

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 APRIL 2012
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

42.12 Members Present: Edmund Strainge (Chairman)
Peter Almgill
David Duthie
Peter Godwin
Glyn Rees
Sarah Stanley

In Attendance: Helen Sandhu – Clerk

43.12 Members' Apologies: Adrian Armitage, Richard Border, Catherine Maddison

44.12 Minutes of meeting held on 7 March 2012

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

45.12 Parish Councillors – Disclosure of interests on agenda items

None.

46.12 Matters Arising from Previous Meetings

a) Parish infrastructure issues

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

The Clerk informed the Parish Council that she has contacted the County Council about this outstanding scheme. The officer has advised that the lines should be painted before the beginning of June 2012.

b) Village Pond

The swale will be built by Smiths of Bletchington at the end of May/beginning of June, as previously agreed.

c) Public information signs

Bartholomew Close sign

The sign has now been installed.

Village information sign

The sponsorship money has now been received from all three local organisations. Edmund Strainge proposed that the sign at the entrance to the village on Witney Road should be installed near the old sign posts which used to hold a village name sign on the highway verge to the left of the footpath. The Clerk will check with Oxfordshire Highways whether this will be acceptable to them. It was agreed that one sign with legs without "You are Here" information and two signs without legs with "You are Here" information should be purchased.

46.12 Matters Arising from Previous Meetings (continued)

d) Commemoration of Queen's Diamond Jubilee in June 2012 – commemorative tree

The Arboricultural Officer at Oxfordshire Highways has now expressed concern about the survival of the tree given the dryness of the ground and the watering restrictions imposed by the drought order. It was resolved that the planting of the tree will be delayed until autumn. The Clerk will inform Oxfordshire Highways and the Jubilee committee.

e) Bench to commemorate Brian Hicks' service as a Parish Councillor

David Duthie informed the Parish Council that he has met with Brian Hicks who has requested that the bench be installed between the existing millennium bench and the pavilion. The brass plaque has been cut and is ready to be engraved – David Duthie will arrange this. It was resolved that Dick Rudd will be asked to install the bench by 12 May (the date of the first home cricket match). The Clerk will contact Dick and inform him that David Duthie/Peter Godwin will meet with him to show him where the bench should be installed.

f) Allotments

The skip was put on the allotment site on 28 March and will be removed on 10 April. The allotment tenants have been informed in writing about the skip and about the hosepipe ban which prohibits the use of hosepipes at the allotments.

g) Tree outside 16a Church Street

The Clerk informed the Parish Council that she has been in contact with the tree officer at West Oxfordshire District Council about this tree. He advises that in his opinion no work is required on the tree at the present time. He further advises that if and when the Parish Council undertakes work on the tree (subject to his agreement) the Parish Council should arrange for this work to be carried out direct.

It was resolved that no work will be done on the tree at the present time.

h) Annual review of Parish Council assets

Peter Almgill has not yet been able to complete this review. He agreed to do it within two weeks and to forward it to the Clerk direct.

i) Annual Parish Meeting – 10 May 2012

The speakers who have confirmed their attendance: Martin Layer (Smiths of Bletchington – Gill Mill), RAF Brize Norton, Paul Kourellias (MD of West Oxfordshire Motor Auction Ltd), Sarah Nisbett (Headteacher of Ducklington Primary School), Thames Valley Police. Don Seale has advised that he has a prior commitment and may not be able to attend, but he has sent a written report.

It was resolved that a representative of the Jubilee co-ordinating committee would be invited to make a presentation – the Clerk will contact Ruth Edy.

Sarah Stanley volunteered to obtain the wine glasses needed from a local supermarket.

47.12 New Business

a) Posts around the village green

It was resolved that Dick would be asked to repair/replace the posts which are damaged and missing after the work has been done at the pond.

b) Damaged tree branch – Bartholomew Close

It was resolved that Dick Rudd would be asked to remove the split willow tree branch after the Clerk has obtained agreement from the tree officer at West Oxfordshire District Council.

47.12 New Business (continued)

c) Ivy on cemetery walls

It was resolved that Andrew Fisher would be asked to apply some more chemical treatments to the ivy – Clerk to contact.

d) Renewal of membership of the Oxfordshire Association of Local Councils (OALC)

It was resolved that the Council would renew its membership of OALC at a cost of £255.11 net of VAT for 2012/13

e) Renewal of membership of Oxfordshire Rural Community Council

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would renew its membership of Oxfordshire Rural Community Council at a cost of £30 for 2012/13. 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

f) New allotment tenants

Allotment 3B has been split into two. The new (half) allotment 3B has been let to John Smyth of Manor Road and the other half (3D) has been let to Anna Conn of Yew Tree Mews. The combined allotment plot 8B/16 has been let to John Dunsdon of Manor Road. There is still one vacant allotment plot and no Ducklington residents on the waiting list. It was resolved that further efforts will be made to find a tenant from Ducklington before it is offered to someone outside the parish. Peter Almgill agreed to put information about the vacant allotment on the Parish Council website and Sarah Stanley agreed to see if something could be put in the parentmail information at the primary school.

g) Letter from Yellow Submarine Holidays Ltd seeking support

This is a charitable company based in Burford which provides support to children and adults with learning disabilities and their families. It was noted that the Parish Council is not running any events to raise money which could be shared with this charity. It was agreed that the Parish Council could offer no support at the present time.

48.12 School Report

There has been no meeting of the school governing body since the Parish Council meeting on 7 March. Glyn Rees has been appointed as a Foundation Governor.

49.12 Playgrounds/Sportsfield

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

This inspection was carried out by Peter Godwin. It was resolved that Dick Rudd would be asked to repaint the red sections on the rocking horse on the Chalcroft Playground. It was further resolved that Dick Rudd will be asked to clear the ditch between the playground and the pavilion of rubbish in May in advance of the Jubilee weekend.

b) Inspection for the end of April

This will be carried out by Dick Rudd.

c) Replacement zipwire – WREN grant application

The contract and Permission to Start form have been received from WREN. They were signed by Edmund Strainge on behalf of the Parish Council. The Clerk will place the order with SMP once the Permission to Start form has been signed by WREN.

49.12 Playgrounds/Sportsfield (continued)

d) Dog fouling on sportsfield – new signage

The Clerk informed the Parish Council that she has spoken to the Street Scene enforcement officer (Glen Lee) at West Oxfordshire District Council about the problem of dog fouling on the sportsfield. He will arrange for the site to be included on the District Council's regular dog fouling monitoring round for a couple of months. He has also advised the Parish Council to ensure that any signage is kept simple and that it includes a reference to Ducklington Parish Council.

It was resolved to have the wording under the no dogs image as:

Glebeland Playing Field Byelaws 24 July 1989

Ducklington Parish Council.

The Clerk will email the agreed wording to David Duthie so that he can arrange for the three signs to be prepared and installed.

e) Playing field/development of pavilion

The Clerk informed the Parish Council that she has obtained further information from Oxfordshire County Council (Land and Highways Records) about the A415 verge. Caren O'Sullivan, the Senior Highways Procedures Officer has now confirmed that the full width of the verge from the road to the sportsfield fence is the property of the County Council, both sides of the ditch (as the land was acquired as a road improvement scheme). She has advised that the County Council will not release any of the verge to the Parish Council as the County Council wishes to retain the land in case a decision to carry out improvement works to the A415 (widening) is made in the future and in order to retain a consistent boundary.

David Duthie told the Parish Council that he has obtained an estimate for the cost of replacing the fence on this boundary from Warefence of £20,000.

David Duthie was asked to calculate the minimum width of the verge which the Parish Council would need to acquire in order to create a second full size pitch. The Clerk was asked to contact Don Seale when she has this information to see whether he can help persuade the County Council to release the land.

There was a discussion about whether a meeting needs to be arranged between the Parish Council and the Sports Club to discuss the replacement/refurbishment of the pavilion. It was resolved to wait until David Duthie is able to provide the Parish Council with more details on the Sports Club's proposals for improving the interior of the pavilion.

f) Pavilion safety

David Duthie informed the Parish Council that he is still working on the fire risk assessment and legionella assessment required for the pavilion.

g) Replacement external door to bar area at pavilion

The Clerk told the Parish Council that the order for this work has been placed with Townsend Brothers (Builders) Ltd.

50.12 PLANNING

NEW PLANNING APPLICATIONS

12/0392/P/FP 58 Witney Road

Alterations and erection of two storey and single storey rear extensions, conversion of garage to living accommodation and new front porch

No comments.

50.12 PLANNING (continued)

PLANNING APPLICATIONS GRANTED

12/0145/P/FP 13 Manor Road

Erection of single storey front and rear extensions

12/0208/P/FP Firdales, Course Hill Farm, Course Hill Lane

Erection of single storey extensions

51.12 FINANCE

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

Current Account at 31 March 2012 £ 9,117.25

Deposit Account at 31 March 2012 £39,471.16

b) *MARCH INVOICES*

		Statute
Clerk's salary & working from home allowance	358.65	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses – postage	1.09	LGA 1972 s111
HM Revenue & Customs	12.40	LGA 1972, s112
Margaret Johnson Ltd – stationery & photocopying	22.08	LGA 1972 s111
B Lockett – litter picking for March	60.00	LG(MP)A 1976, s19
Lloyds TSB Commercial Finance (Factor for Amiantus Environmental Consultants) – asbestos management survey	354.00	LG(MP)A 1976, s19
J Miles – one cut of cemetery grass (one cut invoiced in season to date)	85.00	LGA 1972, s214
B&E Transport (Witney) Ltd – skip hire for allotment	180.00	SH & AA 1908
e-on – electricity usage at pavilion q/e 19 March (estimated)	826.27	LG(MP)A 1976, s19
OALC – annual subscription for 2012/13	306.13	LGA 1972 s111
ORCC – membership for 2012	30.00	LGA 1972 s137
Helen Straine – n/l production April/May	45.00	
TOTAL	£2,280.62	

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

52.12 Parish Councillors' reports from meetings attending since last meeting

David Duthie and Peter Almgill reported on their attendance at the NALC/CPRE training event on the new planning system on 12 March. Mr Almgill explained that under the new planning system a neighbourhood plan will have statutory status unless it conflicts with the district plan. However, a neighbourhood plan will cost a minimum of £6,000 to prepare due to the consultation process required. It was observed that the preparation of a neighbourhood plan does not seem to be a priority in a parish where there is not much opportunity for development. Neighbourhood plans can't be used to impact minerals strategy.

Information from the training event was put in the folder for circulation between the Councillors.

53.12 Other matters for discussion – for information only

- a) Peter Godwin questioned whether the District Council is emptying the dog bins weekly. He reported that the bin on the footpath between Tristram Road and Sealham Road is often overflowing. It was agreed that the Clerk would contact the District Council about this issue and suggest that the bin in question be moved nearer the garages on Sealham Road where it will be easier to empty and less likely to be missed.
- b) Peter Godwin said that the verge alongside the combined footpath/cycle path which goes under the A40 past the Four Pillars Hotel is still overgrown, reducing the path to a single width. The Clerk will contact Highways again about this problem.
- c) Edmund Strainge reported that there is a lot of litter on the verges of New Close Lane. The Clerk will contact Highways.
- d) The Clerk informed the Parish Council that the Jubilee Committee would like Ducklington to be litter free for the Jubilee celebrations. Glyn Rees volunteered to talk with Ruth Edy and to suggest that a volunteer litter pick is organised. West Oxfordshire District Council can provide the necessary equipment on loan.
- e) The Clerk informed the Parish Council that there is a meeting of the Local Councils Working Group at RAF Brize Norton on 25 April. Glyn Rees volunteered to attend this meeting.

54.12 Date of next meeting - 2 May 2012 - Lilac Room, Village Hall, 7.30pm

Annual meeting of Parish Council and monthly meeting
Glyn Rees gave his apologies for this meeting.

Signeddated.....