

**DRAFT MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 DECEMBER 2012
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Helen Sandhu – Clerk

157.12 Members' Apologies: None

158.12 Minutes of meeting held on 7 November 2012

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

159.12 Parish Councillors – Disclosure of interests on agenda items

None declared.

160.12 Matters Arising from Previous Meetings

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

The small gap in the single yellow line remains.

b) Dog bin on the footpath between Tristram Road and Sealham Road

The Clerk informed the Parish Council that she had discussed the Council's suggestion that the bin be relocated to the area of hardstanding in front of the garage block with Dave Austin from West Oxfordshire District Council and she informed the Council of the potential concerns he had raised. It was resolved that the District Council would be asked to relocate the bin to the hardstanding, near the roadway entrance to the garages at a cost of £85 + VAT.

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

- The Clerk advised that she had met with Jim Bryant and one of his local contractors on 13 November to discuss the condition of the ditch running alongside the field owned by the Feilden family. Mr Bryant expressed the view that the ditch is still operating effectively but agreed to arrange for some cutting back of the overgrowth to be carried out.
- The Clerk met with Diane Major of Thames Valley Probation Service (Community Payback) on 20 November. Mrs Major agreed that a team can be provided to cut back the overgrowth from the ditches for which the Parish Council is responsible (alongside the boundary of the sportsfield and the ditch which runs at right angles between the sportsfield and the A415). The team will also cut back the overgrown hedge inside the sportsfield boundary at the far end of the field, which will expose the gate which can then be secured (assuming it is still in working order). No work will be possible to the

160.12 Matters Arising from Previous Meetings (continued)

ditch between the playground/school and the sportsfield as the ditch has water in it. Mrs Major agreed that a team could be arranged to dig this ditch out further (to produce an adequate downhill run) next year when the ditch is dry – the Probation Service will need to be recontacted next year.

- The Clerk emailed Oxfordshire Highways about the silted up culverts which are also too small on 13 November 2012 (with a copy sent to Don Seale) and is still chasing a response. During the recent heavy rainfall the Clerk contacted Oxfordshire Highways to ask them to clear the culverts as an emergency measure to assist with the prevention of flooding at Fritillary Mews, but they were not able to arrange this. Peter Almgill informed the Parish Council that despite the silting, water had been able to pass through the culvert during the recent heavy rainfall.
- The Clerk has had no further contact with Philip Dennis Food Service, although the Clerk has left messages for the officer previously contacted. Peter Almgill told the Parish Council that Mike Harper of Philip Dennis had been on site to review the functioning of the ditch during the heavy rainfall at the end of November.
- The Clerk advised that during the heavy rainfall at the end of November she had also discussed the problems with surface water drainage with Kevin Jack, an engineer working for West Oxfordshire District Council. Mr Jack had informed the Clerk that he had been involved in reviewing the ditches in Ducklington after the flooding in 2007 and had liaised with local landowners to encourage them to carry out ditch maintenance works. The Clerk proposed that it would be beneficial to ask Mr Jack if he could support the Parish Council with a review of the surface water drainage system in Ducklington again. It was resolved that Mr Jack will be contacted to ask if he can do this, liaising with Peter Almgill and/or Richard Border.

d) Jubilee Tree

The Clerk advised that the tree has been ordered by Oxfordshire Highways; the order and therefore delivery have been delayed because the total order for Highways trees had to be adjusted following the outbreak of disease affecting ash trees. The County Council officer hopes that the tree will arrive ready for planting before the end of the year, but it may be delayed until January 2013.

e) Tree at centre of Peel Close

Edmund Strainge provided the Parish Council with a variety of prices for different sizes and root-types of hornbeam tree which he has obtained from Bampton Garden Plants. It was resolved that the Parish Council would purchase a 6-8ft potted tree at a quoted cost of £35, together with a bag of compost suitable for planting the tree, a stake and a tie. The Clerk will prepare the official order, with Edmund Strainge to collect the tree and other items when they are ready and to liaise with Dick Rudd who will be asked to plant it.

f) Litter picking

Mr Will Hutchinson of Standlake Road has now been contracted to carry out the litter picking on a self-employed basis, with the contract starting on 21 November 2012.

160.12 Matters Arising from Previous Meetings (continued)

g) Proposed signage for playgrounds

Revised artwork incorporating the changes agreed at the meeting on 7 November was reviewed. It was resolved to order the signs as presented, with a panel size of 600mm x 400mm, separate 2000mm tubular legs to be finished with welded metal caps, the legs and caps to be sprayed black, at a cost of £118 per complete sign + £20 carriage.

It was resolved that Dick Rudd will be asked to install the signs, meeting with David Duthie to agree their exact location at each playground.

161.12 New Business

a) Appointment of new Clerk and Responsible Financial Officer

The applications, which had previously been circulated to the members, were assessed and a shortlist of four candidates to invite for interview agreed.

The Clerk was asked to invite the candidates to interview, with the interviews to take place at one hourly intervals from 2pm on Wednesday 19 December in the Lilac Room of the Village Hall.

It was resolved to form a sub-committee to conduct the interviews and it was further resolved that the Parish Council would delegate the decision on the appointment of the Clerk to the sub-committee. It was resolved that the members of the sub-committee would be Edmund Strainge, Peter Almgill, Richard Border and Catherine Maddison.

The model employment contract drafted by NALC/SLCC had been circulated in the Clerk's Briefing Notes. Certain amendments to the model to make it appropriate to the circumstances of Ducklington Parish Council were agreed. The Clerk agreed to prepare a revised version and to circulate this to members.

The Clerk informed the Parish Council that they would need to adopt a Disciplinary and Grievance Procedure at the next meeting; the Clerk agreed to circulate proposed procedures in the Briefing Notes for the January meeting, using the model procedures issued by SLCC.

b) Annual inspection of horse chestnut tree at Bartholomew Close

It was resolved that Boward Tree Surgery would be asked to carry out the annual tree inspection during December, to include an internal decay test as recommended in the previous year's inspection, at a cost of £130.

c) Proposed reformat of Ducklington newsletter

The proposal by Helen Strainge, the editor of the newsletter, to change the format to an A3 page stapled in the middle, creating an A4 booklet was considered. Mrs Strainge has advised that the reprographics department of Henry Box School has confirmed that the cost will remain at the current level of 12p per newsletter (for 12 pages)

It was resolved to adopt the new format from the February/March 2013 edition.

d) Donation request from Volunteer Link Up (West 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 £40.00 to Volunteer Link-Up. 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.

e) Consultation on the draft local plan for West Oxfordshire

It was resolved that the Parish Council would not submit a response to this consultation.

162.12 School Report

Richard Border informed the Parish Council that the Year 2 teacher is leaving the school and that a replacement teacher will soon be appointed on a fixed term contract to the end of the school year in July 2013.

163.12 Playgrounds/Sportsfield

a) *Inspection Report for November*

Adrian Armitage carried out this inspection. He informed the Parish Council that he had identified no new issues which require immediate attention.

b) *Outstanding work*

- Installation of two replacement flat swing seats at Chalcroft – Edmund Strange informed the Parish Council that he has given Dick Rudd the spare seats
- Filing down of sharp edges under the platform of the slide at the sportsfield, as reported by Dick Rudd. Peter Godwin advised that he has not yet been able to meet with Dick Rudd to review the problem, but has been out on site alone and didn't see any issues of concern which need attention. Adrian Armitage advised that he also didn't observe any issues during the November playground inspection.
- Service of zipwire brake. The Clerk confirmed that she has asked Dick Rudd to open up the unit, release the spring and grease the mechanism in order to reactivate the brake, but was not aware whether he has done this yet.
- Replacement slats on picnic bench – Dick Rudd has been asked to do this work
- Tennis court surface – David Duthie advised that he is due to meet with a representative of G Hill & Sons Ltd on Saturday 8 December.

c) *Inspection for December*

This inspection is due to be carried out by Dick Rudd.

d) *Consideration of potential funding sources for playground development*

Catherine Maddison told the Parish Council that she is still trying to find a suitable questionnaire which could be used to consult with the community. Glyn Rees told Mrs Maddison that he could provide her with the contact details of someone he knows who has helped a local charity make an application for lottery funding.

e) *Lighting between car park and pavilion*

The Clerk advised that she has sought advice from the lighting technicians at Oxfordshire Highways on this issue. The technician (southern area) thinks that it should be possible for the existing columns to be retained and reused, with replacement wiring and lamps for the top of the columns. The technician also strongly advised against installing low level bollard lighting due to the vulnerability of the units to vandalism and accidental damage.

It was resolved that David Duthie would contact Mark Oliver of Southern Electric Contracting to ask if he could come to look at the lights and provide some advice on possible solutions.

f) *Flood prevention measures at pavilion*

The Clerk advised that the pavilion had come close to being flooded during the heavy rain in the week beginning 19 November 2012. She had been contacted by Steve Townsend and arranged for him to collect sandbags to protect the doors to the bar and to the changing room. There was a discussion about whether the Parish Council should consider specific flood prevention measures for the pavilion. It was resolved that a consideration of the risks would be included in any discussions with Kevin Jack of West Oxfordshire District Council

163.12 Playgrounds/Sportsfield (continued)

about the whole surface water drainage system at this end of Ducklington. It was agreed that Mr Jack would be asked whether he would support the idea of culverting the ditch, which the Parish Council has previously looked into but which was not supported by the Environment Agency. There was a suggestion that it may be beneficial to replace the door which faces the ditch and leads directly into the bar.

It was further agreed that the issue of potential flooding needs to be taken into account when any proposals to redevelop/extend the pavilion are considered.

g) Pavilion safety – fire and legionella risk assessments

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

164.12 PLANNING

PLANNING APPLICATIONS GRANTED

12/1439/P/LB Manor Farm, 1 Witney Road
Alterations to remove existing porch

12/1508/P/FP 6A Standlake Road
Erection of single storey rear extension

12/1520/P/FP 32 Bartholomew Close
Erection of conservatory (retrospective)

NEW PLANNING APPLICATIONS

12/1653/P/FP 7 Lovell Close
Erection of two storey rear and single storey front extension
No comments

12/1654/P/FP6 Fritillary Mews
Erection of conservatory on rear elevation
No comments

12/1688/P/FP16 Fritillary Mews
Erection of single storey rear extension
No comments

12/1770/P/FP50 Manor Road
Erection of first floor extension
No comments

165.12 FINANCE

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

Current Account at 30 November 2012	£ 8,107.41
Deposit Account at 30 November 2012	£39,787.70

b) Budget for 2013/14

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

It was noted that the final setting of the budget will need to be delayed until later in the financial year when more information about the issues which are currently uncertain will have been obtained.

165.12 FINANCE (continued)

There was a consensus that the Parish Council would intend to keep the precept at the previous year's level of £26,500, but it was noted that a final decision on the level of the precept cannot be made until the January meeting at the earliest, after the District Council has published the council tax base and information is received about possible precept capping following the Government's Autumn Statement.

c) NOVEMBER 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
Clerk's expenses – recruitment advertisement placed with Newsquest Oxfordshire (Oxfordshire Times online) & mileage during month to meetings in Ducklington	301.15	LGA 1972 s111
W. Hutchinson – litter picking 1 week from 26/11	15.00	LG(MP)A 1976, s19
ISS Facility Services – 2 cuts of village open spaces, 6 cuts of playing field/cricket field)	679.16	LG(MP)A 1976, s19
Thames Water – water used at pavilion q/e 16/11/12 (actual reading)	83.54	LG(MP)A 1976, s19
Thames Water – water used at allotments year to 12/11 (actual reading)	21.90	SH & AA 1908
Community First – increase of playground equipment insurance, pro-rata premium to 1/6/2013	37.20	LGA 1972 s111
Helen Strainge, editing of Dec/Jan newsletter	45.00	LGA 1972 s111
Volunteer Link-Up (West Oxon) - donation	40.00	LGA 1972 s137
TOTAL	£1,612.70	

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

166.12 Other matters for discussion – for information only

- a) David Duthie asked Edmund Strainge to arrange for the padlock to be put on the sportsfield gate as soon as possible as there has been a further incident of unauthorised people driving over the field.
- b) The Clerk informed the Parish Council that the tenant of the paddock on Standlake Road has reported difficulties she has accessing the paddock caused by on-street parking on Standlake Road, believed to be by members of/people visiting the Sports Club. It was noted that the tenant has previously been advised to consider installing a sign asking people to leave the access clear, and that she has not done so. David Duthie agreed to raise the tenant's concerns at a Sports Club committee meeting.

167.12 Date of next meeting - Wednesday 2 January 2013 - Lilac Room, Village Hall, 7.30pm
 Monthly Meeting of Parish Council

Signeddated.....