

**DRAFT MINUTES OF URGENCY COMMITTEE MEETING OF  
DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 3 AUGUST 2011  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**94.11 Members Present:** Edmund Strainge (Chairman)  
Adrian Armitage  
David Duthie  
Catherine Maddison  
Glyn Rees

**In Attendance:** Helen Sandhu - Clerk

Edmund Strainge welcomed David Duthie to his first meeting as a Parish Councillor. Mr Duthie had signed his Declaration of Acceptance of Office in advance of the meeting.

**95.11 Members' Apologies:** Peter Almgill

**96.11 Parish Councillors – Disclosure of interests on agenda items**  
Glyn Rees, as an allotment holder, matters relating to the allotments under Minute 97.11b.

**97.11 Matters Arising from Previous Meetings**

*a) Village Pond*

Peter Almgill is due to meet with Steve Watts from Gemma Building & Design and Wayne Barker (the Oxfordshire Highways Drainage Engineer) at the pond on Friday 5 August. Clerk to email other the Councillors to see if anyone else can attend.

It was agreed that if a draft design for the pond is received from Mr Watts quickly after that meeting it might be helpful to call a further Urgency Committee meeting in advance of the planned September Parish Council meeting so that matters can be progressed – the Clerk was asked to liaise with Edmund Strainge.

A letter received from the regulars at the Bell Inn in response to the letter sent by the Parish Council about the removal of the central willow tree was discussed. It was resolved that, taking into account all of the information and advice received to date, the tree will still be removed. Copies of the proposed design for the pond surrounds will be put on the noticeboards and on the website for residents' information when they have been received and considered by the Council. Clerk to send a reply to the regulars at the Bell Inn.

*b) Allotments – unsatisfactory maintenance of two plots/vacant plots*

The Clerk informed the Parish Council that the tenant of plot 8A had decided to relinquish their allotment.

Glyn Rees advised that plot 3A has now been dug and has been returned to a satisfactory condition.

Plot 1C has been let to Mr S Nobes.

Plot 4 has been split at the request of the existing tenant and the new smaller plot thereby created has been let to Mr R Rayner.

Plots 7C and 8A are currently vacant – the Clerk is working through the waiting list to find new tenants.

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

*c) Election for councillor*

There were initially two candidates for the single vacancy for which an election was requested. Following the withdrawal of one candidate, David Duthie was elected unopposed and has now joined the Parish Council.

The cost of the unopposed election payable to the District Council will be approximately £50.00.

*d) Councillor vacancy to be filled by co-option*

Information has been put on the boards, in the newsletter and on the website about how people can apply for co-option. The deadline for applications is 26 August 2011.

*e) Resignation of Dr Graham Lenton – letter of appreciation*

It was resolved that the Clerk would write a letter to Dr Lenton thanking him both for his service as a Parish Councillor and as a School Governor.

**98.11 New Business**

*a) Anti-social behaviour at Bartholomew Close*

The clerk informed the Parish Council that since the July meeting she had been contacted by a local resident on two occasions about incidences of anti-social behaviour at Bartholomew Close:

- In the early evening of 11 July the Clerk was told that young people were building a tree-house in the large horse chestnut tree on the open space at Bartholomew Close. Peter Almgill agreed to go out to look on site. There were no young people there at that point nor evidence of a tree-house, but a long length of rope had been secured high up in the tree, reaching down towards the ground. Mr Almgill cut it off as high as possible and Dick Rudd was asked to go out on site the next day to advise whether any further work was required. He subsequently confirmed that no further work is required.
- On 12 July the Clerk was told that young people were riding one or more motorbikes on the open space. The Clerk asked the resident to contact the police on the non-emergency number to report this – he agreed to do so, but it is not known whether this report was actually made.

**99.11 Playgrounds/Sportsfield**

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

Catherine Maddison had previously informed the Clerk that on 19 July a young girl cut her finger whilst hanging on the underside of the slide platform at the sportsfield playground. It was not clear exactly how the injury had happened. The injury was treated by the girl's parent and no further contact has been made with the Parish Council.

Mrs Maddison told the meeting that where the underside of the platform is rusting at the corners, some sharp edges are being formed. Whilst people should not come into contact with these sharp edges during normal play, something may need to be done to remove them. As Dick Rudd is about to go on holiday it was agreed that Peter Godwin would be asked to go out to look at the slide to provide a second opinion. He would also be asked to carry out any immediate action which he could undertake to deal with the problem. If Mr Godwin thinks that immediate action is not required it was agreed that it will be left until Dick Rudd returns from holiday for him to report on/resolve.

*b) Current works*

- Filling of safer surface tiles ongoing

### 99.11 Playgrounds/Sportsfield (continued)

c) *Zipwire repair/replacement*

The Clerk had prepared a report which had been circulated in the Briefing Notes. It was resolved that the existing zipwire will not be repaired and that Dick Rudd will be asked to remove it (for a quoted cost of £100), reusing the timbers to create replacement posts for the village green if possible.

It was further resolved that consideration of the replacement of the zipwire with a new unit would be carried forward to the September Parish Council meeting.

There was some discussion about the possibility of making a grant application to WREN for a new unit. The Parish Council will need to obtain evidence that the community wants a new zipwire in order to make an application. It was agreed that this would be discussed further at the September meeting.

d) *Proposed new sports pavilion*

Speaking on behalf of the Sports Club, David Duthie advised that a meeting has been set up with the Oxfordshire Football Association to discuss the proposed new sports pavilion.

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

J. Fennymore has been out on site to look at the practicalities for installing two security-type lights (with timer control) on the pole nearest the pavilion.

His quotation for this work is £723.19.

The Clerk informed the meeting that Mr Fennymore is not confident that the light which would be achieved from the proposed new units will extend very far down the roadway towards the car park – the light achieved may only be comparable to that which the original lamp would have generated.

It was resolved that Mr Fennymore would be asked to provide a quotation for repairing the lamp on this pole so that it functions as originally intended. The Clerk was also asked to ask him why he is only proposing 70w units if the new lamps are installed.

f) *Possible water leak at sportsfield/pavilion*

Peter Almgill has contacted Andy Dixon about the possibility of installing a borehole to irrigate the field and is waiting for a response.

Edmund Strange advised the meeting that the quotation from White Horse Contractors for installing a new underground pipe is £4,070 + VAT. David Duthie was asked whether he knew of other suppliers who could provide alternative quotations – he agreed to look into this so that more quotations could be considered at the September meeting.

Catherine Maddison told the meeting that the person she knows who practices water divining is not coming to the area in the near future and so won't be able to help locate any leak.

### 100.11 PLANNING

#### PLANNING APPLICATIONS GRANTED

11/0743/P/S73 Wesley Barrell, Ducklington Mill, Standlake Road  
Removal of condition 13 of Planning Permission W97/1520 to allow Wesley Barrell the opportunity to trade from the Ducklington Mill site on eight days (including weekends) per annum

11/0756/P/FP 12 Feilden Close, Ducklington  
Erection of single storey front extension

**100.11 PLANNING (continued)**

**NEW PLANNING APPLICATIONS**

11/0981/P/AC Focus building, Thorney Leys Park, Witney  
Erection of various illuminated and non illuminated signs  
*It was resolved that the Parish Council would not respond to this consultation as the site is outside the parish.*

11/1129/P/TCN Land at Yew Tree Mews, Church Street  
Installation of communication equipment cabinet  
*No comments.*

11/1131/P/TCN Land at Witney Road (near SPS opposite Chalcroft)  
Installation of communication equipment cabinet  
*No comments.*

**101.11 FINANCE**

a) *Account Balances and Debts due to Council* – as circulated with the meeting papers  
Balance on Current Account at 31 July 2011 £41,342.02

b) *Bank reconciliation at 30 June 2011*  
This had been circulated in the Clerk's Briefing Notes – contents noted.

c) *Internal audit for 2010/11*  
The report from the internal auditor, which indicated that there were no matters arising, had been circulated in the Clerk's Briefing Notes. The report was noted.

d) *JULY INVOICES*  
PRESENTED FOR APPROVAL AND PAYMENT AT 3 AUGUST 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
Countrywide Grounds Maintenance – 5 cuts of playing field in June (16 cuts invoiced this year to date)	450.00	LG(MP)A 1976, s19
W. J. Haire – internal audit for 2010/11	100.00	LGA 1972 s111
Margaret Hellowell – newsletter editing Aug/Sept	46.23	LGA 1972 s111
Margaret Johnson – stationery & copying	32.12	LGA 1972, s111
J Miles – two grass cuts at cemetery (six cuts this year to date)	160.00	LGA 1972, s214
B. Lockett – litter picking for July	60.00	LG(MP)A 1976, s19
<b>TOTAL</b>	<b>£1,219.40</b>	

The payments were approved. The cheques were signed by Glyn Rees and Edmund Strainge.

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

a) Catherine Maddison advised the meeting that residents can apply to join the Privilege Club at the Four Pillars Hotel to get a 10% discount. The hotel is also interested in advertising in the Ducklington newsletter. The Clerk agreed to email information about the newsletter to Mrs Maddison's contact.

**102.11 Other matters for discussion – for information only (continued)**

- b) The Clerk informed the meeting that Parish Councils are being invited to send a representative to address the District Council at a specially convened meeting to discuss the emerging Local Development Framework on 14 September. The Clerk was asked to email the information to the Councillors not at the Urgency Committee meeting.
  
- c) The Clerk informed the meeting that RAF Brize Norton is intending to hold a liaison meeting to discuss issues arising from the transfer of aircraft and personnel from RAF Lyneham (there has been an increase in the number of noise complaints). The arrangements for the meeting have not yet been finalised, but it is likely to be on 25 August. The Clerk was asked to email information about this meeting to the Councillors not at the Urgency Committee to see if anyone will be available to attend.

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

DRAFT

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