

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 APRIL 2011
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

40.11 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Peter Godwin
Brian Hicks
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu - Clerk
Don Seale – Oxfordshire County Councillor to item

41.11 Members' Apologies: Richard Border
Graham Lenton

42.11 Minutes of meeting held on 2 March 2011

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

43.11 County/District Council Matters

Edmund Strainge informed the Parish Council that West Oxfordshire District Councillor Steven Hayward had sent his apologies.

Don Seale spoke about County Council matters. The budget has been agreed. The County Council is having second thoughts about the future of the libraries as more funding has been identified. There will be a public consultation in May. The County Council now seems to have accepted that it would be asking a lot for volunteers to run a library on their own; the County Council is likely to be offering more help in the form of both cash and more support from trained library staff.

Social Services is moving towards direct payments. In one year's time free transport to day centres will be cut as it is suspected that when people are able to choose how they spend the funding they are entitled to they will in fact choose not to go to day centres. For those who still want to use the services of day centres they will be able to pay for the transport themselves from their direct payment. This will achieve a financial saving for the County Council which will be needed. Money will be available to local communities to enable them to start their own community transport scheme if they wish to and there will be a mobile service going out to support people in remote areas.

There are still some problems with hospital bed blocking due to delays in people being able to be released into appropriate accommodation/support in their own homes. The average additional stay beyond the point at which people are medically fit to leave hospital is 8 days; only one third of the delays relates to problems caused by the County Council, the rest of the delays are caused either by the NHS delaying moving people into community hospitals or by patients refusing to move to the place provided.

The County Council's view on the proposed high speed train line through north Oxfordshire is that whilst it is a good idea in principle, it is not affordable at this time. This is the response that the County Council intends to give to Central Government.

Mr Seale left the meeting.

44.11 Parish Councillors – Disclosure of interests on agenda items

Edmund Strainge, as the applicant, the planning application for Lynden House, 9 Church Street – Minute 48.11.

Edmund Strainge and Brian Hicks as members of the Flower Show Committee, the request from the Flower Show to allow dogs on Glebelands for the Show – Minute 46.11e.

Peter Almgill as a resident of Fritillary Mews, the proposed traffic order for Standlake Road near Fritillary Mews – Minute 45.11a.

Brian Hicks and Glyn Rees as allotment holders, the maintenance requirements at the allotments - Minute 46.11a.

Edmund Strainge, as Church Warden, the request from St Bartholomew's Church to install a waste pipe under the village green – Minute 46.11d.

Brian Hicks, as Vice President of the Sports Club, matters relating to the Sports Club at Minutes 47.11d and 47.11e.

45.11 Matters Arising from Previous Meetings

a) *Parish infrastructure issues*

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

The traffic order proposed by the County Council – double yellow lining on the west side of the entrance to Fritillary Mews on Standlake Road up to 75 Standlake Road, double yellow lining on the east side up to the entrance to Wesley Barrell, with a section of road between numbers 2 and 6 with no restriction at all – was discussed. This is different to what had previously been indicated by the County Council – the previous information had been that whilst the west side would be double yellow lined as in this consultation, the east side would have a single yellow line all the way along, preventing on-street parking during day time hours.

Peter Almgill informed the Parish Council that the occupants of a couple of the Fritillary Mews properties fronting Standlake Road have expressed their concern about the fact that both sides of the entrance will have double yellow lines which will cause parking problems for the residents in the evenings and at weekends.

It was resolved that the Parish Council's response would be approval of the proposed double yellow lines for the west of the entrance and round the bend on the east side, but would request that the remaining east side stretch beyond this would have a single yellow line as previously agreed. This would achieve the necessary improvements to traffic safety as most vehicle movements take place during the day and would reduce parking congestion problems in the evenings and at the weekend when on-street parking causes fewer concerns.

- *HGV signage on Ducklington roundabout*

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

b) *Village Pond*

A report and proposed new pond design prepared by Peter Almgill and Graham Lenton had been circulated in the Clerk's Briefing Notes. All agreed that it was a very good report. It was agreed that a costed plan now needs to be prepared.

The broken gully cover has been reported. The Clerk informed the Parish Council that the letter sent to Oxfordshire Highways about the proposed work has been forwarded to their Drainage Department for comment and that West Oxfordshire District Council may also need to be consulted because the work has a potential to affect land drainage. Councillors present at the meeting commented that this should not be an issue as the plan does not reduce the land's drainage capacity.

45.11 Matters Arising from Previous Meetings (continued)

c) *Public open space at Bartholomew Close*

Update on outstanding works:

- stump grinding and coppicing - now done.
- litter picking - Brian Hicks confirmed that he has accompanied Mr Lockett on a visit to the area and that Mr Lockett is happy to empty the litter bin as part of his round.
- sign for gate – order to be placed after the meeting when the cheque in settlement has been signed.
- benches - the two new picnic benches being constructed and donated by Wesley Barrell should be available for collection and installation by Dick Rudd from 11 April.
- Ground levelling – Dick Rudd has already put some soil down where the stumps have been removed. It was agreed that he would be asked to put further suitable material down over the summer when he has any available and that the Parish Council will then review the area at the end of the summer to see whether any further leveling is required before it can be reseeded.

d) *Public information signs*

Peter Almgill informed the Parish Council that he has identified that Windrush Press can manufacture signs and that their prices appear reasonable.

There was some discussion about whether there is any need for signs.

It was resolved to carry this item forward to the next meeting when costs and designs should be available.

e) *Annual asset review*

Reports prepared by Peter Almgill and Glyn Rees had been circulated in the Clerk's Briefing Notes. The following issues were discussed and resolutions made:

Adrian Armitage volunteered to repaint the bench by the fritillary field.

Peter Almgill volunteered to clean the perspex windows of the two Parish Council noticeboards.

It was noted that there is some graffiti on the bus shelter, however it was resolved not to take any action to remove this. It was also noted that the bus timetable has been removed from the shelter; the Clerk advised that a timetable has been installed on the adjacent pole. The lichen growth on the War Memorial was noted.

Peter Godwin was asked to contact Andrew Fisher to request a quotation for the removal/treatment of the ivy on the cemetery walls.

f) *Annual Parish Meeting – Tuesday 10 May 2011*

Speakers confirmed:

Parish Council Chairman

Parish Council Finance Report

County Councillor

District Councillor

RAF Brize Norton

Thames Valley Police

Ian Clarke, Oxfordshire Highways

Martin Layer, Smiths of Bletchington

Parish Council website – Peter Almgill

Responses are awaited from Ducklington Primary School and Ducklington Sports Club.

45.11 Matters Arising from Previous Meetings (continued)

g) Tree behind 11 Lovell Close

The further information from the resident reporting the concerns and the advice of Nick Dalby, Landscape and Forestry Officer at West Oxfordshire District Council, was considered. It was agreed that there does not appear to be any evident change in the tree since it was last independently inspected in August 2009. It was therefore resolved that no work is required for safety reasons and that a reinspection is not needed at this point in time. It was resolved that as the tree is subject to a Tree Preservation Order, and given the information received from Nick Dalby, no work would be carried out on the tree to address the resident's concerns about light obstruction. It was resolved that the Clerk would write to the resident informing her of these decisions and that she can apply to the District Council to use her common law right to trim back any part of the tree which is overhanging her garden to the boundary.

h) Obstructive parking near footpath adjacent to 37 Witney Road

The Council was informed that the owners of this property have replied with their apologies and to advise that they will ask the drivers of vehicles visiting their property and the development site to park clear of the footpath in the future.

46.11 New Business

a) Maintenance at the allotments

Brian Hicks informed the Parish Council that he has had to renew the ball valve in the water trough and that the manhole cover previously installed by the Parish Council needs to be replaced. Mr Hicks volunteered to purchase and install a new one, which was agreed. Mr Hicks also noted that there have been more thefts of equipment from the allotments recently.

b) Renewal of membership of the Oxfordshire Association of Local Councils (OALC)

It was resolved that the Council would renew its membership of OALC at a cost of £251.44 net of VAT for 2011/12.

c) Renewal of membership of Oxfordshire Rural Community Council

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would renew its membership of Oxfordshire Rural Community Council at a cost of £30 for 2011/12. 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.

d) Request from St Bartholomew's Church to install a waste pipe under a section of the village green adjacent to the church wall

The request from the church to carry out this work to connect to the Thames Water sewer point by the pond enabling a toilet to be installed in the church was considered and approved.

e) Request from Ducklington & Hardwick Produce Association for permission to allow a dog display team to perform at the Annual Show on Glebelands

It was noted that granting this permission would require the byelaws prohibiting dogs from Glebelands to be temporarily relaxed. It was resolved by majority vote that the requested permission would not be granted as it would set an unhelpful precedent for dogs on the field. It was further resolved that the tennis court could be used for the dog display team if this was suitable.

47.11 Playgrounds/Sportsfield

a) *Inspection Report for March*

This had been circulated in the Clerk's Briefing Notes.

It was noted that the wooden finger protection has now been installed under the bottom step of the slide on the sportsfield playground.

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. Adrian Armitage volunteered to install the spikes.

c) *Playground inspection end of April 2011*

To be done by Dick Rudd.

d) *Joint Parish Council/Sports Club Committee*

Brian Hicks told the Parish Council that the barrier to the sportsfield has now been repaired so that it can be locked – both Dick Rudd and a volunteer from the Sports Club separately carried out work to repair the barrier. The first padlock was broken off soon after it was installed; the Sports Club has now installed a stronger one.

It was agreed that the next joint meeting will take place on Thursday 28 April at 7.30pm.

A background report prepared by the Clerk was discussed. It was resolved that the points within the report relating to the building of the new pavilion would be put forward to the Sports Club as agenda items for the joint meeting. The agenda items put forward by the Sports Club will be circulated to Councillors when available.

The Clerk volunteered to attend the meeting in order to draft the minutes.

e) *Additional works to sportsfield requested by Ducklington Sports Club*

Two letters received from the Sports Club requesting the Parish Council to undertake some reseeded and returfing and measures to control the rabbits coming onto the field from outside its boundary were discussed.

It was noted that the Parish Council has not undertaken these works in the past and that there was therefore no allowance for them included within the budget. It was therefore resolved that the Parish Council will not be able to undertake these works due to lack of funds. The Sports Club to be advised to contact the County Council about the rabbits as they are coming from their land.

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

Nick Howse has agreed to provide a quotation for the installation of security-style lighting on the pole nearest the pavilion. The quotation has not yet been received and the Clerk will continue to follow this up.

48.11 PLANNING

PLANNING APPLICATIONS GRANTED:

11/0078/P/FP 51 Manor Road

Erection of single storey and two storey rear extensions

48.11 PLANNING (continued)
NEW PLANNING APPLICATIONS

11/0317/P/FP 39 Beanhill Road
 Erection of garden shed/summer house (retrospective)
No comments

11/0376/P/FP 3 Pound Close
 Erection of single storey rear extension
No comments

11/0384/P/FP Lynden House, 9 Church Street
 Erection of dog kennel and run (retrospective)
No comments

11/0449/P/FP 40 Witney Road
 Erection of single storey rear extension
No comments

49.11 FINANCE

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

Balance on Current Account at 31 March 2011	£10,067.67
Balance on Deposit with WODC at 31 March 2011	£27,300.00
Total Cash Holding	<u>£37,367.67</u>

b) *New business deposit account*

The form was completed as necessary by the Councillors who will act as signatories and who were present at the meeting and a cheque for £27,300.00 raised for the opening deposit.

c) *MARCH INVOICES*

PRESENTED FOR APPROVAL AND PAYMENT AT 6 APRIL 2011 MEETING

		Statute
Clerk's salary & working from home allowance	355.08	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – pigeon spikes, copy of plan for village green from Oxfordshire County Council	67.86	LG(MP)A 1976, s19
HM Revenue & Customs (PAYE on Clerk's salary)	5.20	LGA 1972, s112
J Miles – grass cutting at cemetery (one cut this year to date)	80.00	LGA 1972, s214
Margaret Johnson – stationery & copying	12.96	LGA 1972, s111
Margaret Hellowell – production of newsletter	46.04	LGA 1972, s111
Mrs. F Bryant – lease of playing field extension	102.50	LG(MP)A 1976, s19
G & G signs – sign for Bartholomew Close gate	33.60	LG(MP)A 1976, s19
5As Tool & Plant hire – hire of stump grinder	103.92	LG(MP)A 1976, s19
E-on – electricity at pavilion q/e 9 March 2011	581.47	LG(MP)A 1976, s19
B Lockett – litter picking for March	60.00	LG(MP)A 1976, s19
Oxfordshire Rural Community Council – membership fee 2011/12	30.00	LGA 1972, s137
OALC – membership fee 2011/12	301.73	LGA 1972, s111
TOTAL	£1780.36	

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

Glyn Rees informed the Parish Council of a recent meeting of Parish Transport Representatives – the only thing arising at the meeting with a local impact is that the age at which people will become eligible for free bus passes is due to increase due to a Central Government decision. Information about this was put in the folder for circulation amongst the Councillors.

Peter Almgill informed the Parish Council that he attended a meeting about community led planning arranged by the Oxfordshire Rural Community Council (ORCC). ORCC is encouraging parishes to produce a parish plan; consulting with local residents to identify local needs across a broad spectrum of issues. There is some funding support available from ORCC and the District Council will also offer support. Information was put in the folder for circulation amongst the Councillors.

51.11 Other matters for discussion – for information only

- a) It was noted that the litter bin by the fritillary field needs to be replaced as the current one has developed sharp edges. Clerk to contact West Oxfordshire District Council.
- b) The next Gill Mill liaison meeting has been arranged for Friday 15 April. Edmund Strainge agreed to attend if he is available.
- c) The Clerk informed the Council of a letter received from the County Council about the proposed route for repatriations when these transfer to Brize Norton – the route does not have a direct impact on the parish.

52.11 Date of next meetings: Wednesday 4 May 2011 – Lilac Room, Village Hall, 7.30pm
Monthly Parish Council meeting to include annual meeting of the Parish Council.

Tuesday 10 May 2011 – main room, Village Hall, 7.30pm
Annual Parish Meeting

Richard Border has given his apologies for these meetings.

Signeddated.....