eroded – he suggested that it may be worthwhile using some of the top soil which is removed when the new filtration plan is put in to build the banks back up and that they could then be planted to help prevent them from being eroded again. The engineer had indicated that the County Council would like to see a more detailed plan of what the Parish Council proposes to do.

The engineer had offered to obtain the maps of the underground utilities in the area and forward these to the Parish Council.

Mr Almgill suggested that the advice of someone more qualified in the areas of landscape design and water management may be required in order to draft a revised design for the pond incorporating both a bund and the filter beds. Mr Almgill was asked to approach Martin Layer to see whether he can help with the detailed design, or whether he knows someone who can. It was noted that any design will need to ensure that the mowers can still access the site to cut the grass.

c) Public open space at Bartholomew Close

The second bench and the sign for the gate have now been installed.

It was noted that the level of some of the land where the clearance works has been undertaken has been made up with turf by a local resident.

Further consideration of any necessary land levelling and reseedling to be undertaken at the September meeting.

d) Public information signs

Item to be carried forward to the July meeting.

e) Annual asset review

Peter Godwin informed the Parish Council that he has spoken with Andrew Fisher about the removal/treatment of the ivy on the cemetery walls. Mr Fisher would like to meet with Edmund Strainge to discuss it further. Mr Strainge agreed to do so and to obtain a quotation for the work for consideration at the July meeting.

f) Allotments

Glyn Rees has agreed to take over the Parish Council's supervision of the allotments.

There was a discussion about the process to deal with allotments which aren't being adequately cultivated. It was resolved that:

- Where an allotment is not being adequately cultivated in accordance with the terms of the tenancy agreement, a warning letter will be sent to the tenant giving them a month to improve the plot.
- At expiration of one month if satisfactory action has not been taken a second letter will be sent giving 2 weeks and advising that if no action is taken the tenant will then be given a month's notice to quit.
- At expiration of two weeks if satisfactory action has still not been taken a Notice to Quit in accordance with s30 of the Smallholdings and Allotments Act 1908 is given (whereby the tenancy will end at the expiration of one month).
- A month later the council retakes possession of the plot – Allotments Act 1922 s1.

Mr Rees informed the Parish Council that allotments 3A and 8A are in a poor condition and it was resolved that the tenants would be sent a letter giving them one month's notice to improve their allotments, in accordance with the policy above.

70.11 Matters Arising from Previous Meetings (continued)

Allotment 7C is already vacant and the tenant of 1C has also now given up their allotment. There are two residents on the waiting list – Clerk to contact and ask them to contact Glyn Rees.

g) Insurance renewal 2011

The final decision on the insurance provider was delegated to the Clerk at the meeting on 4 May 2011. The insurance for 2011/12 was placed with Community First whose quotation was £62.09 more expensive than the quotation from Aon. However, Aon's quotation was conditional on the Parish Council arranging for a survey of the pavilion being carried out, which would have cost more than this.

71.11 New Business

a) Follow up to the Annual Parish Meeting (APM) on 10 May 2011

The draft minutes were circulated in advance of the meeting.

Information on the County Council website confirms the Highways Area Steward's assertion that the County Council is considering replacing the Station Lane traffic lights with a roundabout. The Clerk has contacted the County Council to request that they ensure that Ducklington Parish Council is included in any consultations about the management of this junction.

Given that the Area Steward for Highways had said at the APM that it will be acceptable for people offering to help with winter clearance to restrict their area of operation to one specific village, it was resolved that Edmund Strainge would contact the landowner who had previously offered to drive a snow plough through the main roads in Ducklington to ask him whether he would be happy for his details to be forwarded to Oxfordshire Highways.

b) Parish Council vacancy

The Clerk informed the Parish Council that there had not been a request for an election from local residents and that the Council is therefore able to co-opt a new member.

It was resolved that information inviting people to put themselves forward for co-option will be included in the next newsletter, on the website and on the noticeboards.

c) Acknowledgement of Brian Hicks' service as a Councillor

Peter Almgill advised the Council that Adrian Armitage has indicated that he will try to speak to Brian or his wife to see how the Parish Council's appreciation can best be expressed. Mr Almgill agreed to follow this up with Mr Armitage.

d) Request for a donation from West Oxfordshire Citizens Advice Bureau

It was resolved to give a donation of £100.

72.11 SCHOOL REPORT

Richard Border provided an update on activities at the school. The school is in a transitional phase, awaiting the change of head teacher. One new appointment has been made recently (a 0.6 F1 teacher appointment) as the current F1 teacher will go part-time from September.

There are some changes to the Governing Body – Alie Haynes who already works in the school office will be taking on the role of Clerk to the Governing Body and a couple of the Governors will be changing.

The numbers of children expected to join F1 in September is down on capacity.

73.11 Playgrounds/Sportsfield

a) *Inspection Report for May*

This inspection was undertaken by Adrian Armitage and Peter Godwin
The zipwire fence has been damaged – one slat has already been repaired and Dick Rudd intends to replace the slat which was broken beyond repair. Dick Rudd to be asked to tighten the zipwire as it has started to hang lower. It was noted that the sheath of the hand hold is broken.

b) *Current works*

- Regluing and filling of safer surface tiles ongoing
- The annual independent inspection will take place later this month – Clerk to ensure that the wooden batten covering the hole at the bottom of the slide on the sportsfield playground is removed in advance of the inspection.

c) *Playground inspection end of June 2011*

This inspection will be done by Dick Rudd.

d) *Sports pavilion and playing field matters*

Discussed earlier in the meeting under Minute 69.11.

74.11 PLANNING

PLANNING APPLICATIONS GRANTED

11/0317/P/FP 39 Beanhill Road

Erection of garden shed/summer house (retrospective)

11/0376/P/FP 3 Pound Close

Erection of single storey rear extension

11/0384/P/FP Lynden House, 9 Church Street

Erection of dog kennel and run (retrospective)

11/0449/P/FP 40 Witney Road

Erection of single storey rear extension

PLANNING APPEALS DECIDED

10/1702/P/FP 14 Bartholomew Close

Erection of first floor extension to side elevation with car port below

Appeal dismissed

NEW PLANNING APPLICATIONS

11/0743/P/S73 Wesley-Barrell, Standlake Road

Removal of condition 13 of planning permission W97/1520 to allow trading from the Ducklington Mill site on 8 days per annum

Peter Almgill declared his interest in this application as a neighbour of the site and discussed his concerns as a neighbour.

No comment

11/0756/P/FP 12 Feilden Close

Erection of single storey front extension

No comment

75.11 FINANCE

a) <i>Account Balances and Debts due to Council</i> – as circulated with the meeting papers		
Balance on Current Account at 31 May 2011		£45,695.40
Deposit Account with Santander – account opening pending		£NIL
Total Cash Holding		<u>£45,695.40</u>

b) *Bank mandates – agreement of new signatories*
Item to be carried forward to the July meeting.

c) *Newsletter invoicing procedures*

It was resolved that from the next edition of the newsletter, advertisers will be required to pay for their advertisements when they are placed (rather than in arrears).

d) *Mileage rate*

A report prepared by the Clerk had been circulated with the meeting papers.

It was resolved to increase the mileage rate for essential business journeys undertaken by employees to 45p per mile from 6 April 2011.

e) *MAY INVOICES*

APPROVAL DELEGATED TO CLERK AT 4 MAY 2011 MEETING, PAID SUBSEQUENT TO MEETING ON 10 MAY 2011

		Statute
Community First – insurance premium for 2011/12	1,389.81	LGA 1972 s111

PRESENTED FOR APPROVAL AND PAYMENT AT 1 JUNE 2011 MEETING

		Statute
Clerk's salary & working from home allowance	358.85	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs (PAYE on Clerk's salary)	12.20	LGA 1972, s112
Clerk's expenses	19.81	LGA 1972 s111
Dick Rudd – April playground inspection, work on slide at sportsfield playground, gate at sportsfield and path at Peel Close	150.00	LG(MP)A 1976, s19
J Miles – one grass cut at cemetery (three cuts this year to date)	80.00	LGA 1972, s214
Margaret Johnson – stationery & copying	37.59	LGA 1972, s111
West Oxfordshire District Council – charge for elections in 2010	83.99	LGA 1972, s111
Thames Water – allotment supply bill q/e May 2011 (actual reading)	17.09	SH & AA 1908
Thames Water – pavilion supply bill q/e May	425.12	LG(MP)A 1976, s19
Margaret Hellowell – production of newsletter	46.23	LGA 1972, s111
West Oxfordshire Citizens' Advice Bureau - grant	100.00	LGA 1972, s142
B. Lockett – litter picking for May	60.00	LG(MP)A 1976, s19
TOTAL	£1,390.88	

The cheques were signed by Glyn Rees and Edmund Strainge.

The water bill for the pavilion is high, suggesting that there might be an underground leak somewhere (as has previously been discussed). Peter Godwin agreed to speak to Brian Hicks to see if he knows where the join is that the Sports Club put in and to go down to have a look at the location to see if there is evidence of a leak.

76.11 Parish Councillors' reports from meetings attended since the last meeting

Richard Border, Peter Almgill, Peter Godwin, Adrian Armitage and Graham Lenton attended the opening of Rushy Common and Tar Lakes on 26 May. It was agreed that the restoration work of this former gravel extraction area has been extremely well done by Smiths of Bletchington and that the facilities provided are a very nice addition to the community. It was resolved that a letter would be sent to Smiths of Bletchington to congratulate them on this work.

77.11 Other matters for discussion – for information only

- a) Steve Townsend has asked the Council for permission to install a bench in memory of his father by The Moors. The Clerk was asked to advise him that the Parish Council is happy to support this proposal but as it is Highways verge he will need to get in touch with Highways to request permission.
- b) The Clerk showed the Parish Council a picture of the design for a new road sign proposed by Highways for installation in front of the bus shelter on the A415 coming out of Witney. The Parish Council did not have any amendments to propose to the sign.
- c) Witney Children's Centre have requested permission to use Chalcroft for a play activity on 18 August. This was agreed.
- d) Glyn Rees informed the Parish Council that the mobile police station will be in Ducklington on 26 June between 2 and 4pm. He asked for this information to be put on the website.

78.11 Date of next meeting: Wednesday 6 July 2011 – Lilac Room, Village Hall, 7.30pm
Monthly Parish Council meeting

Signeddated.....