

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 MAY 2011
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

53.11 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Peter Godwin
Graham Lenton
Catherine Maddison

In Attendance: Helen Sandhu - Clerk

54.11 Members' Apologies: Richard Border
Glyn Rees

55.11 Annual Meeting of Parish Council

- Election of Chairman - Edmund Strainge was re-elected to act as Chairman and signed the Declaration of Acceptance of Office
- Election of Vice Chairman – Adrian Armitage was re-elected to act as Vice Chairman
- Members of Urgency Committee – Edmund Strainge, Peter Almgill, Adrian Armitage and Catherine Maddison
- Representative on Ducklington with Hardwick and Yelford Charity – Glyn Rees to continue in this role
- School Governor – Richard Border will continue in this role
- Election of Transport Representative – Glyn Rees to continue in this role
- Election of Village Hall Representatives – Edmund Strainge and Peter Godwin

56.11 Minutes of meeting held on 6 April 2011

It was pointed out that the reference to the minute at which Don Seale had left the meeting had been omitted from minute 40.11. The minute was amended to add the missing reference 43.11. Subject to this amendment the minutes of the above meeting were approved and signed by Edmund Strainge as a true record of the meeting.

57.11 Parish Councillors – Disclosure of interests on agenda items

None.

58.11 Matters Arising from Previous Meetings

a) *Parish infrastructure issues*

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

The Clerk confirmed that she had sent the Parish Council's response to the consultation. The consultation process will take some time before the final order is made and the restrictions introduced.

58.11 Matters Arising from Previous Meetings (continued)

- *HGV signage on Ducklington roundabout*
Installation still delayed until the electrical supply from the existing signage has been removed.

- b) *Village Pond*
A Highways drainage engineer has been out to look at the location and is recommending the installation of a swale rather than the filter beds proposed.
It was resolved that Peter Almgill and Graham Lenton would meet with the engineer on Thursday 12 May to discuss this issue further.
The timing of the planned pond slurry removal was discussed and it was noted that the water level in the pond is currently low. It was resolved to carry this discussion forward to the June meeting.

- c) *Public open space at Bartholomew Close*
Update on outstanding works:
 - The new benches have been manufactured by Wesley Barrell and collected by Dick Rudd who has installed one. He has been asked to meet with Peter Almgill to agree the location of the second bench. It was resolved that the Clerk would send a letter of thanks to Wesley Barrell, and that the Council's thanks and acknowledgement of the donation would also be recorded on the website (by Peter Almgill) and in the Parish Council's section of the next newsletter.

 - The new sign for the gate has been received and has been passed to Dick Rudd for installation.

- d) *Public information signs*
Possible designs for the two signs (one at the bus shelter and one at Bartholomew Close) prepared by G&G signs had been circulated in the Clerk's Briefing Notes. The quoted prices were: £85 for the sign at Bartholomew Close, £35 for the bus shelter sign.
The two designs were discussed and the following amendments proposed:
Bus shelter sign – add on Witney lake, the fritillary field and dotted lines for footpaths. The design to be changed to include numbers as reference points for the locations of interest, with a list of the numbered locations to be included under the map and the size of the map to be made as large as possible. Clerk to request two designs to be prepared if possible – one portrait, one landscape – both A3.

Bartholomew Close sign – Change size to A2. Remove bullets from list and remove repetition of word "provided." Telephone number to be included to be finalised and web address added. Clerk to check length of legs supplied and to request a colour proof in the final size.

- e) *Annual asset review*
Peter Godwin advised that he has not yet been able to obtain a quotation for the removal/treatment of the ivy on the cemetery walls – item to be carried forward.

- f) *Annual Parish Meeting – Tuesday 10 May 2011*
The arrangements for the supply of the necessary IT equipment were confirmed and the running order for the speakers agreed.

58.11 Matters Arising from Previous Meetings (continued)

g) Allotments

Brian Hicks has carried out the necessary repair to the water trough and manhole. The Council expressed their appreciation for his help with this.

Given Brian Hicks' departure from the Parish Council it was decided that Glyn Rees would be asked whether he could take over the role of overseeing the allotments.

The Clerk reported that she has received an email from an allotment tenant informing the Parish Council that the tenant of plot 3A does not appear to be cultivating their allotment. Glyn Rees to be asked to look at the plot and report back to the Clerk.

h) Annual Show

The Show committee does not wish to take up the Parish Council's offer of the use of the tennis court for the dog display team.

59.11 New Business

a) Resignation of Parish Councillor Brian Hicks

The Parish Council was informed that Brian Hicks had written to Edmund Strainge on 14 April 2011 resigning from his office as Councillor.

Mr Strainge informed the Parish Council that he has already written to Mr Hicks to acknowledge his resignation.

The Parish Council discussed the many improvements in the village which were achieved with the substantial help and support of Mr Hicks, particularly relating to the sports facilities and the allotments. Councillors agreed that they would miss Mr Hicks' involvement and knowledge. Councillors expressed a vote of thanks to Brian Hicks for his 38 years' service to the Parish Council and parishioners.

It was agreed that it would be good to acknowledge Mr Hicks' service to the village with something specific; Councillors were asked to consider this further in advance of the next meeting.

It was agreed that an acknowledgement of Mr Hicks' service and an expression of the Parish Council's gratitude would be put in the next newsletter.

The Clerk will now inform the District Council of Mr Hicks' resignation.

It was resolved that Peter Almgill would become a signatory to the Parish Council's bank accounts in place of Mr Hicks.

b) Insurance renewal at 1 June 2011

A report on the insurance renewal had been circulated in the Clerk's Briefing Notes.

It was agreed that the current risks covered by the insurance remained appropriate.

A quotation had been received from Community First, but the quotation from Aon had not been received in advance of the meeting. It was resolved that either provider was acceptable to the Parish Council and the final decision was delegated to the Clerk who was asked to accept the quotation from the cheaper of the two providers.

c) Letter from West Oxfordshire District Council regarding winter treatment

The District Council has contacted all local councils to ask how the District Council could help support communities with local self-help winter weather treatment.

It was resolved that the Parish Council would ask the District Council to help by putting pressure on the County Council to co-operate with the Parish Council's proposal to ask a local person to put a snow plough through Witney Road after heavy snowfall.

60.11 Playgrounds/Sportsfield

a) *Inspection Report for April*

The Clerk informed the Parish Council that whilst she had been told that Dick Rudd had carried out the inspection at the end of April, his report had not been received in advance of the meeting. The Clerk will check the report when it has been received and ensure that any high risk items are dealt with appropriately.

b) *Current works*

Work orders placed:

- Work to lift and resecure safer surface tiles - Dick Rudd has started this work. He has advised that 12 packs of surface filler will be needed to fill the gaps left in the tiles – Clerk to order.
- Anti-pigeon spikes. Adrian Armitage installed new spikes in April – most of them were removed by vandals within a couple of days. This information to be put in the newsletter and the public advised that the Parish Council does not intend to waste more public money installing further spikes.

c) *Playground inspection end of May 2011*

Peter Godwin and Adrian Armitage volunteered to carry out this inspection. Clerk to email form template.

d) *Joint Parish Council/Sports Club Committee*

A meeting between the Sports Club and the Parish Council took place on 28 April. Peter Almgill, Graham Lenton, Edmund Strainge and Helen Sandhu represented the Parish Council and there were 9 members of the Sports Club present.

The minutes of the meeting had been circulated to the Parish Councillors.

A copy of the drawings for the proposed new pavilion received from the Sports Club were considered. Councillors discussed the proposed building and identified concerns relating to its size and use and the knock-on impact this could have on vehicle parking. As the drawings had not been received in time for them to be circulated with the meeting papers it was resolved that more detailed discussion would be carried forward to the June Parish Council meeting. It was however resolved that the Sports Club would be advised that the Parish Council will not agree to the application being submitted with the Council as applicant in advance of those discussions, and that the Parish Council may still not consider it appropriate to be the applicant after that point.

The lease which will need to be in place in advance of a new pavilion being built was discussed; the Sports Club had advised at the joint meeting that the lease will need to be in place before fundraising applications can be made. The Clerk suggested that it would be worth investigating whether a formal letter indicating the Parish Council's intention to grant a lease will be sufficient for funders and she was asked to look into this.

The Clerk suggested that it would be worth contacting the Oxfordshire Playing Fields Association to request a meeting with them at the playing field in order to seek their advice about the condition of the field and its management, and it was resolved that she should do so.

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

Howse & O'Reilly have still not supplied a quotation for the installation of security-style lighting on the pole nearest the pavilion. The Clerk was asked to contact them again to request a quotation by a given date; if they are not able to supply this it was agreed that the Clerk would request a quotation from an alternative electrician.

61.11 FINANCE

- a) *Account Balances and Debts due to Council* – as circulated with the meeting papers
- | | |
|--|-------------------|
| Balance on Current Account at 30 April 2011 | £21,564.98 |
| Balance pending on Deposit Account with Santander at 30 April 2011 | £27,300.00 |
| Total Cash Holding | <u>£48,864.98</u> |
- b) *Bank reconciliation to 31 March 2011*
Circulated in the Clerk's Briefing Notes – noted.
- c) Accounts for year ended 31 March 2011 – as circulated with the meeting papers
The Clerk presented the accounts for the year ended 31 March 2011. They were approved by the Parish Council and signed by Edmund Strange as Chairman.
- d) Accounts for year ended 31 March 2011 – Section 1 of the Annual Return – as circulated with the meeting papers
It was decided to approve the return covering the financial accounts in Section 1 of the Local Councils Annual Return to the external auditors appointed by the Audit Commission. The Chairman signed Section 1 of the Return.
- e) Annual Governance Statement – Section 2 of the Annual Return
The Statement required to be completed by the Parish Council and a report thereon by the Clerk were circulated with the meeting papers. The Council reviewed the statements to be made and confirmed that the answer in each case was "Yes." The Chairman completed and signed Section 2 of the Return.

f) *APRIL INVOICES*

PRESENTED FOR APPROVAL AND PAYMENT AT 4 MAY 2011 MEETING

		Statute
Clerk's salary & working from home allowance (wfha) - H Sandhu – gross salary of £361.05 less tax of £17.40 + £10.00 wfha	353.65	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs (PAYE on Clerk's salary)	17.40	LGA 1972, s112
J Miles – grass cutting at cemetery (two cuts this year to date)	80.00	LGA 1972, s214
Margaret Johnson – stationery & copying	64.32	LGA 1972, s111
AK Timms – chain and padlock for Bartholomew Close gate	60.72	LG(MP)A 1976, s19
Countrywide Grounds Maintenance – 3 cuts of playing field in March (three cuts invoiced this year to date)	270.00	LG(MP)A 1976, s19
WODC – 1 cut of verges & 1 herbicide treatment round trees etc (one cut invoiced this year to date)	353.32	LG(MP)A 1976, s19
Lawnmower Sales & Service – lawnmower service	49.68	LG(MP)A 1976, s19
Oxfordshire County Council – annual rent for allotment land	212.00	SH & AA 1908
B Hicks – padlock for playing field barrier, repairs at allotments	33.68	LG(MP)A 1976, s19 SH & AA 1908
IA & IJ Godfrey – hedge cutting at playing field & Bartholomew Close	300.00	LG(MP)A 1976, s19
B. Lockett – litter picking for April 2011	60.00	LG(MP)A 1976, s19
TOTAL	£1,854.77	

The cheques were signed by Graham Lenton and Edmund Strange.

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

Edmund Strainge gave a report on the Gill Mill liaison meeting which he had attended on 15 April. Maps showing Smiths of Bletchington's current gravel extraction plans for the new application area between the existing site and the A40 and a preliminary outline of how the area may be restored once fully dug were examined. Smiths are aware that digging in the location designated as the "western area" in the proposals could affect the flow of underground water towards the fritillary field and this area may therefore not be included in the planning application, although Smiths won't guarantee that it would never be dug. Smiths advise that there are also some practical issues with digging the central area. There will be further consultations in advance of the planning application being submitted – Smiths are holding a public exhibition of the proposals at the sports pavilion on 16 June. The new nature reserve called Rushy Common and the adjoining Tar Lakes will be officially opened on 26 May

63.11 Other matters for discussion – for information only

- a) It was noted that the footpath between Tristram Road and Curbridge Road needs to be trimmed. The Clerk advised that she has already asked the County Council to do this.
- b) Buses arriving from Witney need to stop further towards the parking area outside The Bell where the ground is flat instead of at the designated stop where the ground slopes upwards. This is a particular problem for the elderly. The Clerk agreed to contact the County Council and/or RH buses.
- c) It was noted that there seems to be an increase in the number of vehicles driving along the private farm road past the fritillary field towards Witney. Edmund Strainge who owns the road said that he will consider whether it will be practical to gate it. Peter Almgill advised that the road appears on Google maps and other satnav sites as a public road; he volunteered to contact the sites to request that they remove it from their maps.

64.11 Date of next meetings: Tuesday 10 May 2011 – main room, Village Hall, 7.30pm

Annual Parish Meeting

Richard Border has given his apologies for this meeting.

Wednesday 1 June 2011 – Lilac Room, Village Hall, 7.30pm

Monthly Parish Council meeting

Signeddated.....