

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 2 FEBRUARY 2011  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

**In Attendance:** Helen Sandhu - Clerk  
1 member of the public

**14.11 Members' Apologies:** Adrian Armitage

**15.11 Minutes of meeting held on 5 January 2011**

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

**16.11 County/District Council Matters**

The County Councillor had sent his apologies. The District Councillor was not in attendance.

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

Brian Hicks, as Vice President of the Sports Club, matters relating to the Sports Club at Minute 21.11d.

**18.11 Matters Arising from Previous Meetings**

*a) Parish infrastructure issues*

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*  
Traffic Order still awaited.
- *HGV signage on Ducklington roundabout*  
Installation delayed until the electrical supply from the existing signage has been removed.
- *Station Lane junction*  
An email forwarded by Don Seale from Mike Herbert, Traffic Signal Engineer at the County Council, providing information on the timings of the signals at this junction had been circulated in the Clerk's Briefing Notes.  
It was agreed that it might be worthwhile asking a representative from Oxfordshire Highways to attend the Annual Parish Meeting in May 2011 to deal with residents' questions on Highways issues. Content of Annual Parish Meeting to be considered further at the March meeting.

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

*b) Village Pond*

It was resolved that Smiths of Bletchington would be asked to install the style of gauge they had forwarded for consideration.

*c) Public open space at Bartholomew Close*

Update on outstanding works:

- stump grinding - Dick Rudd aims to do this when he does the coppicing. Brian Hicks is intending to meet with Mr Rudd next week to mark the trees which will be coppiced.
- litter bin - awaiting installation by West Oxfordshire District Council
- litter picking - Brian Hicks will speak to the Parish Council litter picker about this when the bin has been installed
- coppicing of trees - order placed with Dick Rudd
- wooden gate - Now installed. Edmund Strainge agreed to get a chain and lock from AK Timms and put it on. He also agreed to tell Ralph Godfrey the number for the lock so that he can forward it to the landowner at the back of the site. The Clerk will send the number to the grass cutting contractor.  
There was a discussion about whether the pedestrian gate is wide enough for emergency access. The Clerk will contact the ambulance service to discuss this.  
Edmund Strainge agreed to look at the bolt which has been left with a long end to see whether it should be cut shorter
- sign for gate - The Clerk will get a price for a 1ft x 2ft sign. Glyn Rees volunteered to put a Countrywatch sign on the gate
- bench - The Clerk informed the Parish Council that the table slats of the bench had been broken and Dick Rudd had now removed it so that it isn't damaged further. It was agreed that Brian Hicks would ask Dick Rudd whether the bench should be repaired and replaced.  
The Clerk recommended that the Council considers installing a more sturdy bench at the site.  
The Clerk was asked to contact Wesley Barrell to see if they would consider donating one/two benches for the site.
- public information sign - Peter Almgill presented his idea for the installation of a public sign at the site. There was some discussion about the merits of such a sign and its content and design. Peter Almgill agreed to produce another design for consideration at the March meeting. The Clerk will try to get an outline costing for the sign.  
There was some discussion about the creation of a general sign showing all the services in the village which could be put on the bus shelter and on the Parish Council noticeboards. Peter Almgill agreed to produce two designs (one landscape, one portrait) for consideration at the March meeting. The Parish Council will also then consider whether to ask the local pubs to sponsor the production of the signs.

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

*d) Risk Assessments*

Revised draft risk assessments and a new assessment for Aston Road car park, produced by Peter Almgill, had been circulated in the Clerk's Briefing Notes.

The following amendments were agreed:

Remove reference to some trees not being inspected. It was noted that the trees which this referred to are at the allotments, but outside the boundary and therefore not the responsibility of the Parish Council to inspect. Change "chicks" to "ducklings" on the village pond document. Remove the references to the ditch and surfaced path from the Chalcroft document (there are none there). Change the wording relating to the ditch on the Glebelands play area document to "Please be careful near the ditch." Remove the reference to a "safe" access and "dedicated" access from the Glebelands sportsfield document. Add a reference to the gate which is locked being the southernmost gate on the Glebelands sportsfield document.

Peter Almgill explained that he had undertaken the risk assessment for the Aston Road car park when the school parents were using the car park at the end of a school day. Mr Almgill recommended that the yellow hashed boxes on the car park should be repainted. It was agreed that the wording relating to the hedge at the car park would be changed to "The hedge is kept trimmed to aid visibility."

Subject to these amendments being made the risk assessments were approved and adopted.

*e) Snow treatment of main road in village*

Edmund Strainge informed the Parish Council that his local contact would be willing to use a snow plough on the main road through the village - although he doesn't have a plough yet he has placed an order for one.

The Clerk informed the Parish Council that she had spoken to both the Parish Council's insurance company and Ian Clarke, the Highways Area Steward about this proposal. Ian Clarke advised the Clerk that if the person willing to do the work would agree to go on the Highways database then Highways would order the work when needed and it would be covered by their insurance. It was noted that there are possible issues with this; it is not clear whether the person could restrict their help to only being in Ducklington, and the Parish Council would not be able to request the help but would be dependent on Highways requesting it.

The insurance company advice is that the underwriter would require a full risk assessment for the work, would need to ensure that the person doing it is fully trained and supervised, and that all regulatory requirements for working on the highway are followed, particularly the "Maintenance of the Highway Code of Practice". If this is done the person could specifically be added to the insurance policy at an additional cost of £100 plus tax. The Clerk informed the Parish Council that she had queried this advice as it would not usually apply to someone working as a subcontractor. The insurance company's advice on this issue is that the Parish Council would need to seek legal advice before talking to the insurance company further, as the highway is not owned by the Parish Council.

It was agreed that the Clerk would inform Don Seale, the County Councillor, about the problems being faced by the Parish Council in arranging for this work to be done and request his support and advice.

### 19.11 New Business

- a) *Annual review of the Parish Council's risk assessment (not open spaces)*  
A report prepared by the Clerk had been circulated in the Briefing Notes. It was agreed that the heading should be changed from "risk" to "area of risk" to improve clarity. Subject to this the assessment was approved and readopted by the Parish Council.
- b) *West Oxfordshire District Council's new consultation on the Local Development Framework – Draft Core Strategy*  
The draft strategy was placed in the folder for circulation amongst Councillors so that a response can be formulated at the March meeting.
- c) *Updated Environment Agency flood maps*  
The Environment Agency has informed the Parish Council that it plans to publish updated maps on 11 February. As a result 34 properties are now considered at very low risk from flooding and will be removed from the flood map altogether. No properties have been placed in a higher flood risk category.  
Information about the new flood maps will be put on the website and in the next newsletter for local residents.
- d) *Temporary closure of A415 at Newbridge*  
The bridge will be closed for an estimated 9 days from 19 February 2011 to enable repairs to the carriageway and bridge parapet to be carried out.
- e) *New allotment tenancy*  
Allotment 1B has been let to Mr R Manning of Manor Road.
- f) *Emailed question from local resident about celebration of the royal wedding in April*  
The Parish Council confirmed that it would not organise an event to celebrate the royal wedding.
- g) *Queen's Diamond Jubilee in 2012*  
The Parish Council confirmed that it did not intend to organise anything to commemorate the Jubilee.

### 20.11 School Report

Richard Border provided the school report. There is a meeting of the full Governing Body next week. The main current issue is the appointment of a new Head teacher – eight applications have been received and interviews will take place in a few weeks' time. Edmund Strainge asked Mr Border whether there has been much progress on the pre-school's plans to build on the school site. Mr Border replied that this proposal has not yet formally been considered by the Governing Body.

Glyn Rees told the Parish Council that Witney Rotary Club has offered to fund a visit of the Life Education Bus to the school – this will be considered by the new Head Teacher in September.

### 21.11 Playgrounds/Sportsfield

- a) *Inspection Report for January*  
A copy of the inspection reports prepared by Adrian Armitage and Graham Lenton had been circulated in the Clerk's Briefing Notes. No new issues were noted.

**21.11 Playgrounds/Sportsfield (continued)**

*b) Current works*

Work orders placed:

- Work to lift and resecure safer surface tiles - Dick Rudd will carry out when he is able to and when the weather/ground conditions are right
- Anti-pigeon spikes – new spikes to be installed later in the spring

*c) Annual independent inspection 2011*

John Hicks has been reappointed. He will inform the Parish Council of the actual date of the inspection in June nearer the time. Councillors are welcome to accompany him.

*d) Joint Parish Council/Sports Club Committee*

- The next joint meeting is due to take place on 22 February.
- The padlock which was put on the southernmost gate of the fencing on Standlake Road has been removed. Councillors attending the joint committee meeting were requested to ask whether the Sports Club has any information on this.
- Brian Hicks informed the Parish Council that he has been told that the notes from the last joint committee meeting were incorrect – mens' football can and will be included in the Chartered Football Association application.
- The Councillors attending the joint committee meeting were requested to ask the Sports Club to make a presentation at the Annual Parish Meeting in May.
- Glyn Rees has not yet been able to obtain any information from Leaffield Parish Council about the management arrangements for the sports pavilion on their land – item to be carried forward to the March meeting.

*e) Additional sportsfield works 2011*

The contractor has kept the prices at the same level as 2010 - £1,895 for the full list of works. The quotation was approved.

The Sports Club had informed the Clerk that they do not have a chain harrow as the Parish Council was previously informed. It was therefore resolved that the contract would continue to include harrowing twice a year as before.

The contractor had been asked why the autumn fertilizing was not done in 2010 – the Clerk informed the Parish Council that the contractor advises that this was due to the spring fertilizing being substantially delayed due to the wet weather in March and the Sports Club's desire to reseed. The contractor had therefore not been able to put a second nitrogen treatment on the field in autumn.

*f) Renewal of lease for sportsfield extension*

The proposed lease had been circulated in advance of the meeting. It was approved and will be signed at the March meeting.

*g) Non-functioning roadway lights – car park to pavilion*

The Clerk has written to Nick Howse and to Steve Townsend as requested at the January meeting – their responses will be considered at the March meeting.

**22.11 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

10/1707/P/FP 16 Bartholomew Close

Erection of single and two storey extensions, conversion of loft to include front dormer window (to allow change of conservatory glazed roof to slates)

**PLANNING APPLICATIONS REFUSED:**

10/1702/P/FP 14 Bartholomew Close

Erection of first floor extension to side elevation with car port below and single storey link to existing garage

**NEW PLANNING APPLICATIONS**

11/0078/P/FP 51 Manor Road

Erection of single and two storey rear extensions  
*No comments.*

**23.11 FINANCE**

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

Balance on Current Account at 31 January 2011	£11,121.13
Balance on Deposit with WODC at 31 January 2011	£27,300.00
Total Cash Holding	<u>£38,568.41</u>

b) *Bank Reconciliation to 31 December 2010*

Circulated in the Clerk's Briefing Notes – contents noted.

c) *Statement of Internal Control and Annual Review of Effectiveness of Internal Control*

In order to assist the Parish Council with their annual review of the effectiveness of the internal control system the Clerk had recirculated the Parish Council's Statement of Internal Control in the Clerk's Briefing Notes. She informed the Parish Council that she had added a section relating to internal audit.

The Parish Council decided to readopt this Statement and confirmed that they were satisfied with the internal control procedures being followed.

d) *Annual Review of Effectiveness of Internal Audit*

The Clerk had prepared a report, circulated in the Briefing Notes, to assist the Parish Council with their consideration of the effectiveness of the internal audit system. Having considered the report the Parish Council confirmed that they were satisfied with the effectiveness of the internal audit.

e) *JANUARY INVOICES*

PRESENTED FOR APPROVAL AND PAYMENT AT 2 FEBRUARY 2011 MEETING

		Statute
Clerk's salary & working from home allowance	336.08	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs (PAYE on Clerk's salary)	24.20	LGA 1972, s112
M. Hellawell – production of newsletter	46.04	LGA 1972, s111
Margaret Johnson – stationery & copying	39.07	LGA 1972, s111
B Lockett – litter picking for January	30.00	LG(MP)A 1976, s19
<b>TOTAL</b>	<b>£475.39</b>	

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

**24.11 Parish Councillors' reports from meetings attended since last meeting**

- a) Peter Almgill informed the Parish Council that he had noticed a meeting on site at Fritillary Mews between a representative from Oxfordshire County Council Highways and Banner Homes. This was the last inspection before the adoption of Fritillary Mews by the County Council – some remedial works were specified which Banner Homes must do before the formal adoption of the road in 2012. Peter Almgill joined in the meeting and when the Highways officer raised the issue of the traffic on Standlake Road Mr Almgill informed him that the County Council intends to publish a traffic order which has now been outstanding for some time. The Highways officer noted this and said that he would follow it up at the County Council.
- b) Glyn Rees reported on a meeting of the Neighbourhood Action Group where a report on the Probation Service payback scheme called "Making Good" had been discussed. The report had been circulated to Parish Councillors on email in advance of the Parish Council meeting. The main issues identified in the report were the difficulties in identifying work which is sufficiently challenging and the fact that not all of the projects undertaken were effectively supervised by the beneficiaries.

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

- a) Graham Lenton expressed his and other residents' concerns about the new bus service operated by RH. On some occasions the bus has left early and recently a very old bus has been used, which is shaky, noisy, has seats which are very close together and also has large steps making it difficult for people with mobility issues or those with push chairs to get onto and off the bus. Glyn Rees agreed to make representations about this as the Parish Transport Representative.
- b) Brian Hicks asked when the fence alongside the path between Moors Close and Beanhill Road is going to be replaced. The Clerk advised that this work has been ordered by Highways but that no specific date for it has been advised.
- c) Glyn Rees asked whether the Parish Council would like RAF Brize Norton to make a presentation at the Annual Parish Meeting. It was agreed that this would be a good idea. Mr Rees agreed to contact the RAF to issue the invitation.
- d) The Clerk informed the Parish Council that she would be attending the Oxfordshire Branch Conference of the Society of Local Council Clerks on 16 February, utilising some of the training budget for the year.
- e) The prices received from Eon immediately in advance of the meeting for a new one year or two year contract for the electricity supply at the pavilion were discussed. It was agreed that the one year contract would be accepted.
- f) The Clerk informed the Parish Council that the History Group is interested in looking at the minutes of Parish Council meetings from the beginning of the 20<sup>th</sup> century. The minutes held by the Clerk only date back to 1970. The longer-standing Parish Councillors believed that the older minutes were either already held by the History Group or are in the County Council archives. The Clerk agreed to investigate.

**26.11 Date of next meeting: 2 March 2011 – Lilac Room, Village Hall, 7.30pm**

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