

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

79.11 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
Peter Godwin
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu - Clerk
1 member of the public to minute 82.11

80.11 Members' Apologies: None

81.11 Minutes of meeting held on 1 June 2011

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

82.11 Signature of new lease for sportsfield extension

As the landlord's trustees for the sportsfield extension have changed the Parish Council was asked to sign a further copy of the new lease.

The lease was signed by Edmund Strainge and Adrian Armitage on behalf of the Parish Council. The signatures were witnessed by Margaret Hellowell who then left the meeting.

83.11 County/District Council Matters

Both Don Seale and Steve Hayward had sent their apologies for the meeting.

84.11 Parish Councillors – Disclosure of interests on agenda items

Glyn Rees, as an allotment holder, matters relating to the allotments under Minute 85.11e and 85.11f.

Edmund Strainge, as a neighbour of the application property, the planning application for Barley Park Farm under Minute 89.11.

Peter Almgill, as a neighbour of the contractor, the request for a quotation for work on the roadway lighting near the pavilion from J. Fennymore under Minute 88.11h.

85.11 Matters Arising from Previous Meetings

a) Parish infrastructure issues

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*
The County Council decision and implementation following the consultation are still awaited.
- *HGV signage on Ducklington roundabout*
Installation still delayed until the electrical supply from the existing signage has been removed.

85.11 Matters Arising from Previous Meetings (continued)

b) Village Pond

Peter Almgill informed the Parish Council that Martin Layer has suggested that Steve Watts of Gemma Building & Design from Witney could help with the redesign of the pond and its surroundings. If he is supplied with the Parish Council's current proposals, maps of the underground utilities and the recommendations of the Highways drainage engineer Mr Watts should be able to prepare a basic plan. Martin Layer has indicated that Smiths of Bletchington will be able to cover the cost of the design and to carry out the work involved in its delivery. Before any work to redesign the pond can be started the central willow tree will need to be removed. It was agreed that when the final proposed new design of the pond has been prepared it will be communicated to the village so that people know and understand what is planned and the basis for it (Rod d'Ayala's report, the water management advice received from the Highways drainage engineer).

It was further agreed that before the tree is removed a letter would be sent to the Bell Inn informing the regulars there who have undertaken work at the pond before of the plans and advising them that they will be provided with a copy of the revised pond design when it has been prepared.

Peter Almgill agreed to circulate a copy of the plan to Councillors when he has received it from Steve Watts.

The Clerk was asked to contact Dick Rudd to see if he will be able to fell and remove the central willow tree (allowing two weeks between the letter being sent to the Bell Inn and the tree being removed).

c) Public information signs

The revised designs were not yet available – it was agreed to carry this item forward to the September meeting.

d) Annual asset review – ivy on cemetery walls

Edmund Strainge informed the Parish Council that he met with Andrew Fisher and that he is prepared to spray the ivy to kill it but that more than one treatment will be required. His quotation is £140 for the first treatment, £60 for a second.

It was resolved to accept this quotation and to order two treatments – Clerk to inform Mr Fisher.

e) Allotments – unsatisfactory maintenance of plots 3A and 8A

The Clerk has written to the tenants of the two plots, giving them one month to improve them. This will expire on 14 July. Glyn Rees informed the Parish Council that no work has been done to date. He agreed to recheck the plots after 14 July and to inform the Clerk so that further letters could be sent if necessary.

It was noted that if the tenants are ultimately given Notice to Quit they should be advised to remove any materials or plants they want to keep from the allotments before the notice expires and that any items remaining after that date would become the property of the Parish Council.

f) Allotments – vacant plots 1C and 7C

The Clerk has attempted to contact the two Ducklington residents on the waiting list about the vacant plots but has received no response. It was agreed that the Clerk would write to them requesting that they respond within two weeks or their names will be removed from the waiting list. If they do not respond within this time the vacant plots will then be offered to people on the waiting list who do not live in Ducklington.

85.11 Matters Arising from Previous Meetings (continued)

g) Self-help winter treatment

Emund Strange confirmed that Tom Hook of Barley Park Farm has agreed to have his contact details included on the Highways database so that he can help with winter treatment in the village if needed.

h) Co-option of new councillor

Information about the vacancy and how to apply will be put in the next newsletter, on the website and on the noticeboards – deadline for applications to be 26 August so that they can be considered at the Parish Council meeting on 7 September.

i) Acknowledgement of Brian Hicks' service as a councillor

Adrian Armitage informed the Council that he has spoken to Brian Hicks' wife about this. She advised that a bench with a plaque on the sportsfield would be suitable and would be appreciated by Mr Hicks. Three quotations need to be obtained – from Eynsham Mill, from Freeland Wood Products and from one further company – Peter Godwin agreed to find out where the bench in the cemetery had been sourced from and to inform the Clerk of this. The quotations will be considered at the September meeting. The correct location for the bench can be discussed with Mr Hicks subsequently.

j) Proposed new bench at The Moors to be installed by Mr Steve Townsend in memory of his Father

The Clerk informed the Council that Mr Townsend has contacted Highways who do not object in principal to the bench being installed on the corner of The Moors, but need a written agreement from the Parish Council to indemnify the County Council against any future claims that may occur as a result of the bench being placed on the public highway. It was resolved that the Parish Council would send the written indemnification as requested. There was some discussion about whether the Parish Council should ensure that the resident whose property is next to the proposed location should be informed of the plans. Glyn Rees agreed to speak to Steve Townsend to suggest that he speak to this resident.

86.11 New Business

a) Resignation of Graham Lenton

Councillors had already been advised that Graham Lenton resigned from the Parish Council on 2 June.

An election has been requested by 16 local government electors and will now be arranged by the District Council. The likely poll date if the election is contested is 18 August and nomination papers (not yet available) would therefore need to be submitted between 15 and 22 July 2011.

The cost to the Parish Council will be up to £1,000 depending on whether the election is contested and whether the Parish Council chooses to have polling cards sent out.

It was resolved that in order to reduce the cost of the election the Parish Council would not ask the District Council to issue individual polling cards, for which there is no statutory requirement.

Information about the election will be delivered to each household on a separate coloured sheet with the newsletter to be distributed at the end of July. There will also be statutory notices on the noticeboards and information on the website.

86.11 New Business (continued)

b) Damaged posts on the village green

5 of these posts need to be replaced. Dick Rudd has suggested that the damaged zipwire posts could be used to cut new ones when it has been removed. It was agreed to use the zipwire posts in the way proposed by Mr Rudd.

c) Allotment fees for 2011/12

It was resolved to increase the allotment rent by the annual RPI from May 2011 (5.2%). It was further resolved to leave the water rate contribution at its current level (£8.50 per tenant).

Allotment tenants to be advised to either send payment to the Clerk or to give it to Councillor Glyn Rees.

d) Ducklington Produce Association show

It was resolved that the Show Committee would be asked to forward a copy of the insurance put in place for the event, showing the public liability insurance cover, before the show takes place.

e) Contact from the Open Gardens Committee about their interest in being involved in any village celebrations organised for the Queen's Diamond Jubilee

It was confirmed that the Parish Council does not itself intend to organise an event to commemorate the Jubilee. The contact from the Open Gardens Committee was noted.

f) West Oxfordshire District Council consultation on new documents relating to the Draft Core Strategy for the district

It was resolved not to respond to this consultation.

g) Oxfordshire County Council consultation on the future of the public library service

Information about the consultation has been put on the website and on the noticeboards so that residents can provide a personal response to the County Council if they so wish.

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

h) Oxfordshire County Council consultation on the future standardisation of the application and card-issuing process for concessionary fare bus passes

Information about the consultation has been put on the website and on the noticeboards so that residents can provide a personal response to the County Council if they so wish.

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

87.11 SCHOOL REPORT

Richard Border provided an update on activities at the school. There are only two weeks left until the end of the school year. The new headmistress will take over with effect from 1 September. Having been nominated by Don Seale, Catherine Maddison has been appointed as a new school governor.

88.11 Playgrounds/Sportsfield

a) *Inspection Report for June – circulated in Clerk's Briefing Notes*

The only new issue of note is the failure of the zipwire – see minute 88.11c below

b) *Annual independent playground inspection*

This was carried out on 15 June. A copy of the report was circulated in the Clerk's Briefing Notes.

No significant matters were raised. The wooden finger trap cover installed under the base of the steps on the slide at the sportsfield playground was removed for the inspection (and subsequently replaced). The inspector specifically commented that the rusting at this location has not undermined the stability of the unit.

c) *Current works*

- Filling of safer surface tiles ongoing
- Broken zipwire

The Clerk informed the Parish Council that she was contacted by a local resident on the evening of 14 June who reported that one of the zipwire posts had rotted through at the base and that other posts are also showing signs of rot. The Clerk immediately contacted Dick Rudd who agreed to go out and inspect and take the zipwire out of use if necessary. Mr Rudd confirmed that the information was correct and he put rope across the entrance to the zipwire and signs to inform the public that the zipwire was not to be used.

The independent inspector attended the site on 15 June for the annual inspection and was happy with the action that had been undertaken to take the zipwire out of use. Following email discussions amongst Councillors the primary school and playgroup were subsequently informed of the situation by the Clerk and Peter Almgill removed the zipwire seat to ensure that it is not used.

It was agreed that the zipwire should be replaced or repaired as soon as possible, the cost to be funded from the Parish Council reserves if necessary.

Peter Almgill and Glyn Rees told the meeting that one of the attendees at the OPFA event on 30 June is experienced in playground design and installation and used to live in Ducklington. Peter Almgill was asked to find out her contact details so that she can be approached to ask for advice on sources of replacement material and installers who could supply and fit a new zipwire. The Clerk will then be informed so that she can try to get quotations. It was agreed that the Parish Council should consider the option of fully replacing the zipwire with an "off-the-shelf" product as well as the option of replacing the rotten timbers.

Webbs of Shrivenham and Eynsham Saw Mill were suggested as suppliers of replacement timbers – to be contacted to ask that they come out on site to look and provide a quotation for replacement of all the timbers which go into the ground.

The Parish Council to consider whether to make a grant application to WREN for the cost of the work at a subsequent meeting.

Dick Rudd to be informed of the Parish Council's decisions.

d) *Playground inspection end of July 2011*

Catherine Maddison and Peter Godwin volunteered to carry out this inspection.

88.11 Playgrounds/Sportsfield (continued)

e) Proposed new sports pavilion

The draft joint letter to Ducklington Preschool from the Parish Council and the Sports Club had been sent to the Clerk by Dave Duthie on 28 June. This was circulated to Councillors for comment and was then returned to Mr Duthie, having been signed by Edmund Strange, on 4 July.

There has been no information from the Sports Club about any contact they may have had with the Oxfordshire Football Association about the proposed new pavilion.

f) Institute of Groundsmanship advice on condition of playing field

Catherine Maddison, Richard Border and Peter Almgill met with Len Smith from the Institute of Groundsmanship at the playing field on 6 June. They were joined by Dave Duthie from the Sports Club.

Mr Smith had prepared two reports about the field – one concerning its use as a general sports field and one looking specifically at its use as a cricket pitch. His services were provided free. The reports were circulated to Councillors. It was agreed that they should be forwarded to the Sports Club.

It was resolved that there should be a meeting of the joint Parish Council/Sports Club committee to discuss the reports and to work towards the preparation of a grounds management plan. It was noted that not all of the works proposed by Mr Smith are achievable, given the restricted budgets of both the Parish Council and the Sports Club. The Parish Council will be represented by Peter Godwin, Catherine Maddison and Glyn Rees – joint meeting to take place so that it can be discussed at the September Parish Council meeting. The Sports Club to be asked to liaise with the three Councillors direct to arrange the date and time of the meeting.

It was resolved that a letter of thanks would be sent to Len Smith.

g) OPFA networking event

This event took place on 30 June and was attended by Peter Almgill and Glyn Rees.

Representatives from several town and parish councils and sports clubs had also attended - Mr Almgill and Mr Rees agreed that it was a very useful meeting.

Mr Almgill and Mr Rees informed the Parish Council that a part of the meeting had been dedicated to discussion about projects to build new sports buildings and that they had gained information about useful contacts who could be drawn on for advice and experience in this field in the future. Attendees at the meeting had stressed that the key to successfully carrying out a project to build a new sports building is to approach the big funders first and many had also said that it is easier when parish councils own the buildings – no-one at the meeting had experience of other organisations building on parish council land.

The rest of the meeting had looked at playground management and construction. Any major playground project has to be community led in order for it to gain funding. There are still some funds available from WREN and the District Council has some money which needs to be part matched by parish councils. The meeting had then gone on site to look at the new Carterton recreation ground with the architect who designed it.

h) Non-functioning roadway lights – car park to pavilion

The Clerk has been in touch with J. Fennymore to request that he provides advice and a quotation for the work. He intends to prepare a quotation shortly but will not be able to do any work until the beginning of September.

88.11 Playgrounds/Sportsfield (continued)

i) Possible water leak at sportsfield/pavilion

Peter Godwin informed the Parish Council that he had been out to the pavilion on two occasions – on 4 July and 11 July. The meter reading had increased from 0833972 to 0856151 and was observed spinning freely on 11 July although there was no-one at the pavilion using the water on that date.

There was a discussion about the possibility of installing a borehole which could be used for the watering of the sportsfield – the contact for this is Andy Dixon.

There was a discussion about the possibility of installing a temporary overground pipe from the meter to the pavilion – this could be tapped off at one point to provide a water outlet for the field. However, it was acknowledged that this would only be a temporary solution until the autumn/winter and it could present difficulties for the mower and any other vehicle needing to access the field.

There was also a discussion about whether it would be preferable to install a new underground pipe from the meter to the pavilion. Edmund Strainge agreed to contact Whitehorse Contractors at Lodge Farm near Abingdon to discuss this work and the potential cost with them.

There was a question about whether there is a separate stopcock for the pipe to the field which could be turned off when it is not needed – Peter Godwin agreed to ask Steve Townsend about this.

Catherine Maddison informed the Parish Council that she knows someone who practices water divining and may be able to help find where the leak is – she volunteered to speak to her contact about this.

89.11 PLANNING

NEW PLANNING APPLICATIONS

NEW PLANNING APPLICATIONS

11/0913/P/FP Barley Park Farm

Erection of an agricultural building

No comment

90.11 FINANCE

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

Balance on Current Account at 30 June 2011	£44,454.29
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b) Receipts and payments account for 3 months to 30 June 2011

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

c) Bank mandates – agreement of new signatories

It was resolved that Edmund Strainge and Glyn Rees would continue as signatories on both the current and new deposit account and that the new signatories for both accounts would be Peter Almgill and Catherine Maddison. The Clerk also acts as a signatory for the purposes of administration of the accounts.

90.11 FINANCE (continued)

d) JUNE INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 6 JULY 2011 MEETING

		Statute
Clerk's salary & working from home allowance (wfha) - H Sandhu – gross salary of £361.05 less tax of £12.40 + £10.00 wfha	358.65	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs (PAYE on Clerk's salary)	12.40	LGA 1972, s112
Clerk's expenses - postage of playing field extension documents (sent in March not claimed before), APM refreshments – these were listed on Agenda for June meeting but missed from cheque calculation	10.33	LGA 1972 s111
WODC – 2 cuts of verges (four cuts invoiced this year to date)	88.20	LG(MP)A 1976, s19
Countrywide Grounds Maintenance – 8 cuts of playing field in April & May (11 cuts invoiced this year to date)	720.00	LG(MP)A 1976, s19
Mrs. F Bryant – rent for playing field extension June quarter date	102.50	LG(MP)A 1976, s19
John Hicks – annual independent playground inspection	101.52	LG(MP)A 1976, s19
J Miles – one grass cut at cemetery (four cuts this year to date)	80.00	LGA 1972, s214
Margaret Johnson – stationery & copying	32.24	LGA 1972, s111
E-on – electricity bill for pavilion q/e 18 June (estimated bill)	553.13	LG(MP)A 1976, s19
Bounceback Safety Surfaces Ltd – filling kits for safer surfaces	780.00	LG(MP)A 1976, s19
OCC The Henry Box School – n/l printing (April/May & June/July)	114.72	LGA 1972 s111
R. Rudd – playground inspection, work at Bartholomew Close open space, regluing of safer surface tiles	490.00	LG(MP)A 1976, s19
B. Lockett – litter picking for June 2011	60.00	LG(MP)A 1976, s19
TOTAL	£3,503.69	

Ducklington Parish Council – transfer into new Santander deposit account	£27,300.00	n/a
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The cheques were signed by Glyn Rees and Edmund Strainge.

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

The OPFA meeting and the meeting with the IOG had been discussed earlier.

Several Parish Councillors had attended the Open Day held by Smiths of Bletchington at the sports pavilion about their proposals for the extension to the Gill Mill excavation area. The Open Day had been well attended by local residents. The restoration plans have been revised again and now include holiday villas around one of the lakes – the last lake which will be restored and which will be near where the gravel yard is currently.

92.11 Other matters for discussion – for information only

a) Richard Border requested that discussion of principles for decision making by the Parish Council/terms of reference is included on the agenda for the September meeting.

b) The grass verge alongside the path between the end of Curbridge Road and the A415 needs strimming – Clerk to contact Highways.

93.11 Date of next meeting – 3 August 2011 – Lilac Room, Village Hall, 7.30pm

Meeting of Urgency Committee of Parish Council

Signeddated.....