

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

**131.11 Members** Edmund Strainge (Chairman)

**Present:** Peter Almgill  
Adrian Armitage  
Richard Border  
David Duthie  
Peter Godwin  
Catherine Maddison  
Sarah Stanley

**In Attendance:** Helen Sandhu – Clerk  
Don Seale, Oxfordshire County Councillor, for part of the meeting

**132.11 Members’  
Apologies:** Glyn Rees

**133.11 Minutes of meeting held on 5 October 2011**

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

**134.11 County/District Council Matters**

Don Seale told the Parish Council that he has put the request for the funding of the highways drainage improvements at the pond forward for consideration from the new local Highways budget. He advised that he can see no reason why this shouldn’t be successful, as it is within the budget he has control of, although he doesn’t know when he will receive a formal response. Mr Seale agreed to follow this up.

Mr Seale then invited the Parish Council to ask him any County Council related questions. Mr Seale was asked when the decision on the gravel extraction strategy is likely to be made? Mr Seale commented that the impact of proposed future gravel extraction local to Ducklington should already be clear as Smiths of Bletchington’s future plans have been made public.

Mr Seale was then asked whether he had any more information about the plans for a roundabout on the A40 at Downs Road. Mr Seale replied that this is still in the pipeline, and that he hasn’t heard of any changes to the plans previously advised.

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

None.

**136.11 Matters Arising from Previous Meetings**

*a) Parish infrastructure issues*

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*  
Project being progressed by County Council.
- *HGV signage on Ducklington roundabout*  
Installation still delayed until the electrical supply from the existing signage has been removed.

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

*b) Village Pond*

Don Seale had reported earlier in the meeting that he has endorsed the Parish Council's request for the funding of the highways drainage improvements to be met from the new local area stewardship highways budget, but is still waiting to hear whether this has been successful.

It was agreed that Dick Rudd and Andrew Smith would be asked to quote for coppicing the willow and dogwood plants around the pond.

*c) Benches on open space at end of Bartholomew Close*

The order for staining the benches has been placed with Dick Rudd.

*d) Public information signs*

Bartholomew Close sign

Cheque to be signed later in the meeting so that the order can be sent.

Village information sign

The Clerk confirmed that letters have been sent to the potential sponsors. Millhouse Construction has agreed to provide some sponsorship; responses from the other potential sponsors will be considered at the December meeting.

*e) Bench to commemorate Brian Hicks' service as a councillor*

David Duthie advised that he has spoken to someone who is prepared to provide a piece of brass 600mm x 150mm x 3mm suitable for the plaque free of charge. It was agreed to postpone further discussion about the plaque to January/February, after the bench has been received.

*f) Bampton bound bus stop on Standlake Road near Strainges Close*

David Duthie reported on the site meeting he attended on 20 October with representatives from the County Council and RH buses. The proposed location for the new pole is just within Strainges Close so that the bus can pull off Standlake Road. The Clerk advised that she has been told that the officer from the Thames Valley Police traffic management team who was present at the site meeting has not raised any road safety concerns about the proposed location for the stop and that the proposal will now be subject to a formal 28 day consultation period.

It was resolved that the Parish Council agreed to the proposed location of the new stop.

*g) Proposal for adoption of Standing Orders for the Parish Council*

The NALC model orders will be reviewed by Peter Almgill and Richard Border and will be considered by the Parish Council at a future meeting.

*h) County Council survey on community emergency plans*

Finalisation of the arrangements for the parish emergency plans can be made once the response has been received from the Village Hall Committee.

### **137.11 New Business**

- a) *Request for a donation towards the Oxfordshire Repatriation Memorial Bell Appeal*  
Donations are being collected by the Royal British Legion on behalf of this appeal for the installation of a bell opposite the Repatriation Memorial Garden on Norton Way, Carterton. It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would make a donation of £50.00 to the Memorial Bell Appeal. 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
  
- b) *Further coppicing of small trees on Bartholomew Close open space*  
It was resolved that Dick Rudd would be asked to coppice the second third of the trees and to cut back the vegetation from around the dog bin.
  
- c) *Village celebration of the Queen's Diamond Jubilee in June 2012*  
Notes from the co-ordination meeting on 12 October were put in the folder for councillors' information.  
An email received from a member of the co-ordination committee was considered.  
It was agreed that the playing field could be used for a family event on Monday 4 June 2012 provided the field is not needed by the Sports Club on that day. David Duthie advised that no matches are planned. The Clerk was asked to write to the secretary of the Sports Club to confirm this.  
It was agreed that the Parish Council would support the planting of a commemoration tree in principle, with further consideration needed as to the type of tree and where it could be planted.
  
- d) *Thames Valley Police change of neighbourhood policing team boundaries*  
Thames Valley Police is intending to create larger neighbourhoods with an average population of 20,000 in a bid to reduce administration and bureaucracy.  
The 15 neighbourhoods in West Oxfordshire will be reduced to 5. Ducklington will remain within the Witney neighbourhood. The number of neighbourhood officers in each team will not be affected.

### **138.11 School Report**

Richard Border provided the school report. Some lead was stolen from the roof recently. This will be replaced with a non-lead product, but the incident does raise wider concerns about the safety of staff working late at school and property theft in the village. At the last meeting of the governing body there was a discussion about the school's development plan for the next three years – a summary document containing information about the school's aims and priorities was put in the folder for councillors' information.

### **139.11 Playgrounds/Sportsfield**

- a) *Inspection Report for October – tabled at the meeting*  
There were no matters requiring attention.
  
- b) *Playground inspection end of November 2011*  
Adrian Armitage and Sarah Stanley volunteered to carry out this inspection.

**139.11 Playgrounds/Sportsfield (continued)**

*c) Replacement of zipwire*

The quotation received from Adventure Playgrounds Ltd for the renewal of the bark pit with a membrane liner and new wooden edging strips was reviewed and compared to the quotation from SMP Limited.

The Clerk advised the Parish Council that she has contacted the SMP area representative to ask whether there is any possibility of the quotation being reduced and is waiting to hear back. It was confirmed that SMP remained the preferred supplier even if the quotation is not able to be reduced.

The WREN grant application prepared by the Clerk was reviewed. It was agreed that the usage figures (both previous and expected) should be doubled.

Sarah Stanley advised that she is continuing to get parents to sign the petition. The Clerk asked her to forward this by 9 November so that it can be sent with the grant application. The grant application was approved and it was signed by Edmund Strange.

*d) Protecting Playing Fields Fund*

Information on this fund was circulated in the Clerk's Briefing Notes. The Clerk advised that any application would need to be prepared jointly by the Parish Council and the Sports Club, given the documentary evidence required and that the Parish Council would have to match fund any grant received pound for pound. David Duthie agreed to take the information to the Sports Club to see whether they would be able to help the Parish Council submit a grant application.

*e) Tennis court maintenance*

Andrew Fisher has chemically treated the weeds around the perimeter of the tennis court and removed by hand the weeds growing through the surface. He advises that some future remedial work to the surface may be required.

*f) Maintenance at sports pavilion/playing field*

The Clerk advised that the doors to the outside store and a small section of guttering above the doors need to be repaired. David Duthie advised that the external door to the bar area needs to be replaced. Mr Duthie proposed that the Sports Club would repair the doors to the store if the Parish Council would arrange for the external door to be replaced and the guttering repaired. The Parish Council agreed to this proposition. Quotations for the door to be sought from two specified local contractors and a third from elsewhere; Dick Rudd to be asked to repair the guttering.

The Clerk informed the Parish Council of her concerns about the safety of a heavy metal frame at the edge of the field. The frame is unsecured and could cause an injury to a child if it fell on them. The Clerk also said that there are two old and damaged wooden picnic benches next to the pavilion which no longer appear to be used and would best be removed in order to prevent the risk of them being broken up and thrown into the ditch. David Duthie agreed to look into these issues.

*g) Proposed new sports pavilion*

To be carried forward to the December meeting when the Parish Council will be informed of the outcome of the meeting between the Football Association and the Sports Club in November.

*h) Maintenance of playing field – joint Parish Council and Sports Club meeting*

This has not yet taken place – item to be carried forward to the December meeting.

### 139.11 Playgrounds/Sportsfield (continued)

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

David Duthie has advised that it would cost £1,250 to install a trench for a new cable between the pavilion and the first pole. It was resolved that given the high cost of replacing the lighting at the roadway and that the access to the pavilion can be made sufficiently safe by the first people at an evening event driving to the pavilion and then switching on its external light, no further action will be undertaken to repair or replace the lights.

j) *Water leak at sportsfield*

David Duthie confirmed that the water meter is stationary when the water in the pavilion is off; the leak appears to have been successfully repaired.

### 140.11 PLANNING

#### PLANNING APPLICATIONS GRANTED

11/1277/P/FP 4 Chalcroft Close

Loft conversion to include the insertion of a window in the side elevation, two front dormer windows and three rear rooflights

11/1386/P/FP 10 Bartholomew Close

Alteration to existing conservatory to include new pitched roof with velux roof lights

11/1409/P/FP 34 Manor Road

Alterations and erection of single storey front extension and car port

11/1481/P/FP 10 Feilden Close

Erection of single storey front extension

#### NEW PLANNING APPLICATIONS

11/1680/P/FP Oxleaze Barn, Coursehill Farm, Coursehill Lane

Erection of single storey extension and glazed link to form annexe (Retrospective)

*It was resolved that the Parish Council would not object to this application but would request that a condition is put on the planning permission that the accommodation must be ancillary to the main house.*

*Councillors expressed concern that the accommodation had been built differently to the approved plans and that the District Council had only become aware of this when it was reported by a third party. The Clerk was asked to comment on this to the District Council and to express the Parish Council's opinion that the planning system seems to be lacking an effective control mechanism.*

### 141.11 FINANCE

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

Balance on Current Account at 31 October	£50,215.99
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There was a discussion about the unpaid water bills recharged to the Sports Club. Given the history to the water leak at the playing field it was resolved that the Parish Council would write off half of the outstanding bills if the Sports Club pays half. Clerk to write to the Sports Club with this proposition.

**141.11 FINANCE**

b) *Bank reconciliation to 30 September 2011*  
Circulated in the Clerk's Briefing Notes – noted.

c) *Draft budget for 2012/13*

A first draft of the budget which had been circulated in the Clerk's Briefing Notes was discussed.

Some preliminary amendments were agreed: £200 to be included for expenditure on the celebration of the Diamond Jubilee (tree planting); the newsletter budget to be increased to £850; remove the budget for the pavilion roadway lighting; the current year forecast to be adjusted to include expenditure on the new external door at the pavilion.

It was resolved that the Parish Council will aim to keep the precept at its current level.

It was agreed that a second draft of the budget would be considered at the meeting on 7 December.

d) *OCTOBER INVOICES*

PRESENTED FOR APPROVAL AND PAYMENT AT 2 NOVEMBER 2011 MEETING

		Statute
Clerk's salary & working from home allowance	358.65	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs	12.40	LGA 1972, s112
Clerk's expenses	8.91	LGA 1972 s111
Countrywide Grounds Maintenance – 4 grass cuts of playing field in September (27 cuts invoiced this year to date)	360.00	LG(MP)A 1976, s19
J Miles – two grass cuts at cemetery (ten cuts this year to date)	160.00	LGA 1972, s214
Margaret Johnson – stationery & copying	61.05	LGA 1972, s111
B Lockett – litter picking for October	60.00	LG(MP)A 1976, s19
Hamblin Watermains	936.00	LG(MP)A 1976, s19
Henry Box School – newsletter printing, Aug/Sept edition	101.14	LGA 1972 s111
WODC – 2 grass cuts in village in August 2011 (9 cuts invoiced this year to date) & adjustment for their undercharging for 4 cuts April to June	1678.90	LG(MP)A 1976, s19
R Rudd – playground inspection, first coppicing of trees at Bartholomew Close, work on playground safer surfacing	290.00	LG(MP)A 1976, s19
J Fennymore – advice and time spent to date on roadway lighting	182.70	LG(MP)A 1976, s19
A Fisher – work at tennis court	120.00	LG(MP)A 1976, s19
Midlands Signs Leicester Ltd – sign for Bartholomew Close	188.40	LG(MP)A 1976, s19
Royal British Legion – donation towards Carterton Memorial Bell	50.00	LGA 1972 s137
<b>TOTAL</b>	<b>£4,568.15</b>	

The cheques were signed by Edmund Strange and Peter Amgill.

**142.11 Parish Councillors' reports from meetings attended since the last meeting**

Adrian Armitage reported on his attendance at the County Council emergency planning event on 27 September. The County Council is encouraging parishes to produce their own detailed emergency plan. Information he had obtained at the event was put in the folder for councillors' to review and to facilitate a future decision on whether a local parish emergency plan should be developed.

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

- a) Sarah Stanley reported that she has been contacted by a resident with complaints about activity at RAF Brize Norton on one specific night. It was agreed that this should be passed to Glyn Rees as he is the Parish Council's representative on the Brize consultation working group.
- b) Sarah Stanley advised that there has been a problem with dogs fouling on the playing field when they are brought by their owners to watch sports matches, despite there being signs that dogs are not allowed on the field. It was agreed that, given the circumstances in which the fouling is taking place, this is a matter for the Sports Club to deal with.
- c) Some residents have asked whether the route of bus service X15 could be changed so that it comes through the village as it used to before April 2009. It was noted that the route was changed by the bus company without public consultation as the service is not funded by the County Council. It was suggested that the residents could take this issue up with the County Council direct or via Don Seale, although it is not clear whether the County Council could change the route as they do not fund it.
- d) The Clerk was asked to request a second cardboard recycling bin for the car park from the District Council.
- e) It was noted that the occupiers of 46 Manor Road have still not cut back their hedge/tree which overhangs the path and road despite the letter from the Parish Council. The Clerk was asked to follow this up with Oxfordshire Highways.

**144.11 Confidential Business – Clerk's salary review for 2012/13**

The Clerk left the meeting

It was decided to award the Clerk a pay rise of 5.2%, payable from 1 April 2012.

The Clerk rejoined the meeting.

**145.11 Date of next meeting – 7 December 2011 – Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council

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