

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

01.12 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
David Duthie
Peter Godwin
Catherine Maddison
Glyn Rees

In Attendance: Helen Sandhu – Clerk

02.12 Members' Apologies: Sarah Stanley

03.12 Minutes of meeting held on 7 December 2011

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

04.12 County/District Council Matters

The County Councillor and District Councillor were not present.

05.12 Parish Councillors – Disclosure of interests on agenda items

None.

06.12 Matters Arising from Previous Meetings

a) Parish infrastructure issues

- *Request for traffic calming measures/waiting restrictions around entrance to Fritillary Mews*
Awaiting action by the County Council.

- *HGV signage on Ducklington roundabout*

Installation still delayed until the electrical supply from the existing signage has been removed. The Clerk will chase this up further during this month.

b) Village Pond

The County Councillor has informed the Parish Council that the project to amend the highways drainage into the pond will be funded from the Highways Area Stewardship fund, but there is no indication yet of when the work will be carried out.

c) Public information signs

Bartholomew Close sign

Awaiting delivery.

06.12 Matters Arising from Previous Meetings (continued)

Public information signs

Village information sign

The Clerk reported that Sarah Stanley has told her that both the Strickland Arms and the Four Pillars Hotel have agreed to provide some sponsorship for the signs and that they would send an email to confirm, but these haven't been received yet. The Four Pillars have also said that they don't own the land at the entrance to Ducklington where the Parish Council had hoped to install a sign.

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

Oxfordshire Highways has advised that permission to plant a tree on a highways verge has to be requested on a specific form which has not yet been supplied – the Clerk will chase. Consideration of the species and size of tree to be planted to be carried forward to the next meeting.

e) Public letter of thanks to Margaret Hellawell

Edmund Strainge read the letter which he had prepared for inclusion in the next newsletter. Some minor amendments were agreed; the Clerk will forward it to the new newsletter editor.

f) Inspection of trees at Bartholomew Close

Boward will carry this out during the next two weeks.

g) High Sheriff of Oxfordshire Awards 2012

David Duthie read the citations for two residents which he had prepared. They were approved and the Clerk was asked to submit them to the High Sheriff's office.

07.12 New Business

a) Letter from former resident of Ducklington

The letter which had been circulated in the Clerk's Briefing Notes was discussed by the Council. It was resolved that the Clerk would reply with information about what the Parish Council does to address the issue of dog fouling in the village.

b) Request from resident for dropped kerb at the end of Manor Road

The Clerk informed the Parish Council that the resident would like the Parish Council to ask Highways to install a dropped kerb due to the problems she and her husband experience getting their mobility scooters up and down the existing kerb. It was resolved that the Clerk would contact Highways to request the installation of a dropped kerb.

c) Subscription to Parish Online mapping service

It was resolved that the Parish Council would take out an annual subscription to this service at a cost of £20 for the initial set up and £20 for one year's membership.

d) Payment of travel allowances to Councillors

A report prepared by the Clerk had been circulated in the Briefing Notes.

It was resolved that the Parish Council would adopt a scheme to pay travel allowances to Councillors (at 45p per mile for travel by private car) and related travel costs (parking, tolls) for qualifying journeys outside the parish. The Clerk will prepare the formal scheme for approval by the Parish Council at a subsequent meeting.

07.12 New Business

- e) *Oxfordshire County Council review of the Oxfordshire Rural Community Council Transport Team*

It was resolved that the Parish Council would not respond to this review.

08.12 Playgrounds/Sportsfield

- a) *Inspection Report for December – tabled at the meeting*

There were no issues requiring attention.

- b) *Playground inspection end of January 2012*

Glyn Rees volunteered to carry out this inspection.

- c) *Protecting Playing Fields Fund*

David Duthie told the Parish Council that the committee of Ducklington Sports Club thinks that an application to this fund would be a good idea and will look to see what help they can provide with an application.

- d) *Replacement of external door at sports pavilion*

David Duthie will contact three contractors to ask them to provide a quotation which will be sent direct to the Clerk for consideration at a future meeting.

- e) *Proposed new sports pavilion/relocation of perimeter sportsfield fence alongside A415*

David Duthie advised that he had nothing to report on these issues from Ducklington Sports Club. To carry forward to a future meeting.

- f) *Maintenance of playing field – joint Parish Council and Sports Club meeting*

It was agreed that this issue, including the consideration of the reports prepared by the representative from the Institute of Groundsmanship in June 2011, would be merged with the discussions about the possibility of making an application to the Protecting Playing Fields Fund.

- g) *Roadway lighting*

The Clerk informed the meeting that she has asked the electrician to give her the light unit which the Parish Council has paid for. The Clerk will follow this up.

- h) *Pavilion safety*

A report by the Clerk about issues relating to asbestos, legionella and fire safety which had been circulated in the Clerk's Briefing Notes in December 2011 was discussed.

It was resolved that the Clerk should obtain quotations for an asbestos survey for consideration at the next meeting.

There was a discussion about the need for a fire risk assessment; David Duthie reported that the Sports Club hasn't prepared one to date.

The issue of the management of the potential risk of legionella was discussed but no decision was made on what action to take in relation to it.

David Duthie volunteered to speak to Kidlington Sports Club who occupy their pavilion as tenants to see if they can provide any advice on the management of the issues raised in the Clerk's report.

08.12 Playgrounds/Sportsfield (continued)

i) Renewal of cricket practice wicket lease

The lease to Ducklington Sports Club expires on 20 May 2012.

It was resolved that the Parish Council would not issue a new formal lease but that the Sports Club will be given permission to continue using the land for the cricket practice wicket on the current basis. Clerk to write to the Sports Club.

09.12 PLANNING

PLANNING APPLICATIONS GRANTED

11/1732/P/FP 32 Park Road

Erection of conservatory to rear elevation

10.12 FINANCE

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

Current Account at 31 December £17,289.71

Deposit Account at 31 December £27,400.00

b) Receipts & Payments account for nine months to 31 December 2011

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

c) Budget for 2012/13

A revised draft of the budget had been circulated in the Clerk's Briefing Notes.

The budget was approved by the Parish Council.

d) DECEMBER INVOICES

PRESENTED FOR APPROVAL AND PAYMENT AT 4 JANUARY 2012 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
Clerk's expenses – gift for M. Hellawell	34.22	LGA 1972 s111
Oxford Memorial Benches Ltd – balance of bench commemorating service of Brian Hicks	500.00	LG(MP)A 1976, s19
Henry Box School – newsletter printing, Dec/Jan edition	84.79	LGA 1972 s111
WODC – 2 grass cuts in village in October 2011 (12 cuts invoiced this year to date)	618.43	LG(MP)A 1976, s19
R Rudd – coppicing of first third of trees at Bartholomew Close, guttering repairs at pavilion, underclaim on previous invoice	240.00	LG(MP)A 1976, s19
Mrs J Parry – honorarium for tennis court assistance	50.00	LG(MP)A 1976, s19
B Lockett – litter picking for November & December	105.00	LG(MP)A 1976, s19
TOTAL	£2,003.49	

The cheques were signed by Glyn Rees and Peter Amgill.

11.12 Parish Councillors' reports from meetings attended

Glyn Rees told the Parish Council that he is due to attend a Parish Transport Representatives' meeting on 26 January. He reported on the action he had taken following the complaints from local residents about the service provided by RH buses. The County Council advises that they can only look into complaints if they have the dates and times that the problems occurred.

12.12 Other matters for discussion – for information only

- a) The Clerk told the Parish Council that the tenant of allotment 3B has given up his plot. It was agreed that the allotment would be offered as an exchange to an existing tenant who would like a larger allotment and that if the tenant does not want this allotment, that it will be split into two smaller plots.

- b) Edmund Strainge informed the Parish Council that Martin Layer has asked whether anyone in the village counts the fritillaries. No-one thinks that this is done.

13.12 Date of next meeting - 1 February 2012 - Lilac Room, Village Hall, 7.30pm
Monthly meeting of Parish Council

Signeddated.....