

**DRAFT MINUTES OF URGENCY COMMITTEE MEETING OF
DUCKLINGTON PARISH COUNCIL
HELD ON THURSDAY 1 AUGUST 2012
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 8.00 PM**

106.12 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Peter Godwin
Sarah Stanley

In Attendance: Helen Sandhu – Clerk

107.12 Members' Apologies: Richard Border, David Duthie, Catherine Maddison, Glyn Rees

108.12 Parish Councillors – Disclosure of interests on agenda items
None

109.12 Matters Arising from Previous Meetings

a) Village Pond

The Clerk advised that the work to install the swale should start at the end of the current week or at the beginning of the subsequent week. It was agreed that there is no need for the Parish Council to provide any supervisory oversight as the contractor has all of the design information required. The Clerk will inform Highways of the proposed start date.

b) Village information signs

The signs at the bus stop and car park have been installed. The Clerk advised that Dick Rudd has cut back some of the overgrowth by the location for the sign on Witney Road and has marked a proposed site for the sign. Edmund Strainge agreed to check the proposed site and to liaise with Mr Rudd over the installation.

c) Combined footpath/cyclepath between Four Pillars Hotel and Station Lane, Witney

Don Seale has suggested that the Parish Council submits an application to him for the siding-out work required to be funded from the Highways Area Stewardship fund. It was resolved that the Clerk will submit this application.

110.12 New Business

a) Renewal of membership of Oxfordshire Playing Fields Association

It was resolved that this membership be renewed at a cost of £45.00 for the year.

b) Litterpicking

The Clerk advised that the contractor who carries out the litter picking on Parish Council land is not able to perform this work at present due to ill health.

Councillors volunteered to carry out the litter picking on an interim basis.

Residents will be informed via the September newsletter if the situation hasn't been resolved by then.

Adrian Armitage agreed to speak to the contractor to ask when and if he will be able to continue with the litter picking.

110.12 New Business (continued)

c) *Issues with surface water drainage on Standlake Road near Fritillary Mews*

Peter Almgill reported that during a recent period of heavy rainfall Standlake Road had flooded significantly. Residents had taken action to prevent floodwater entering into properties, but it is clear that improvements to surface water drainage need to be carried out. The problem seems to be related to three factors; the road gully outside 75 Standlake Road is not working – the road around it is collapsing which may suggest that the pipe underneath has collapsed; the pipe which runs between the end of the sportsfield towards this gully is silted up; and the ditch running alongside the field beyond the sportsfield boundary needs to be cleared.

It was agreed that the Clerk will ask Highways to attend to the problems with the gully outside 75 Standlake Road as a matter of urgency; that Dick Rudd will be asked to clear out the culvert on the opposite side of the road at the edge of the sportsfield boundary; and that the landowner of the adjacent field will be asked to clear out the ditch running alongside that field.

d) *New project officer for Lower Windrush Valley Project*

It was agreed to accept Jane Bowley's request to attend a Parish Council meeting in September/October so that she can introduce herself to Council members.

e) *Low branches on Bartholomew Close, village green and on sportsfield*

The grounds contractor has requested that the Parish Council removes branches to a height of 2.5m to facilitate the grass mowing. It was resolved that Dick Rudd will be asked to provide a quotation for this work.

111.12 Playgrounds/Sportsfield

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

This inspection was carried out by Peter Godwin & Catherine Maddison.

It was agreed that two flat swings on Chalcroft will be replaced. It was noted that Edmund Strange has some spare seats; he agreed to check whether this includes two flat seats and to liaise with Dick Rudd about fitting them.

It was not clear whether Andrew Fisher has resprayed the weeds on the tennis court.

b) *Annual independent inspection of playgrounds*

The reports prepared by John Hicks from his inspection on 4 July had been circulated in the Clerk's Briefing Notes. It was noted that one issue of low/medium risk had been identified – rusting under the platform of the slide unit on the sportsfield playground which has created some sharp edges, particularly in the corners.

It was resolved that Dick Rudd will be asked to file down the sharp edges.

c) *Replacement zipwire*

- i) The post installation inspection was carried out on 4 July 2012 and had been circulated in the Clerk's Briefing Notes.

The inspection raised the following issues which have been dealt with as shown:

- Unsecured protective sleeve – the supplier has confirmed that the sleeve is not designed to be secured and has been installed in accordance with the specification. A plastic tie has now been put on the sleeve by the installer to discourage people from sliding it up the chain. The supplier has suggested that the Parish Council could install a bolt through the sleeve and chain at the top if it is desired to secure it further. The rider socket has bolt holes at the bottom which will allow water to drain through it.

111.12 Playgrounds/Sportsfield (continued)

c) *Replacement zipwire (continued)*

- Exposed threaded ends under the platform – now ground back by the installer
- Bark depth – the supplier has advised that 200mm bark depth is adequate and will be providing paperwork to support this

ii) At the July Parish Council meeting it was noted that the seat cannot be moved all the way back to the platform, making it difficult for younger children to get on it. The supplier has confirmed that the equipment has been installed in accordance with the specification and that the seat is not designed to go back to the platform because of health and safety risks that this would create.

iii) As members had previously been advised, in the first 3 weeks after its installation the chain/seat had been tampered with, with the chain deliberately shortened. Councillors agreed to monitor the zipwire over the remaining summer weeks to identify if this problem recurs.

iv) The invoice has been received for payment, with the Parish Council to pay £4,540 (including the VAT which will be reclaimed). A grant payment application for £8,000 has been made to WREN.

d) *Playing field/development of pavilion/joint Parish Council/Sports Club meeting*

The Clerk advised the Parish Council of the response received from Ducklington Sports Club to the letter sent by the Parish Council after the July meetings. It was resolved that the letter satisfied the Parish Council's requests and that the orders for the new doors/windows and replacement storage heaters should be placed.

The Clerk advised that Don Seale has been in contact with the Highways officers about the County Council's refusal to release land (on either a temporary or permanent basis) from the A415 verge to enable the Parish Council to extend the sportsfield. The officers have repeated the County Council's negative response to Mr Seale. Mr Seale has asked the Parish Council to advise whether members would like him to attempt to pursue this further. It was resolved that Mr Seale would be asked to push the issue as far as he can in an attempt to persuade the County Council to release the land.

e) *Pavilion safety – fire and legionella risk assessments*
Peter Almgill asked for this item to be carried forward.

f) *Security of access to field*

Edmund Strange informed the Parish Council that he has purchased the lock and chain and will install them soon.

112.12 PLANNING

PLANNING APPLICATIONS GRANTED

12/0843/P/FP 61 Witney Road

Erection of self contained annex to replace garden store

Permission has been granted with the condition that the annex

accommodation will be ancillary to the main dwelling and should not be occupied as a separate dwelling.

112.12 PLANNING (continued)

NEW PLANNING APPLICATIONS

12/1100/P/FP 2 Feilden Close
Erection of single storey extension
No comments

12/1154/P/FP Manor Farm, 1 Witney Road
12/1155/P/LB Removal of existing porch and erection of a new conservatory to south elevation
No comments

FOLLOW UP TO PREVIOUS PLANNING APPLICATIONS

12/1012/P/FP 10 Witney Road
Erection of new detached garage, wall and fence
The Clerk advised the Parish Council that two residents who live in properties near 10 Witney Road have contacted the Parish Council with their concerns about the planning application for this property. Copies of the correspondence were put in the folder for circulation amongst the Councillors.

113.12 FINANCE

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

Current Account at 31 July 2012 £15,055.15

Deposit Account at 31 July 2012 £39,622.33

b) *Bank reconciliations at 30 June 2012* – circulated with the meeting papers. Content noted.

c) *JULY INVOICES*

		Statute
Clerk's salary & working from home allowance	385.82	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs	4.00	LGA 1972, s112
Margaret Johnson Ltd – stationery & photocopying	21.36	LGA 1972 s111
R Rudd – inspection of play equipment in June, installation of bench, removal of rubbish from ditch, repair of fence in layby near school, removal of tree by zipwire, trimming of trees at Chalcroft, tidying of Peel Close after tree damage	460.00	LG(MP)A 1976, s19
John Hicks – annual independent inspection of playgrounds and post installation inspection of zipwire	371.52	LG(MP)A 1976, s19
Thames Water – water supply for pavilion & playing fields, 17 November to 16 May 2012	4.68	LG(MP)A 1976, s19
Townsend Brothers Ltd – repair of broken window at pavilion	178.70	LG(MP)A 1976, s19
G&G Signs – village information signs	254.40	LGA 1972, s144
Lawnmower Sales & Service – service of strimmer	91.32	LGA 1972, s214
J Miles – one cut of cemetery grass (8 cuts in year to date)	85.00	LGA 1972, s214
SMP (Playgrounds) Ltd – Parish Council's share of cost of new zipwire	4,540.00	LG(MP)A 1976, s19
Helen Strainge – editing of August/September newsletter	45.00	LGA 1972 s111
OPFA – annual membership	45.00	LG(MP)A 1976, s19
TOTAL	£6,486.80	

The payments were approved. The cheques were signed by Peter Almgill and Edmund Strainge.

**114.12 Date of next meeting - Wednesday 5 September 2012 - Lilac Room, Village Hall,
7.30pm**
Monthly meeting of Parish Council

Signeddated.....

DRAFT