

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 1 MAY 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

57.13 Members Edmund Strainge (Chairman)

Present: Peter Almgill
Richard Border
David Duthie
Peter Godwin
Catherine Maddison
Glyn Rees
Sarah Stanley

In Attendance: Richard Brown – Clerk
PCSO Waller Thames Valley Police (item 61.13 only)
Steven Hayward- West Oxfordshire District Councillor (item 63.13 only)

**58.13 Members’
Apologies:** Adrian Armitage

59.13 Annual Meeting of Parish Council

- Election of Chairman - Edmund Strainge was re-elected to act as Chairman and signed the Declaration of Acceptance of Office
- Election of Vice Chairman – Adrian Armitage was re-elected to act as Vice Chairman
- Members of Urgency Committee – Edmund Strainge, Peter Almgill, Adrian Armitage and Catherine Maddison
- Representative on Ducklington with Hardwick and Yelford Charity – Glyn Rees to continue in this role
- Election of Transport Representative – Glyn Rees to continue in this role
- Election of Village Hall Representatives – Edmund Strainge and Peter Godwin
- Ducklington Primary School Governors – Richard Border, Catherine Maddison and Glyn Rees

60.13 Minutes of meeting held on 3 April 2013

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

61.13 Thames Valley Police

PCSO Waller read from a report that mainly concerned Witney area.
However PCSO Waller stressed that it is very important to report all instances of crime on the telephone line number 101, as such reports help to maintain a full picture for the neighborhood area which can then assist generally in apprehending offenders.

PCSO Waller then left the meeting.

62.13 Parish Councillors – Disclosure of interests on agenda items

None declared.

63.13 County (OCC) & District Council (WODC) Matters

Don Seale (OCC) was not standing for re election on 2 May and therefore did not attend. Steven Hayward (WODC) commented upon the forthcoming elections and the favorable financial performance of WODC and its holding of the Council Tax Rate unchanged from the previous year.

Peter Almgill then brought to the attention of Mr Hayward the Parish Council's recently prepared draft report on village flooding, which followed a meeting with Kevin Jack of WODC. Peter Almgill said he would email Mr Hayward a copy.

After discussion, Mr Hayward agreed to follow-up the matter with colleagues at WODC and to assist wherever he could in progressing the issue to a satisfactory conclusion.

Mr Hayward then left the meeting.

64.13 Matters Arising from Previous Meetings

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

The Clerk reported that this long outstanding matter had again been brought to the attention of the District Council, but that now the job had been allocated with Reference Number 145354. However, WODC requested that they be supplied with the specific details of exactly where the bin was now to be sited and where it is currently situated. To assist, Peter Almgill agreed to supply the Clerk with a detailed map.

b) *Increased dog fouling*

The Clerk reported that additional self-adhesive warning signs had been obtained from the District Council. These could be attached to lamp posts and other suitable objects in the areas afflicted by this problem. 11 signs were handed to Catherine Maddison and further stocks can be obtained when needed.

c) *Ditch/ gully/culvert maintenance – end Standlake Road near Fritillary Mews*

Peter Almgill and Richard Border's draft report to be updated to include specific action to reduce flooding, to enable the County and District Council to form a response.

- Carried forward and Steven Hayward kept informed.

d) *Parish Council insurances renewal – 1 June 2013*

The Council reviewed quotes obtained by the Clerk from brokers Community First (current insurers via Zurich Insurance) and Came & Company (via Aviva Insurance) and NFU - National Farmers Union Mutual Insurance Society Limited – three quotes in total.

Further background information had been made available in the Clerk's Notes that included the premiums payable for the ensuing year and also the lower premiums payable if the Long Term agreements offered were taken up. The Long term offer meant that the lower premium would be fixed for 3 years, but meant that the insurance would stay with the same company for that period.

Catherine Maddison had agreed to review the detailed paperwork for each quote ahead of the Council meeting.

After discussion, it was resolved to accept the quote from Came & Co of £1,135.51 per year at the Long Term offer rate for three years. This premium will offer additional cover and be circa £200 lower in cost than the previous year.

e) *Annual Parish Meeting – 9 May 2013.*

Councillors concluded the arrangements for the meeting. The Clerk that advised that invitations to attend and speak had been accepted from all invitees except the Police. However the Police said they would attend if operational issues permit.

f) *Ducklington Converservation Area Documents*

The Council noted the contents of an email from Martin Wheeler of WODC referring to additional information sites.

65.13 New Business

Letter of complaint

The letter had been circulated in the Clerk's Briefing Notes. The Council discussed its contents and noted that the letter was anonymous and that the content did not raise any concerns to which the Council could intervene. It was resolved to take no action.

66.13 School Report

Richard Border reported that at a recent meeting of the Governors a forthcoming change in staffing would be taken as an opportunity to bolster school management. This, it was believed, would further improve the academic performance of the school.

67.13 Playgrounds/Sportsfield

a) *Inspection Report for April 2013 – circulated in the Clerk's Briefing Notes*

This inspection was carried out by Dick Rudd and only one item needed attention. Rubbers on certain sports field swings are showing signs of decay. Edmund Strange agreed to supply Dick Rudd with the Council's replacements to correct the problem.

b) *Inspection for the May 2013*

David Duthie volunteered to carry out this inspection.

c) *Replacement zipwire – apparent brake malfunction*

The Clerk informed the Parish Council that Steve Broughton the SMP representative of the firm that installed the playground zipwire had recently met with Dick Rudd. On that occasion the brake was disassembled and re assembled with minor alterations to the satisfaction of both parties and left in working order.

The Council noted the matter but asked the Clerk to request that the Annual Independent playgrounds Inspection to be carried out shortly by John Hicks should specifically report on the brake and whether it is necessary piece of equipment to the wire's safe operation.

d) *Consideration of playground development*

- Carried forward

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

- Carried forward

f) *Sports Pavilion*

David Duthie updated Councillors on the Sports Clubs current position on developing the pavilion. Councillors discussed the information and resolved that it would be useful from the Council's point of view to create a Working Party that in future would be able to join in deliberations on the development with the Sports Club. David Duthie agreed to take this proposal to the Sports Club Committee. Peter Godwin, Catherine Maddisison and Richard Border volunteered their services as a Working Party.

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

- Carried forward. However, David Duthie agreed on behalf of the Sports Club Committee to take the locks off all fire door exits with immediate effect. The Council also resolved to write to the Sports Club reminding them of the need to maintain working fire exits at all times.

68.13 PLANNING

No new planning applications had been received.

Edmund Strange commented that he thought any comments for the Application for Gill Mill

discussed at the 3 April meeting were due to be sent to the County Council by 16 May 2013. The Clerk agreed to check the date and report back to the Chairman, calling a meeting of the Urgency Committee if required.

69.13 FINANCE

- a) *Accounts and the Local Councils Annual Return form for the year ended 31 March 2013 – circulated in Clerk's Briefing Notes*

The Accounts and the Local Councils Annual Return as circulated were reviewed by the Councillors.

After discussion, that included the statement prepared by the Clerk of significant financial changes from last year, it was agreed and resolved that the Chairman would sign and date the detailed Accounts.

The Clerk also signed the detailed Accounts as Responsible Financial Officer.

- b) *Annual Return*

Section 1 of the Annual Return – Accounting Statements 2012/13 – is a summarised version of the detailed Accounts. After discussion, the Council resolved that the summarised accounts in the Return be signed and dated by the Chairman. The Clerk signed and dated as required by the Return as Responsible Financial Officer.

Councillors then discussed Section 2 of the Annual Return – Annual governance statement 2013/13. After discussion it was resolved that the Chairman would reply YES to questions 1-8 and NA (not applicable) to question 9 Trust Funds and sign and date the replies. The Clerk also signed and dated the statement as required by the Return.

The remaining Sections 3 & 4 of the Annual Return requires completion, in due course, by the External Auditor and Internal Auditor respectively.

- c)

Cheque Payment schedule

Invoices : April 2013

Council meeting: 1 May 2013

Name - Description	£ p - inc VAT	Relevant legal statute
Net Salary & working from home allowance	314.02	LGA 1972 s111/2
Clerk & RFO expenses:		
Mileage : 50 miles @ 45p	£22.50	LGA 1972 s111
Mobile contract & calls:	£27.27	LGA 1972 s111
Norton laptop security contract for year to 1 April 2014	£14.99	LGA 1972 s111

Peter Almgill - Sipgate DPC telephone credit	10.00	LGA 1972 s111
Post Office - HMRC - PAYE RTI April	75.80	LGA 1972 s111/2
Will Hutchinson - litter picking February & March 2013 - £15 per week	120.00	LG(MP)A1976 s19
Richard Rudd - report / repairs and maintenance	210.00	LG(MP)A 1976 s19
Oxfordshire County Council - Allotment rent A415 1/4/13 - 31/3/14	212.00	SH & AA 1908
Helen Strange - Village newsletter 171 April/ May 2013	45.00	LGA 1972 s111
Margaret Johnson - photocopies - March & April meeting	63.20	LGA 1972 s111
Jim Miles - mowing cemetery grass 21/3/13 (1st cut in 2013/14 year)	90.00	LGA 1972 s214

TOTAL	1,204.78	
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The payments were approved and the cheques signed by Peter Almgill, Catherine Maddison and for the cheque payable to Peter Almgill by Glyn Rees and Catherine Madisson.

70.13 Parish Councillors' reports from meetings attending since last meeting

No reports.

71.13 Other matters for discussion – for information only

No matters

72.13 Dates of next meetings -

Thursday 9 May 2013 – Lilac Room Village Hall, 7.30pm

Annual Parish Meeting

Apologies received from Glyn Rees

Wednesday 5 June 2013 - Lilac Room, Village Hall, 7.30pm

Monthly meeting of Parish Council

Apologies received from Catherine Maddison, Glyn Rees and Peter Godwin.

Signeddated.....