

**DRAFT MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2 JANUARY 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Helen Sandhu – Clerk

02.13 Members' Apologies: Adrian Armitage

03.13 Minutes of meeting held on 5 December 2012

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

04.13 Parish Councillors – Disclosure of interests on agenda items

None declared.

05.13 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 District Council will soon be relocating this bin (with a request that a new bin is supplied) to the hardstanding outside the garage block nearest the footpath to Tristram Road.

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

- David Duthie confirmed that the Thames Valley Probation Service Community Payback Team came to Ducklington on 21 December to cut back vegetation from the boundaries for which the Parish Council is responsible. The team leader refused to let the team cut back the vegetation from the ditch running alongside the road due to health and safety concerns, so the work was concentrated on the boundaries within the field. The Clerk advised that she had asked Diane Major (the Service Manager responsible for Payback Projects) whether the proximity of the road would be an issue when she met with her in November, and had been advised that it would not be a problem.
- The Clerk advised that she has chased up the problem of the silted/undersized culverts with Highways again. The Highways officer has been in touch with his colleagues in the OCC Drainage department, who will arrange to review the area and order any work considered necessary.
- It was noted that the ditches running parallel to the A415 need clearing/digging out, and the grips also need to be cleared. The Clerk was asked to contact Highways.

05.13 Matters Arising from Previous Meetings (continued)

- The Clerk advised that she has emailed Kevin Jack (West Oxfordshire District Council engineer) to ask if he can assist the Parish Council with reviewing the surface water drainage system and ditches within Ducklington; his response is awaited.

d) Jubilee Tree

The Clerk advised that the tree has now been received by Oxfordshire Highways and is ready for planting. The Highways officer who will be arranging for someone to plant the tree has been asked to give 2/3 weeks notice so that the Parish Council can arrange for interested people to attend. Richard Border agreed to speak to the Headteacher at the Primary School to advise her of this project and that the Parish Council would like to invite some of the children to watch the planting. Glyn Rees informed the Parish Council that he would speak to a resident of Aston Road to ask him if he could photograph the occasion.

It was resolved that a tall painted black tree guard at a cost of £95 would be purchased from Designer Metal (Suffolk) Ltd in advance of the tree being planted, with Dick Rudd to be asked to install it very soon after the planting.

e) Tree at centre of Peel Close

The Clerk confirmed that she placed the order for the tree, compost, stake and tie before Christmas – to be followed up by the new Clerk.

f) Proposed signage for playgrounds

The Clerk confirmed that the order for the signs has been placed.

g) Annual inspection of horse chestnut tree at Bartholomew Close

Edmund Strainge read the inspection report to the meeting. It was resolved to instruct Boward Tree Surgery to carry out the recommended work. The Clerk will first confirm that this will be acceptable to the tree officer at the District Council as the tree is in the Conservation Area.

06.13 New Business

a) Appointment of new Clerk and Responsible Financial Officer

The appointment of Mr Richard Brown as the new Clerk and Responsible Financial Officer was confirmed, subject to receipt of satisfactory references and completion of a successful probationary period.

The contract prepared by the Clerk, with the amendments to the SLCC model contract agreed at the meeting on 5 December was approved and signed by Edmund Strainge on behalf of the Parish Council.

It was resolved to adopt the SLCC model Disciplinary and Grievance Policies circulated in the Clerk's Briefing Notes.

The Parish Council was informed that Mr Brown has requested that the Parish Council purchases a laptop, printer, and necessary software for him to carry out his work for the Parish Council. It was resolved to purchase the equipment required; purchase of the equipment was delegated to Peter Almgill, who will consult with Edmund Strainge, with a maximum of £500 to be spent.

06.13 New Business

b) *Request for a donation from West Oxfordshire Citizens Advice Bureau*

It was resolved to pay a donation of £40 to support the work of the Bureau.

c) *Annual honorarium to Joyce Parry*

It was resolved to pay an honorarium of £50 in acknowledgement of Mrs Parry's support with the management of the tennis court.

d) *Pond sign*

The Parish Council was advised that the sign had fallen off its supports and had been collected by a local resident to ensure that it did not go missing. Catherine Maddison agreed to take the sign to Dick Rudd to ask him to refix it to the supports.

e) *Request to hold a community "Big Lunch" on the sports field on Sunday June 2 2013*

It was resolved to give permission for this event. The Clerk will contact the organisers.

f) *Email received from a resident of Feilden Close expressing concern about parking in the roads around the school*

The email had been circulated in the Clerk's Briefing Notes. The Parish Councillors who are also parents of children at the school advised that parents have been asked by the school to ensure that they park considerately.

It was agreed that this is an issue for the school to deal with. The Clerk was asked to contact the school to inform them of the concerns expressed by the resident and to inform the resident that this has been done.

g) *Playground inspection training organised by Oxfordshire Playing Fields Association on Saturday 2 March 2013*

It was resolved that two places would be booked on this training, with Catherine Maddison to attend and either David Duthie or Sarah Stanley.

07.13 Playgrounds/Sportsfield

a) *Inspection Report for December*

The Clerk advised that Dick Rudd had not been able to carry out this inspection.

Peter Almgill agreed to carry out the inspection on 3 January 2013, forwarding the reports to the Clerk.

b) *Outstanding work*

- Installation of two replacement flat swing seats at Chalcroft – awaiting fitting by Dick Rudd
- 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 now spoken to Dick Rudd and they have agreed that no work is currently yet required, but that this issue needs to be kept under review
- Service of zipwire brake – awaiting attention by Dick Rudd
- Replacement slats on picnic bench – Dick Rudd has been asked to do this work
- Tennis court surface – David Duthie advised that he met with Gordon Hill of G Hill & Sons Ltd on Saturday 8 December. Mr Hill will be providing a quotation to dig out, treat and resurface the area badly affected by weed growth. Mr Hill has also advised that in the future weeds can be treated effectively if the tarmac they are breaking through is reheated and pushed back down when the break in the tarmac is first observed.

07.13 Playgrounds/Sportsfield

- c) *Inspection for January*
Glyn Rees volunteered to carry out this inspection.
- d) *Consideration of potential funding sources for playground development*
Item to be carried forward for future consideration.
- e) *Lighting between car park and pavilion*
David Duthie informed the Parish Council that he met with Mark Oliver from Southern Electric Contracting on 12 December. Mr Oliver will be forwarding a quotation for trenching and installing a new cable between the pavilion and the roadway light columns. Mr Duthie confirmed that he has asked Mr Oliver to include the installation of separate ducting to facilitate the possible future repair of the tennis court floodlights. Mr Duthie agreed to contact Mr Oliver to ask him to supply a quotation for the testing of the fixed wiring installation at the pavilion.
- f) *Pavilion safety – fire and legionella risk assessments*
This work has not yet been completed – to carry forward to a future meeting.

08.13 PLANNING

PLANNING APPLICATIONS GRANTED

12/1653/P/FP 7 Lovell Close
Erection of two storey rear and single storey front extensions

12/1654/P/FP 6 Fritillary Mews
Erection of conservatory on rear elevation

12/1688/P/FP 16 Fritillary Mews
Erection of single storey rear extension

PLANNING APPLICATIONS WITHDRAWN

12/1562/P/FP West Barn, 10 Back Lane
Conversion of part of existing double garage and loft space, including insertion of two dormer windows

NEW PLANNING APPLICATIONS

12/1792/P/OP 2 Curbridge Road
Erection of dwelling (application for outline planning permission)
It was resolved that the Parish Council would ask for a condition to be attached to the potential planning permission to seek the protection of the tree and hedge boundary during the building process.

12/1815/P/FP 39 Feilden Close
Erection of single storey side extension
No comments.

12/1844/P/FP Primrose House, 9 Back Lane
Alterations and erection of two storey side extension
No comments.

09.13 FINANCE

- a) *Account Balances and Debts due to Council* – as circulated with the meeting papers
 Current Account at 31 December 2012 £ 9,209.60
 Deposit Account at 31 December 2012 £39,828.14

- b) *Receipts & Payments account to 31 December 2012* – as circulated with the meeting papers. Noted.

- c) *Budget and precept for 2013/14*

The report prepared by the Clerk and circulated in the Briefing Notes was considered. It was resolved to set the precept at £26,500 on the basis that the Parish Council has significant financial commitments to meet in the short to medium term, including the refurbishment of the playgrounds, work at the pavilion (including the replacement of the flat roof), the repair/resurfacing of the tennis court, and the repair of the external lighting at the car park and roadway to the pavilion.

It was noted that the budget will need to be considered further at the February/March meetings in order to assign the funds which will be generated by the budgeted surplus which are currently unallocated to specific projects.

- d) *DECEMBER INVOICES*

		Statute
Clerk's salary & working from home allowance	385.62	LGA 1972, s112 & LGA 1972 s111
HM Revenue & Customs	4.20	LGA 1972, s112
Clerk's expenses – mileage; calls to mobile phones 27/08 to 31/12, printing 24/8/ to 24/12, keys for tennis court	74.90	LGA 1972 s111
W. Hutchinson – litter picking	60.00	LG(MP)A 1976, s19
Mrs J Parry – honorarium for managing tennis court	50.00	LG(MP)A 1976, s19
E-on electricity bill for pavilion for q/e 11/12/2012 – actual	580.16	LG(MP)A 1976, s19
Margaret Johnson Ltd – photocopying & stationery	55.98	LGA 1972 s111
Mrs F Bryant – rent of sportsfield extension q/b 25/12/12	102.50	LG(MP)A 1976, s19
The Henry Box School – printing of Oct/Nov & Dec/Jan newsletters	173.30	LGA 1972 s111
Oxfordshire Playing Fields Association – 2 places on playground inspection course	40.00	LG(MP)A 1976, s19
Donation to West Oxfordshire Citizens Advice Bureau	40.00	LGA 1972 s142
TOTAL	£1,566.66	

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

10.13 Other matters for discussion – for information only

- a) There have been more thefts of milk from doorsteps of houses in the early hours of the morning, particularly in Feilden Close and Manor Close. The local police team has already been informed.

10.13 Other matters for discussion – for information only (continued)

- b) Peter Almgill informed the Parish Council that the sewage pumping station on Standlake Road failed on Christmas Day, leading to dirty water flowing along Standlake Road onto the footpath in front of the properties at Fritillary Mews. Residents contacted Thames Water and the Emergency Planning team at the District Council. Thames Water has subsequently advised that the problem was caused by an electrical fault at the pumping station. It was not clear whether work has been done to prevent the risk of this happening again.

11.13 Date of next meeting - Wednesday 6 February 2013 - Lilac Room, Village Hall, 7.30pm
Monthly Meeting of Parish Council

Richard Border gave his apologies for the February and March meetings.

Signeddated.....

DRAFT