

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 2 MAY 2012  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**55.12 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill  
Adrian Armitage  
Richard Border  
David Duthie  
Peter Godwin  
Catherine Maddison  
Sarah Stanley

**In Attendance:** Helen Sandhu – Clerk

**56.12 Members' Apologies:** Glyn Rees

**57.12 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
- Election of Transport Representative – Glyn Rees to continue in this role
- Election of Village Hall Representatives – Edmund Strainge and Peter Godwin
- School Governors – Richard Border, Catherine Maddison and Glyn Rees act as Governors for Ducklington Primary School

**58.12 Minutes of meeting held on 4 April 2012**

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

**59.12 Parish Councillors – Disclosure of interests on agenda items**

None.

**60.12 Matters Arising from Previous Meetings**

*a) Parish infrastructure issues*

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

The scheme should be installed by the County Council before/during June.

*b) Village Pond*

It was decided to delay the installation of the swale until after the Diamond Jubilee weekend. Smiths of Bletchington is not able to provide a specific date when the work will be done yet, but has confirmed that it will be done during June/July before the school summer holidays.

## 60.12 Matters Arising from Previous Meetings (continued)

### c) *Village information signs*

The Clerk confirmed that she has contacted Oxfordshire Highways with the Parish Council's request to erect a sign at the start of Witney Road near the former village name plate and is awaiting a response.

Revised artwork and a new quotation have been supplied by the sign company. The total cost of three signs (two with no legs, one complete with legs) including delivery will be £212 + VAT.

It was decided that the Clerk should contact Ducklington Primary School to ask them to confirm that they are happy for the Parish Council to put a sign on their fence at the car park.

### d) *Bench to commemorate Brian Hicks' service as a Parish Councillor*

The Clerk told the Parish Council that she has informed Dick Rudd that the Council would like the bench installed before 12 May. David Duthie confirmed that he has had some contact with Mr Rudd and that the plaque should be ready by 12 May.

There was a suggestion that the installation of the bench and Mr Hicks' service as a Parish Councillor could be the subject of a future article for the Witney Gazette.

### e) *Annual review of Parish Council assets*

A copy of Peter Almgill's inspection of the assets had been included in the Clerk's Briefing Notes. There was a discussion about the ownership and responsibility of the commemorative benches in the cemetery. Edmund Strainge confirmed that St Bartholomew's Church deals with people's requests for the installation of benches and that they are not owned by the Parish Council which is also not responsible for their maintenance.

It was decided to consider the painting and cleaning needs identified in the inspection further at a future meeting.

### f) *Annual Parish Meeting – 10 May 2012*

The Clerk told the Parish Council that she has spoken to Paul Kourellias (the MD of West Oxfordshire Motor Auction Ltd) who has confirmed that his company is no longer buying the former Dudley Motor Homes site and that he will therefore not be attending the Annual Parish Meeting. The final order of speakers was agreed as: Thames Valley Police, RAF Brize Norton, Martin Layer from Smiths of Bletchington, Sarah Nisbett from Ducklington Primary School, Edmund Strainge, Parish Council finances, Richard Border reading the report prepared by County Councillor Don Seale, District Councillor Steve Hayward, Ruth Edy speaking about the Diamond Jubilee celebrations.

### g) *Ivy on cemetery walls*

The Clerk informed the Parish Council that she has spoken to Andrew Fisher who recommends that the ivy is cut back with hedge clippers as far as possible and that two treatments of herbicide are then applied to the cut edges. His quotation is £300 to carry out this work. It was resolved that the Clerk should ask him for a price for cutting the ivy growth off, removing the clippings and applying a single treatment. The Clerk was authorised to order this work provided the price is £250 or less.

The Parish Council will then consider at a future date whether further herbicide treatments are required.

### **61.12 New Business**

#### *a) Insurance renewal for 1 June 2012*

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 for the insurance renewal from the current insurers, Community First, had been received. It was resolved to place the Parish Council's insurances with Community First. The Clerk informed the Parish Council that the underwriters for Aon have declined the opportunity to quote for the insurance due to the flooding of the pavilion in 2007 and the proximity of the pavilion to the ditch which drains water from the A415. If the Parish Council can in future demonstrate that work has been done to improve the ditch, the underwriters may consider providing a quotation in a subsequent year. It was noted, however, that this would need to cover the full length of the ditch, some of which is not under the control of the Parish Council.

#### *b) Donation to St John Ambulance Oxfordshire*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would pay a donation of £25.00 to St John Ambulance Oxfordshire. 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.

### **62.12 School Report**

Richard Border provided the school report. At a recent meeting of the Governors it was decided to send a questionnaire to staff, children and parents asking for information about their attitudes and feelings towards the school, which is something the Governors do periodically. The Foundation class is over-subscribed for September 2012, with some appeals for places for children outside of the catchment area to be heard. The Governors have had further discussions about converting the school to academy status and now intend to arrange a more formal meeting to which representatives from the Local Authority and the Diocese will be invited. At the meeting it will be decided whether to consider conversion further, starting the formal consultation process, or whether in fact it is not something the school would wish to pursue at the present time.

### **63.12 Playgrounds/Sportsfield**

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

This inspection was carried out by Dick Rudd. There were no matters requiring attention at the current time.

#### *b) Inspection for the end of May*

Adrian Armitage volunteered to carry out this inspection.

#### *c) Replacement zipwire – WREN grant application*

The Clerk informed the Parish Council that WREN has returned the permission to start form and that the formal order has been sent to SMP, who quote a lead time of 4-6 weeks. The Clerk met with Allan Eastell, the SMP area representative, on 1 May. He recommends that the small tree growing within the zipwire area adjacent to the school fence is removed and that the weeds growing in the bark pit area are dug out. Sarah Stanley volunteered to organise a work party via the Friends of Ducklington School to dig out the weeds. It was resolved that Dick Rudd would be asked to remove the tree.

**63.12 Playgrounds/Sportsfield (continued)**

*d) Dog fouling on sportsfield – new signage*

David Duthie informed the Parish Council that four signs have been purchased, with three installed and the fourth one to be put on the wooden gate at the boundary of the sportsfield extension.

*e) Playing field/development of pavilion*

David Duthie said that he has not yet calculated the size of the verge which the Parish Council would need to acquire in order to create a second full size pitch. He said that he will plot this on a diagram and send it to the Clerk so that she can contact Don Seale and ask him to try to persuade the County Council to release the land on long term loan.

David Duthie informed the Parish Council that he will be bringing a quotation for the new patio doors and windows for the pavilion to the next meeting.

*f) Pavilion safety*

David Duthie informed the Parish Council that he has nearly completed the risk assessments on fire safety and legionella. He told the Clerk that he would send them to her in advance of the next meeting so that they can be circulated with the meeting papers.

**64.12 FINANCE**

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

Current Account at 30 April 2012	£20,763.73
Deposit Account at 30 April 2012	£39,471.16

*b) Bank reconciliations at 31 March 2012*

Circulated in the Clerk's Briefing Notes – contents noted.

*c) Accounts for year ended 31 March 2012 – as circulated with the meeting papers*

The Clerk presented the accounts for the year ended 31 March 2012. They were approved by the Parish Council and signed by Edmund Strange as Chairman.

*d) Accounts for year ended 31 March 2012 – 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.

**64.12 FINANCE (continued)**

*f) APRIL INVOICES*

		Statute
Clerk's salary & working from home allowance	385.82	LGA 1972, s112 & LGA 1972 s111
Oxfordshire County Council – annual rental of allotment site	212.00	SH & AA 1908
HM Revenue & Customs	4.00	LGA 1972, s112
Margaret Johnson Ltd – stationery & photocopying	68.70	LGA 1972 s111
B Lockett – litter picking for April	60.00	LG(MP)A 1976, s19
R Rudd – playground inspection, installation of sign, tree surgery Bartholomew Close, painting rocking horse	195.00	LG(MP)A 1976, s19
Waste Recycling Group Ltd – fee to unlock Landfill Communities Fund project for zipwire funding	880.00	LG(MP)A 1976, s19
Community First – insurance for 2012/13	1,319.95	LGA 1972 s111
Witney signs – new “no dogs” signs for Glebelands	86.40	LG(MP)A 1976, s19
St John Ambulance Oxfordshire, donation	25.00	LGA 1972, s137
<b>TOTAL</b>	<b>£3,236.87</b>	

The payments were approved. The cheques were signed by Peter Almgill and Catherine Maddison.

**65.12 Parish Councillors' reports from meetings attending since last meeting**

Peter Almgill reported on his attendance at the meeting of the Local Councils Working Group at RAF Brize Norton on 25 April. The new A400M aircraft has arrived at the base for testing. Noise measurements are being taken in advance of the aircraft arriving properly so that plans can be put in place to mitigate against issues identified during the testing. The station lights have been tipped down to reduce light pollution. Staff have been asked to produce a map showing the flight plan that is used when pilots are flying circuits and a “spotters guide” to the aircraft so that people reporting concerns can give more information to enable the issue to be followed up. Maps of “avoids” (residential areas which pilots are supposed to avoid overflying as far as possible) will also be made available. Information about how to make an area an “avoid” will be published. Station staff are also going to start sending emails about scheduled late night flying again.

Mr Almgill said that he had asked about the number of Chinooks being observed flying in the local area. There are no Chinooks based at RAF Brize Norton, but they do come here to practice picking up and transporting new equipment which has arrived at Brize Norton. Some of the Chinooks observed will be just flying through the air space as military aircraft often complete journeys by flying between different RAF air spaces.

The RAF is still analysing the results of the independent noise survey which was carried out at the end of 2011. Steps are being taken in an attempt to mitigate noise. The RAF still intends to publish the noise survey in full at some point. Mr Almgill said that the Environmental Health Officer from West Oxfordshire District Council was at the meeting and answered questions raised on aviation fuel smell, CO<sub>2</sub> and air quality.

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

- a) The Clerk informed the Parish Council that a large branch had fallen from one of the horse chestnut trees at the edge of the sportsfield on the weekend of 28/29 April. Dick Rudd removed the branch at the Clerk's request as a safety measure under the Clerk's emergency financial approval limit. Mr Rudd has raised a question about the stability of the horse chestnut trees. The Parish Council resolved that no inspection is required at the current time.
  
- b) The Clerk told the Parish Council that she has received an email from Ruth Edy asking whether the Parish Council would consider funding the cost of colour printing of leaflets about the Ducklington Jubilee celebrations which will be delivered to each house. As the request had not been received in time for it to be put on the agenda, it was resolved to hold a meeting of the Urgency Committee at 7pm on 10 May 2012 to consider it.
  
- c) Peter Godwin told the Parish Council that Steve Townsend has expressed his compliments for the service provided by the new grounds contractors, particularly for their effective communication with him. The contractor intends to fertilise and weedkill the sportsfield this week.

**67.12 Dates of next meetings - Thursday 10 May 2012 – Main Room, Village Hall, 7.00pm**  
Meeting of the Urgency Committee (see 66.12b above)

**Thursday 10 May 2012 – Main Room, Village Hall, 7.30pm**  
Annual Parish Meeting

**Wednesday 6 June 2012 - Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council  
Richard Border gave his apologies for this meeting.

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