

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

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

In Attendance: Helen Sandhu - Clerk

28.11 Members' Apologies: None

29.11 Minutes of meeting held on 2 February 2011

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

30.11 County/District Council Matters

The County Councillor and the District Councillor were not at the meeting.

31.11 Parish Councillors – Disclosure of interests on agenda items

Brian Hicks, as Vice President of the Sports Club, matters relating to the Sports Club at Minutes 35.11d and 35.11e.

Richard Border, as a Ducklington Primary School Governor, the request from the school to use the tennis court for a cricket club at Minute 33.11h.

32.11 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.

b) Village Pond

Smiths of Bletchington have installed the water level gauge.

It was resolved that the Clerk would write to Oxfordshire Highways to inform them that the Parish Council intends to carry out some work on the pond surroundings, which may require some adjustment to the drainage pipes already in place. Some of the pipes and gulleys need repairing. Any repairs to be carried out by Highways could be done in advance or during the Parish Council works. Highways to be asked whether they have a plan of the drainage system which leads into the pipes at the pond.

32.11 Matters Arising from Previous Meetings (continued)

c) *Public open space at Bartholomew Close*

Update on outstanding works:

- stump grinding - will be done soon
- litter bin - installed
- litter picking - Brian Hicks will speak to the Parish Council litter picker about this now that the bin has been installed
- coppicing of trees - will be done soon
- wooden gate - the number lock has now been installed. The Clerk will inform the grass contractor of the number.
- sign for gate - the design proposed by the Clerk was approved (without pre-drilled holes) for a quoted cost of £28. Dick Rudd will be asked to install it with a wooden weatherproof backing.
- emergency access – the Clerk informed the Parish Council that the ambulance service has been contacted. They will enter the lock combination onto their computer system and staff attending an emergency in the area will automatically be advised of the number.
- bench - the Clerk informed the Parish Council that Wesley Barrell has agreed to supply two picnic benches. It was agreed that Wesley Barrell would be asked to make these as soon as possible and that Dick Rudd will be asked to collect them direct from Wesley Barrell when they are made so that he can install them. Clerk to ask Wesley Barrell if this will be acceptable to them.

d) *Snow treatment of main road in village*

Don Seale has forwarded information about the Parish Council's difficulties in organizing winter treatment for Ducklington's main road with Highways to Oxfordshire County Council Cabinet Member Rodney Rose.

e) *Public information signs*

Item to be carried forward to the next meeting.

f) *Graffiti in Ducklington*

Thames Valley Police have issued two young people from Henry Box School both of whom live in Ducklington with Youth Restorative Disposals. The young people have written letters of apology which have been delivered to the aggrieved by the police team. The Clerk will put this information in the next newsletter.

g) *Footpath fence between Moors Close and Beanhill Road*

This has now been replaced by the County Council with a metal fence.

33.11 New Business

- a) *West Oxfordshire District Council's new consultation on the Local Development Framework – Draft Core Strategy*

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

- b) *Annual review of the Parish Council's assets*

Glyn Rees and Peter Almgill volunteered to do the check of the external assets.

- c) *Parish Council insurance renewal 2011*

It was resolved that a comparative quotation will be requested from Aon in advance of the insurance renewal in June.

- d) *Annual Parish Meeting – Tuesday 10 May 2011*

In addition to the routine annual speakers (Parish Council Chairman, Parish Council finance report, County Councillor, District Councillor), representatives from RAF Brize Norton and the Sports Club have already been invited to speak (confirmation of invitation to be sent to the Sports Club).

It was decided that the Clerk would also send invitations to speak to: Thames Valley Police neighbourhood team; the Headteacher/Governors of Ducklington Primary School; and Martin Layer from Smiths of Bletchington.

Peter Almgill was asked whether he would be able to give a demonstration on the Parish Council website – he agreed to investigate whether he can obtain a wifi signal at the hall.

- e) *Location of historic Parish Council records*

From its list of documents held, the Parish Council records prior to 1970 appear to be held at the County Council archive. It was agreed that it would be worthwhile if someone went to check whether this is correct as the archive list is not clear. The archive building is closed until May 2011 for building works.

- f) *Membership of the Oxfordshire Playing Fields Association*

It was resolved to renew the Parish Council's membership, at a cost of £45.

- g) *Tree on open space next to the footpath between Lovell Close and Peel Close, immediately behind 11 Lovell Close*

The Parish Council was informed that the resident has expressed concern about the safety of the tree and is also unhappy that it blocks light from their property. The tree was last independently inspected in August 2009.

It was resolved that the Clerk would seek advice from the Tree Officer at West Oxfordshire District Council as this tree is subject to a tree preservation order, with the Tree Officer to be asked to go on site to look at the tree if possible.

- h) *Request from Ducklington Primary School for the use of the tennis court for a lunchtime cricket club*

It was resolved that the school would be given permission to use the court on Friday lunchtimes until the end of the summer term, free of charge. Clerk to inform school and Joyce Parry.

- i) *Gap in hedge open space hedge opposite 35 Bartholomew Close*

Edmund Strainge reported that he has done some minor works on the hedge branches either side of the gap to encourage them to grow across and fill the gap. It was agreed that no further work is necessary at this point.

33.11 New Business (continued)

j) Request for a grant from Sue Ryder – Nettlebed Hospice

It was resolved that the Parish Council would not give a grant due to the geographical distance of the hospice from the parish.

34.11 School Report

Richard Border provided the school report. A new Headteacher has been appointed. In response to a question about Ducklington Preschool building on the school site raised at the previous Parish Council meeting, Mr Border informed the meeting that whilst the preschool had historically asked the school for its view on the preschool moving onto the school site and had been advised that the school would be happy to explore this possibility, the school has heard nothing formally from the preschool since. The school does not have any funds to help with the building, but there would be physical space available for the preschool on site.

35.11 Playgrounds/Sportsfield

a) Inspection Report for February

A copy of the inspection report prepared by Dick Rudd was circulated at the meeting. There was some discussion about the reported rust and hole under the slide platform at the sportsfield playground. The Clerk had taken some photographs which were reviewed. It was agreed that there does not appear to be any significant risk of the platform failing at the present time, but that the hole and surrounding rust represents a finger trap hazard. It was resolved that Dick Rudd would be asked to attach two pieces of suitable wood either side of the hole to cover it up, with the wood to be removed for the annual independent inspection in June so that the inspector can give his opinion and advice on this issue.

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 in April after the next newsletter is published

c) Playground inspection end of March 2011

Glyn Rees and Peter Almgill volunteered to complete this inspection.

d) Joint Parish Council/Sports Club Committee

Notes of the joint meeting on 22 February were circulated.

It was reported that there appeared to be some uncertainty expressed at the meeting about whose building the new pavilion will be and who will pay its running costs. There had been a suggestion that it will be operated as a community facility.

The Parish Council decided that it would be helpful to have a more full meeting with the Sports Club on the date of the next scheduled joint meeting – 19 April. It was agreed that it would be helpful to produce a list of items which the Parish Council would like to discuss with the Sports Club which could be forwarded to them in advance. This list will be agreed at the Parish Council meeting on 6 April. The Clerk was asked to write to the Sports Club to check whether this will be convenient for them and to invite them to prepare a list of items for discussion for the Parish Council to consider in advance of the meeting.

It was noted that the barrier to the field still needs to be repaired; it may just be an issue of fixing the alignment of the closure. It was resolved that Dick Rudd would be asked whether he can fix the alignment; if this can be done Brian Hicks volunteered to get a number code lock to put on the gate.

35.11 Playgrounds/Sportsfield (continued)

e) *Letter from Sports Club requesting additional work on sportsfield*

The Clerk read a letter she had received from the Sports Club dated 25 February 2011 requesting the Parish Council to carry out some reseeding and turf laying on the field. As this letter had not been received in time for it to be included on the agenda it was resolved that this item would be carried forward to the April meeting – Sports Club to be advised.

f) *Renewal of lease for sportsfield extension*

Two copies of the lease and an additional statutory declaration had been received from the landowner. Adrian Armitage and Edmund Strange agreed to arrange for the documents to be signed as required in the presence of independent witnesses.

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

It was reported that there appears to have been some confusion about the work which the Sports Club and the electrician had been asked to do. Brian Hicks informed the Parish Council that it had only been agreed that the Sports Club would dig test trench(es) to expose the cable between the two lights so that the electrician could test the cable, rather than a full new trench between the lights for a new cable as had previously been minuted. It was agreed that a more economic solution to the need to light the approach to the pavilion may be to install a security light on the pole nearest the pavilion, shining down towards the tennis court, provided that this will not cause the pavilion electricity supply to trip. The Clerk will contact Nick Howse.

36.11 PLANNING

PLANNING APPLICATIONS GRANTED:

10/1803/P/FP Oxlease Barn, Coursehill Farm, Coursehill Lane

Single storey extension including glazed link to form self contained annexe

PLANNING APPLICATIONS GOING TO APPEAL:

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

None.

37.11 FINANCE

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

| | |
|--|-------------------|
| Balance on Current Account at 28 February 2011 | £11,745.19 |
| Balance on Deposit with WODC at 28 February 2011 | £27,300.00 |
| Total Cash Holding | <u>£39,045.19</u> |

b) *Annual review of investment policy*

The Council considered a report prepared by the Clerk which had been circulated in the Briefing Notes.

It was resolved that the Parish Council would open a Business Direct Saver account with Santander and transfer the savings into this account. Paperwork to be completed at the April meeting. The Councillors who will act as signatories were asked to bring the necessary two proofs of identity to the April meeting.

37.11 FINANCE (continued)

c) FEBRUARY INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 2 MARCH 2011 MEETING

| | | Statute |
|--|------------------|----------------------------------|
| Clerk's salary & working from home allowance | 336.08 | LGA 1972, s112 & LGA 1972 s111 |
| Clerk's expenses – phone calls, printing & mileage October to February | 35.96 | LGA 1972, s111 |
| HM Revenue & Customs (PAYE on Clerk's salary) | 24.20 | LGA 1972, s112 |
| The Henry Box School – newsletter printing (5 issues) | 413.58 | LGA 1972, s111 |
| Margaret Johnson – stationery & copying | 37.68 | LGA 1972, s111 |
| Thames Water - water for allotments (£63.90) & pavilion (£227.55) q/e February 2011 (estimated bill) | 291.45 | SH & AA 1908 & LG(MP)A 1976, s19 |
| Aston, Cote, Shifford & Chimney Parish Council – 50% recharge for SLCC Oxfordshire Conference on 16 February | 10.00 | LGA 1972, s111 |
| R. Rudd – playground inspection | 50.00 | LG(MP)A 1976, s19 |
| B Lockett – litter picking for February | 60.00 | LG(MP)A 1976, s19 |
| IA & IJ Godfrey – gate for Bartholomew Close | 444.00 | LG(MP)A 1976, s19 |
| B. Hicks – paint to mark trees for coppicing | 8.27 | LG(MP)A 1976, s19 |
| Oxfordshire Playing Fields Association – membership fee for 2011/12 | 45.00 | LG(MP)A 1976, s19 |
| TOTAL | £1,756.22 | |

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

38.11 Other matters for discussion – for information only

- a) The Clerk was asked to write to the owner of 37 Witney Road about vehicles causing a hazard when they are parked on the pavement by the public footpath near their property.
- b) The Clerk informed the Parish Council that the Council has been invited to send a representative to the next annual stakeholders meeting at RAF Brize Norton on 12 April. Glyn Rees volunteered to attend this meeting.
- c) The Clerk informed the Parish Council that she had received a consultation letter from Oxfordshire County Council about the future of the county's household waste recycling centres on 2 March, with a response deadline of 4 April. The response was delegated to the Clerk, with Councillors expressing the view that any proposed removal of landfill disposal at the local site should be objected to as it would be likely to lead to an increase in flytipping.

39.11 Date of next meeting: 6 April 2011 – Lilac Room, Village Hall, 7.30pm

Signeddated.....