

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 6 JUNE 2012  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**75.12 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill  
Adrian Armitage  
Peter Godwin  
Catherine Maddison  
Glyn Rees  
Sarah Stanley

**In Attendance:** Helen Sandhu – Clerk  
Don Seale – Oxfordshire County Councillor

**76.12 Members' Apologies:** Richard Border, David Duthie

**77.12 Minutes of meetings held on 2 May and 10 May 2012**  
The minutes were approved by the Council and signed by Edmund Strainge as a true record of the meetings.

**78.12 Parish Councillors – Disclosure of interests on agenda items**  
None.

**79.12 County/District Council Matters**

The Clerk told the Parish Council that Steve Hayward had sent his apologies for this meeting.

Don Seale spoke on County Council matters. He apologised for not being able to attend the Annual Parish Meeting in May but advised that he has read the draft minutes.

Mr Seale informed the Parish Council that there is a significant sum of money within the area stewardship fund which can be spent on minor highways improvements (road safety, pavement schemes). There was a discussion on the possibility of using funding from this budget to install more dropped kerbs within Ducklington – the Clerk has again been contacted by residents of Manor Road who would like some kerbs dropped to enable them to get safely from their home to the village hall and the church on their mobility scooters. Sarah Stanley volunteered to find out which kerbs would need to be dropped and to inform the Clerk. Mr Seale said that some of his parish councils were using the money to install vehicle activated speed signs within their villages. It was agreed that consideration of whether this would be useful in Ducklington should be put on the agenda for July's meeting. Edmund Strainge told Don Seale that the Parish Council would like to obtain some of the highways land adjacent to the sports field so that a second full-size football pitch could be created, but that the Parish Council has been told by the County Council that this will not be possible as the County wishes to retain the land for a possible future upgrade of the A415 and because the County does not like to create an uneven road boundary. Don Seale said that if the Parish Council emails him with this information and with a drawing/plan of what is proposed, he will seek to push the request within the County Council.

Mr Seale left the meeting.

## 80.12 Matters Arising from Previous Meetings

### a) *Parish infrastructure issues*

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

The scheme has not yet been installed – the County Council has previously stated that it should be in place by the end of June.

### b) *Village Pond*

The Clerk was asked to contact Smiths of Bletchington to see whether they have a proposed date for the work. Peter Almgill will then put this information on the website so that residents are kept informed.

### c) *Village information signs*

The Clerk advised that she has still not received an answer from Oxfordshire Highways about whether the Parish Council will be given permission to erect a sign on the highways verge at the start of Witney Road. It was agreed that she should contact Don Seale to see whether he can help with this.

Ducklington Primary School has confirmed that the Parish Council can attach a sign to their fence in the car park.

It was confirmed that the Clerk should now place the order for the three signs.

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

The bench has been installed and councillors noted that Brian Hicks has expressed his appreciation of this gesture.

There was a suggestion that a photograph of Mr Hicks sitting on the bench could be taken during the Flower Show in August.

### e) *Annual Parish Meeting 10 May 2012*

The draft minutes of this meeting were circulated with the meeting papers. There were no issues to discuss.

### f) *Ivy on cemetery walls*

Andrew Fisher will cut the ivy growth back and apply one herbicide treatment for £250.

The Clerk has ordered the work as instructed.

### g) *Litter on New Close Lane*

The Clerk informed the Parish Council that Oxfordshire Highways and West Oxfordshire District Council claim that the maintenance of this road is not their responsibility. The District Council has advised that it is a private road which is believed to belong to Thames Water. Edmund Straine expressed surprise at this information as he believes that the road has been adopted by Highways. He will speak to Mutchmeats to see whether they have information to confirm this.

## 81.12 New Business

### a) *New code of conduct*

The Localism Bill requires all councils to adopt a new code of conduct to take effect from 1 July 2012. West Oxfordshire District Council has supplied a model code of conduct which it is recommending all parish councils to adopt.

It was resolved that the code of conduct adopted by West Oxfordshire District Council be adopted as the code for members and co-opted members of Ducklington Parish Council with effect from 1 July 2012, or such other date as may be specified in the regulations, to

**81.12 New Business (continued)**

replace the current code of conduct. The Clerk was asked to notify the monitoring officer of West Oxfordshire District Council of the passing of the above resolution.

*b) County Council proposed submission document for the Minerals and Waste Core Strategy to 2030*

The document on which Parish Councils are invited to comment (about whether the way the plan has been prepared is legally compliant and whether the content of the plan meets the government's tests of soundness) was put in the folder for circulation.

The Parish Council's response, if any, will be agreed at the meeting on 4 July.

*c) Donation request from Thames Valley Air Ambulance*

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, would give a donation of £25.00 to Thames Valley Air Ambulance. 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.

*d) Request from Oxfordshire Rural Community Council on behalf of Aston Parish Community Minibus that Ducklington Parish Council prints and distributes a transport survey to households in the parish*

It was resolved that the Parish Council would not support this survey because of the cost of printing it, the difficulties of distributing it and the expectation that there would be a poor response from residents. The Parish Council also expressed doubt about whether the bus service proposed would be viable.

*e) Audit Commission's consultation on the reappointment of BDO LLP as the Parish Council's external auditor for five years from 2012/13*

It was resolved not to respond to this consultation. It was noted that under the proposals, the external audit fee payable by the Parish Council will be reduced.

*f) Damage to fence at layby on Aston Road*

The Clerk had been informed by a local resident on 28 May that this fence had been damaged by a large vehicle. The Clerk asked Dick Rudd to remove the damaged section and make it safe; it was noted that Dick Rudd had in fact been able to reinstate the fence. It was not clear whether the fence was originally installed by Highways or the Parish Council.

**82.12 School Report**

The Headteacher had given a presentation at the Annual Parish Meeting on 10 May.

**83.12 Playgrounds/Sportsfield**

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

This inspection was carried out by Adrian Armitage. It was resolved that Dick Rudd will be asked to trim the trees on Chalcroft so that they are not hanging over the benches and litter bin and that he would also be asked to see whether he can tighten the fourth step on the slide unit at Chalcroft.

**83.12 Playgrounds/Sportsfield (continued)**

*a) Inspection Report for May – circulated in the Clerk's Briefing Notes (continued)*

It was resolved that Andrew Fisher will be asked to spray the weeds on the tennis court at the same time as treating the weeds in the zipwire bark pit.

Dick Rudd had cleared the ditch behind the pavilion from rubbish in advance of the Jubilee. It was noted that items left outside the pavilion by the Sports Club for future disposal often end up being thrown in the ditch by persons unknown. The Clerk was asked to email David Duthie to ask that the Sports Club ensures that it removes off site any items cleared from inside the pavilion as quickly as possible to reduce the risk of them being thrown in the ditch.

*b) Inspection for the end of June*

This inspection will be carried out by Dick Rudd.

*c) Reported incident at Sportsfield Playground*

A resident contacted the Clerk by email on 18 May reporting that their 4 year old daughter had slipped on the safer surfacing near the steps of the slide, falling and hitting her head on the steps. No date had been provided for the incident.

The Clerk contacted Dick Rudd on the same day to ask that he go on site to look at the safer surfacing and clean it off with a stiff broom and proprietary algaecide. Mr Rudd was also asked to check whether any of the other areas of safer surfacing need to be treated. The Clerk informed the Parish Council of the incident by email on 18 May.

The Clerk was informed by Dick Rudd on 28 May that this work hadn't been done and that Mr Rudd had inspected the site and did not consider it to present a risk.

Councillors noted that no algae has been observed during the monthly inspections and it was resolved that no treatment of the surfaces is required.

*d) Replacement zipwire*

The Clerk provided an update – she has been in contact with the contracts manager for SMP. He has been out to look on site and reiterates that the weeds in the bark pit must be dealt with and the tree removed before the new zipwire can be installed.

Given the further growth of the weeds he advises that the best way to remove them will be by spraying.

SMP now intends to replace the bark in full and will cover the cost of this by not moving the fence as they now believe that the foundations of the old zipwire should not prevent the new one from being put in the same position as the old one.

SMP currently hopes to install the zipwire around the end of June.

The Clerk was asked to contact Andrew Fisher to request that he treat the weeds and was asked to remind Dick Rudd that he has been asked to remove the tree. If Dick Rudd is not able to do this, Andrew Fisher will be asked to do it at the same time as treating the weeds.

*e) Playing field/development of pavilion*

David Duthie had circulated a document from the Sports Club about their proposed refurbishment of the pavilion in advance of the meeting, although this hadn't been done in time for it to be included as an agenda item for decision making.

There was a discussion about the work proposed in the document.

It was resolved that the Sports Club would be informed that whilst the Parish Council supports the idea of refurbishing the pavilion, this needs to be done as part of a bigger overall plan which will encompass the whole building, including the toilets, kitchen and changing rooms.

### 83.12 Playgrounds/Sportsfield (continued)

#### *Playing field/development of pavilion (continued)*

It was agreed that it would be helpful for the joint working group of the Parish Council and Sports Club to meet to discuss the proposals. Sarah Stanley, Catherine Maddison and Peter Godwin agreed to represent the Parish Council on this group and the Clerk was asked to contact Richard Border to ask if he would also like to be involved. It was noted that it would be helpful if this group could meet in advance of the next Parish Council meeting so that the proposals can be discussed further.

#### f) *Pavilion safety*

David Duthie had circulated risk assessments relating to fire safety and legionella in advance of the meeting, although this hadn't been done in time for them to be included as an agenda item for decision making.

It was noted that the fire safety assessment does not contain all the information required by the Health & Safety Executive. Peter Almgill volunteered to assist David Duthie with the development of this assessment as he has some previous relevant experience.

The legionella assessment may require some more minor amendments, but it was agreed that completing the fire risk assessment is the main priority.

#### g) *Security of access to field*

The padlock on the gate to the sportsfield from the roadway has gone missing. Edmund Strainge volunteered to look into resolving the security of this access.

### 84.12 PLANNING

#### PLANNING APPLICATIONS GRANTED

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

### 85.12 FINANCE

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

Current Account at 31 May 2012      £18,026.46

Deposit Account at 31 May 2012      £39,540.57

#### b) *MAY INVOICES*

		Statute
Clerk's salary & working from home allowance	385.62	LGA 1972, s112 & LGA 1972 s111
Clerk's expenses	32.35	LGA 1972 s111
HM Revenue & Customs	4.20	LGA 1972, s112
Margaret Johnson Ltd – stationery & photocopying (includes purchase of stamp stock before price rise)	190.40	LGA 1972 s111
Townsend Brothers Ltd – supply and fit of new external door at pavilion	326.98	LG(MP)A 1976, s19
B Lockett – litter picking for May	60.00	LG(MP)A 1976, s19
Helen Strainge – editing of newsletter for June/July	45.00	LGA 1972 s111
Henry Box School – printing of April/May newsletter	118.68	LGA 1972 s111
J Miles – five cuts of cemetery grass (6 cuts in year to date)	425.00	LGA 1972, s214
Mrs F Bryant – rental of sportsfield extension, June quarter	102.50	LG(MP)A 1976, s19
Thames Valley Air Ambulance, donation	25.00	LGA 1972, s137
<b>TOTAL</b>	<b>£1,715.73</b>	

The payments were approved. The cheques were signed by Catherine Maddison and Glyn Rees.

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

- a) Peter Godwin asked the Clerk to contact the District Council again about the proposal to move the dog bin on the footpath between Tristram Road and Sealham Road.
- b) Peter Godwin asked the Clerk to contact the County Council again about the need for the soil/weeds which are reducing the width of the footpath/cycleway between Station Lane and the Four Pillars Hotel to be cut back.
- c) The Clerk was asked to contact the County Council again about the fir tree outside 46 Manor Road which is reducing the visual splay for the highway.
- d) The Clerk was asked to request that the County Council strims the edges of the footpath between the end of Curbridge Road and the A415.
- e) The Clerk told the Parish Council that West Oxfordshire District Council has organised a localism forum event for 4 July 2012. It was noted that this is the same date as the next Parish Council meeting. There were no volunteers to attend the meeting.
- f) The County Council has sent a survey on emergency planning. It was agreed that the Clerk would provide the same response as previously.
- g) The Clerk reminded the Parish Council of the email she had circulated on 29 May advising them that a hose had been left running on the sportsfield, in breach of the temporary hose pipe ban, and that this had meant that the surface level hatch had been left open, which is a health and safety hazard. It was resolved that no further action was required at the present time.

**87.12 Date of next meeting - Wednesday 4 July 2012 - Lilac Room, Village Hall, 7.30pm**  
Monthly meeting of Parish Council  
Catherine Maddison and Glyn Rees gave their apologies for this meeting.

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