

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 16 OCTOBER 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

126.13 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
David Duthie
Peter Godwin
Catherine Maddison (8.05PM onwards)
Glyn Rees

In Attendance: Richard Brown – Clerk

127.13 Members' Apologies: Richard Border

128.13 Minutes of the meeting held on 4 September 2013

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

129.13 County/District Council Matters

Neither Simon Hoare nor Steven Hayward attended the meeting.

130.13 Parish Councillors – Disclosure of pecuniary interests on agenda items

None declared.

131.13 Matters Arising from Previous Meetings

a) *Ducklington Newsletter (Sarah Stanley)*
Carried forward

b) *Shield for padlock for middle gate of Sportsfield on Standlake Road (David Duthie)*
Carried forward

132.13 New Business

a) *Parish surface water problems– report circulated in the Clerk's Briefing Notes*
Councillors reviewed the report of a meeting held between two parish councillors Peter Almgill and Richard Border and representatives from the District and County Councils. After discussion the council resolved to adopt the proposal in the Briefing Notes to use volunteers whose work would be directed by a suitably qualified person. Progress would be reviewed in six months. Consequently the council resolved to recruit such an individual on a six month fixed term contract and it was decided to place an advert for this role on the Parish Council's web site (and link it to existing articles on the matter), the village newsletter and wider in the community, inviting applications for the position. Peter Almgill indicated his willingness and that of Richard Border to continue to be closely associated with the project.

b) May 2014 Elections

The Clerk reported that a meeting to discuss the Elections has been arranged by the District Council for early next year and that he will attend.

c) External Audit of Parish Accounts – Annual Return for the year to 31 March 2013

The Clerk reported that the Annual Return already reviewed by the Council following the Internal Audit, had now been signed off without qualification by the External auditors BDO. The council noted the matter and resolved to approve and accept the Annual Return.

d) Invitation to participate in Outcomes Based Commissioning - Maternity

The Council discussed the matter and resolved to participate by way of the web site.

e) Duck pond – feeding of ducks

The Council again discussed the matter and heard from the Clerk that the Police informed him that they cannot intervene to enforce the “do not feed the ducks” sign. It was therefore resolved that an “open letter” would be posted on the web site explaining why, in terms such as health and safety, a prominent sign making such a request has been made. The letter would then be able to be printed from the site and given to anyone without internet access.

f) FACE – request for donation

The matter was discussed, but it was resolved not to offer a donation as the charity is not based in Ducklington.

g) West Oxon. Town & Parish Council Forum

After discussion it was resolved not to take up the two positions offered on the subject of future planning issues. The Parish Council is already in discussions with District Council on current matters that directly affect Ducklington.

133.13 School Report

No report. The next school meeting is 23 October 2013.

134.13 Playgrounds/Sportsfield

a) Inspection Report for September – circulated in the Clerk’s Briefing Notes.

After review of the report and discussion the Council resolved that the condition of all swing seats was satisfactory and would next be reviewed in the following Spring unless their condition changed markedly before that time. It was also noted that an unacceptable level of weeds had encroached onto the tennis court, but that Volunteers have already agreed to start to clear them.

b) Letter from Sports Club - circulated in the Clerk’s Briefing Notes

The Council discussed the letter and since it explained that the missing items had been reinstated in the sports field and acknowledged that permission should have been sought beforehand, resolved to accept the apologies and close the matter.

c) Inspection for October

To be carried out by Dick Rudd.

- d) *Consideration of potential funding sources for playground development*
Carried forward - Sarah Stanley & Peter Almgill.

- e) *Sports lighting*
The Council has appointed Pasco & White to carry out the repairs and David Duthie confirmed that the contractor will be able to start work nearer to Christmas.

- f) *Tennis Court resurfacing and line markings*
The Council appointed Gordon Hill Limited and work has begun. However, several parish council members commented on residual items still to be completed. David Duthie agreed to contact the contractor to arrange the completion of the work.
Line marking will follow completion of resurfacing.

- g) *Pavilion electrical testing*
To be carried forward - David Duthie.

135.13 NEW PLANNING APPLICATIONS

No applications

136.13 FINANCE

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

Current Account at 30 September 2013 £ 6,564.16

Deposit Account at 30 September 2013 £40,200.31

Debts due to Parish Council - £144.58

b) SEPTEMBER INVOICES

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		448.80	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage : 95 miles @ 45p		£42.75	LGA 1972 s111
Car parking - Banbury		£2.80	LGA 1972 s111
Mobile contract & calls:		£47.63	LGA 1972 s111
TOTAL		£541.98	
Post Office - HMRC - PAYE RTI		107.70	LGA 1972 s111/2
G. Hill & Son - re surfacing works to Tennis Court		1,128.00	LG(MP)A 1976 s19
J. Miles Cemetry grass cut 18/9 @ £90		90.00	LG(MP)A 1976 s19
Helen Strainge - Oct / Nov newsletter - edition 174		45.00	LGA 1972 s111
E-on electricity bill for pavillion qtr ended 14 Sept 13		432.95	LG(MP)A 1976 s19
Mrs F Bryant - Rent in qtr.in adv. 29/9 Sports field extension		102.50	LG(MP)A 1976 s19
BDO LLP - External Audit of Accounts for year ended 31/3/13		240.00	LGA 1972 s111
Margaret Johnson - Sept meet. Packs/ allotment bills		76.33	LGA 1972 s111
TOTAL		2,764.46	

The Clerk advised that the invoices due to Margaret Johnson shown above as £76.33 was incorrect. The amount should be £77.33.

The Council discussed the matter and resolved after inspection of the invoices to agree the sum of £77.33.

The council resolved to approve the payments and the cheques were signed by Glyn Rees and Catherine Maddison.

137.13 Other matters for discussion – for information only

Glyn Rees reported that at the Brize Norton RAF Base the VC 10 has now stopped flying and that the Tristar will cease flying by June 2014.

Peter Almgill reported that he had attended a very interesting Lower Windrush Valley Steering Group meeting, details of which would be circulated in the correspondence folder.

**138.13 Date of next meeting - Wednesday 6 November 2013 - Lilac Room, Village Hall,
7.30pm
Monthly Meeting of Parish Council**

Signeddated.....

DRAFT