

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 OCTOBER 2012
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

128.12 Members Present: Catherine Maddison (Acting Chairperson)
Peter Almgill
David Duthie
Peter Godwin
Glyn Rees (from Minute 135.12)

In Attendance: Helen Sandhu – Clerk
Steve Hayward, West Oxfordshire District Councillor

129.12 Members' Apologies: Adrian Armitage, Richard Border, Edmund Strainge, Sarah Stanley

130.12 Election of Chairperson for the meeting

In the absence of Edmund Strainge (Chairman) and Adrian Armitage (Vice-Chairman), it was resolved to elect Catherine Maddison to act as Chairperson for the meeting.

131.12 Minutes of meeting held on 5 September 2012

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

132.12 County/District Council Matters

Don Seale had given his apologies for this meeting.

Steve Hayward reported on matters relating to the District Council.

The District Council is having to delay preparation of its budget for 2013/14 until early January because significant factors which need to be incorporated won't be announced by the Government until the autumn statement on 5 December (including information about whether the extra 2.5% payment to District and County Councils will be paid again this year and the levels of other payments made to District and County Councils such as the new build bonus). The changes which are being made to how the money collected from business rates is shared between local councils are also not yet clear. Mr Hayward told the Parish Council that if the Government announces that the 2.5% payment will not be made for 2013/14, councils' finances will be put under significant pressure due in part to the extra money which must be found to meet the contractual pay increments to which staff are entitled.

Preparation of the Local Development Framework is ongoing.

Steve Hayward gave his apologies for the December and January Parish Council meetings.

133.12 Parish Councillors – Disclosure of interests on agenda items

None declared.

134.12 Matters Arising from Previous Meetings

a) *Installation of waiting restrictions on Standlake Road near Fritillary Mews*

There is still a single small gap in the single yellow line.

b) *Chopping back overgrowth from combined footpath/cyclepath between Avenue 2 Station Lane, Witney and the Four Pillars Hotel*

Peter Godwin told the Parish Council that the County Council has started this work.

134.12 Matters Arising from Previous Meetings (continued)

c) *Dog bin on the footpath between Tristram Road and Sealham Road*

The Clerk told the Parish Council that she met with the officer from West Oxfordshire District Council to review the proposed new location for this bin on 19 September. The officer had expressed some concern that complaints may be received from the householders who live opposite/behind the new location if the bin is moved. He had also advised that the land appears to belong to Cottsway Housing who would need to give permission for the bin to be sited on their land. The officer had provided assurances that he would ensure that the bin is not missed from the collection cycle and had said that the emptying frequency could be increased to twice weekly if problems remain.

Catherine Maddison agreed to speak to the residents whose property backs onto the proposed site to see if they would have any concerns about the bin being moved.

Members of the Parish Council expressed the view that it would be preferable to move the bin as, in addition to the occasional problems already discussed with it not being emptied, its current location obstructs the footpath. It was resolved that the District Council will be asked to move the bin (at the Parish Council's cost), subject to the residents whose property backs onto the proposed new location not raising any concerns.

d) *New dropped kerbs*

The Clerk informed the Parish Council that she had met with officers from Oxfordshire Highways to confirm the location of the kerbs to be dropped (four in the Manor Road/Park Road area and one at Bartholomew Close). Don Seale has authorised the work which will now be built into the County Council's schedule.

e) *Overgrown hedge/tree, 46 Manor Road*

There has been no progress on this issue which will be carried forward for ongoing review/consideration.

f) *Ditch/gulley/culvert maintenance end Standlake Road near Fritillary Mews*

The Clerk provided an update as follows:

- The Oxfordshire Highways system states that the work on the gulley outside 75 Standlake Road has been completed (although it doesn't state what work was actually done).
- The agent for the Feilden family, the owners of the field between the sportsfield and the bungalows opposite the entrance to the Philip Dennis site has acknowledged the Parish Council's letter requesting that work is done to improve the ditches for which they are responsible, but hasn't provided any information on what work may/will be done, nor when.
- The Clerk has tried to contact Thames Valley Probation Service about the possibility of a Community Payback team clearing plant growth from the ditches for which the Parish Council is responsible, but hasn't yet been able to speak to the staff member responsible for organising projects. The Clerk will continue efforts to speak to them.
- There was a discussion about the ditch which runs along Standlake Road at the boundary of the Philip Dennis site and the two culverts which lead into and out of it. The maintenance of this ditch is the responsibility of the owner of the open space land between the Philip Dennis site and Standlake Road. Peter Almgill agreed to annotate a map via the Parish Online system with the location of the ditches and culverts which the Clerk can then send to Philip Dennis with a covering letter to ask whether they own the land and to request that they clear the ditch and culvert ends if they are the riparian landowner.

134.12 Matters Arising from Previous Meetings (continued)

g) Parish "walkabout" with Oxfordshire Highways

This meeting on 18 September was attended by Catherine Maddison, Richard Border and Sarah Stanley. Catherine Maddison told the Parish Council that the Highways officer had arrived late and she had to leave the meeting before he arrived. It was resolved to carry this item forward to the November meeting so that either Richard Border or Sarah Stanley can provide a report.

h) Jubilee Tree

The Clerk informed the Parish Council that she has contacted Lorraine Douglas at the County Council to discuss the arrangements for planting the tree this autumn. Ms Douglas has confirmed that the Jubilee tree will be ordered at the same time as the rest of the County Council's trees for autumn/winter planting are ordered and that the Parish Council will be informed when the tree has been received ready for planting.

It was resolved to carry forward further discussion on the choice of a metal tree guard for the tree until it has been planted/a planting date is fixed.

i) Tree at centre of Peel Close

The damaged tree has now been removed.

Edmund Strainge is in the process of obtaining information on sizes/prices of tree available to replace it and will report further at the November meeting.

j) Litter picking

Information about the vacancy for a litter picker has been put in the newsletter. Applications will be discussed at the November meeting.

k) Proposed signage for playgrounds

The Clerk advised that she has not had the time over the past month to work on this new proposed project but hopes to bring further information to the November meeting.

l) Complaint about overgrown hedge at Bartholomew Close

The hedge has been cut by the contractor.

Glyn Rees arrived at the meeting.

135.12 New Business

a) Anti-social behaviour – improvements to security of the car park/playing field

It was noted that there seems to have been an increase in the amount of non-recyclable waste left in the car park near the recycling bins.

It was resolved that the Clerk would ask the District Council whether they would consider using the car park as a site for the flytipping CCTV camera, which would also mean that signage would be installed which could deter people from leaving waste inappropriately. The Clerk was asked to put information in the next newsletter so that residents know how to contact the District Council if they see flytipping taking place. Peter Almgill agreed to put the information on the website as well.

There was a discussion about whether lowering the hedge which adjoins Aston Road would be beneficial and it was resolved not to reduce its height.

It was agreed that securing the gate at the rear end of the playing field is not a priority until/unless the gate from the car park/roadway is secured.

Glyn Rees observed that there have been renewed thefts of full milk bottles from doorsteps in the early hours of the morning.

135.12 New Business (continued)

b) Allotment tenancy of plot 7C

This plot has been let to new tenant Ms K Kernahan of Peel Close.

c) Email from resident at Fritillary Mews in response to Parish Council decision about her request for an additional streetlight

It was resolved that the Clerk would contact the resident to inform her that highway and footway safety is a matter for the County Council and that she should contact that organisation if she wishes to take the issue further.

The Clerk was asked to contact Wesley-Barrell who are thought to own the field between 65 Standlake Road and the electricity/water property near the boundary of The Old Rectory to request that they arrange for the hedge to be cut back as it is overgrowing the path and obscuring the streetlight.

136.12 Playgrounds/Sportsfield

a) Inspection Report for September

It was not clear whether this inspection had been carried out. Peter Almgill volunteered to inspect the playgrounds on 5 October.

b) Outstanding work

- Installation of two replacement flat swing seats at Chalcroft – Dick Rudd is awaiting contact from Edmund Strainge
- Dick Rudd has agreed to file down the reported sharp edges under the platform of the slide at the sportsfield soon
- Edmund Strainge had obtained a quotation for treating the weeds on the tennis court in the sum of £241.50 for one treatment (with an additional price of £276 if the Parish Council were to resolve to ask the company to also return to remove and dispose of the treated vegetation). The company had noted that two treatments may be required, with the second to be carried out in early spring, and that they could not guarantee that the treatments would work.

It was resolved not to accept the quotation. David Duthie volunteered to contact G Hill & Sons Ltd at Minster Lovell to ask them to provide a quotation for digging out the weeds and repairing the surface where necessary.

c) Inspection for October

It was noted that this inspection is due to be done by Dick Rudd.

d) Consideration of potential funding sources for playground development

Catherine Maddison told the Parish Council that she had become aware that the Parish Council could apply to the Big Lottery for maximum funding of £10,000. She advised that the Parish Council would need to carry out a survey of the community via a questionnaire to assemble the evidence required for a grant application. The Clerk told Mrs Maddison that the Parish Council does not own Chalcroft but is permitted use of it for public recreation by the landowners. Mrs Maddison agreed to contact Edmund Strainge to find out the identity of the landlord so that they can be consulted as and when necessary. Mrs Maddison agreed to continue to work on this project, including preparing an initial draft of the community questionnaire.

136.12 Playgrounds/Sportsfield (continued)

e) *Playing field/development of pavilion*

The work to replace the storage heaters and install the new doors and windows has now been completed. David Duthie told the Parish Council that there has been a lot of positive feedback about the improvements from members of the Sports Club/visitors to the pavilion. The guttering at the playing field side of the pavilion needs to be repaired/replaced in parts. The Clerk was asked to contact Dick Rudd to request that he carries out the work, using new brown guttering to match the existing.

f) *Pavilion safety – fire and legionella risk assessments*

This work has not yet been completed – to carry forward to a future meeting.

137.12 PLANNING

PLANNING APPLICATIONS REFUSED

12/1154/P/FP Manor Farm, 1 Witney Road

Removal of existing porch and erection of a new conservatory to south elevation

Reason: “by reason of its form, scale, massing and position on the host building, the proposed conservatory will be an uncharacteristic addition to this prominent main elevation which will neither preserve or enhance the simple character of this vernacular building or enhance the character of the Conservation Area.”

PLANNING APPLICATIONS GRANTED

12/1314/P/FP Former Dudley Motor Homes site, Aston Road

Change of use from business to agricultural use for storage of grain, machinery and ancillary farming materials (retrospective)

With the condition: “The premises shall be used for agricultural storage as specified in the description of development and for no other purpose (including any other agricultural purpose) without the prior express planning permission of the Local Planning Authority”

12/1315/P/AGD Ducklington Farm, Course Hill Lane

Erection of agricultural building

The District Council now advises that prior approval is not required for this application.

NEW PLANNING APPLICATIONS

12/1439/P/LB Manor Farm, 1 Witney Road

Alterations to remove existing porch

No comments.

138.12 FINANCE

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

Current Account at 30 September 2012 £ 6,845.21

Deposit Account at 30 September 2012 £39,705.60

b) *Annual Return for 2011/12*

The Clerk advised the Councillors that the audited return has now been received from the external auditors, BDO Stoy Hayward LLP. The Audit Report is unqualified and no “Issues Arising” Report has been issued.

The audited Annual Return was approved and accepted by the Council.

138.12 FINANCE (continued)

c) *Budget for 2013/14*

There was a discussion on the broad parameters for the budget for the financial year beginning 1 April 2014, including the observation that it would, in principle, be acceptable to make a small increase to the precept if necessary.

d) *SEPTEMBER INVOICES*

		Statute
Clerk's salary & working from home allowance	385.62	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – mileage to Ducklington	7.38	LGA 1972 s111 LG(MP)A 1976, s19
HM Revenue & Customs	4.20	LGA 1972, s112
Margaret Johnson Ltd – stationery & photocopying	13.32	LGA 1972 s111
Homestyle Plastics Ltd – new doors & windows at pavilion	5,000.00	LG(MP)A 1976, s19
Pascoe & Waite Ltd – installation of storage heaters at pavilion	1,236.00	LG(MP)A 1976, s19
Smith & Sons (Bletchington) Ltd – swale and drainage works at pond	7,575.00	PHA 1936, s260(1)
Mrs F Bryant – rent of sportsfield extension September quarter day	102.50	LG(MP)A 1976, s19
BDO LLP – external audit for 2011/12	342.00	LGA 1972 s111
Mrs H Strainge – editing of October/November newsletter	45.00	LGA 1972 s111
E-on – electricity supply at pavilion for quarter ended 6/9/2012 (actual reading)	447.06	LG(MP)A 1976, s19
J Miles – two cuts of cemetery grass (11 cuts in year to date)	170.00	LGA 1972, s214
TOTAL	£15,328.08	

The payments were approved. The cheques were signed by Peter Almgill and Glyn Rees.

139.12 Parish Councillors' reports from meetings attended since last meeting

Peter Godwin reported that he had met with Steve Townsend who had wanted to discuss the issue of the lack of lighting between the car park and the pavilion. The Clerk reminded the meeting that the cabling to the existing lights is broken and that the Parish Council had explored the possibilities for providing new lighting in 2011 and had resolved on 2 November 2011 not to repair nor to replace the lighting.

There was a discussion about possible solutions to installing new lighting, both temporary and permanent. Peter Godwin, David Duthie and Catherine Maddison agreed to meet to look at possible locations where the existing light unit purchased by the Parish Council in 2011 could be installed as a temporary measure.

140.12 Other matters for discussion – for information only

a) Peter Almgill told the Parish Council that a private unofficial party had taken place on land at the back of the Wesley-Barrell site recently, which had caused some disturbance to residents in the vicinity. He was not sure if the Police had been informed.

b) The Clerk told the Parish Council that RAF Brize Norton has arranged for a meeting of the Local Councils Working Group to take place on 10 October at 11.00am. No-one was available to attend.

c) The Clerk told the Parish Council that the Oxfordshire Playing Fields Association AGM will take place on 17 October at 7.00pm. Catherine Maddison said that she may be able to attend to represent the Parish Council.

**141.12 Date of next meeting - Wednesday 7 November 2012 - Lilac Room, Village Hall,
7.30pm**
Monthly Meeting of Parish Council

142.12 Confidential Item – allotment tenancy issues

- David Duthie agreed to speak to the tenant of plot 3A about the maintenance of her plot.
- Catherine Maddison agreed to speak to the tenant of plot 5 about the need for his plot to be appropriately maintained and to seek payment of the outstanding fees.
- The Clerk informed the Parish Council that the tenant of plot 6A has written to advise that he would like to give up his plot from the end of September and that he has not made any payment against the outstanding fees for 2012/13. It was resolved that the tenant would be given permission to give up the plot from the end of September, but would need to settle the fees for the 6 months between 1 April and 30 September. There will therefore be one vacant allotment plot, with no residents from Ducklington on the waiting list. It was agreed that information about a plot being vacant would be put in the next newsletter and on the website.

Signeddated.....