

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 APRIL 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

42.13 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
Peter Godwin
Catherine Maddison
Sarah Stanley

In Attendance: Richard Brown – Clerk
PCSO Tutty – item 47.13 only
Richard Wheeler - WODC – item 49.13a only

43.13 Members' Apologies: David Duthie
Glyn Rees

44.13 Minutes of meeting held on 6 March 2013

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

45.13 County/ District Council Matters

Don Seale and Steve Hayward sent apologies for the meeting.

46.13 Parish Councillors' – Disclosure of interests on agenda items

None declared.

47.13 Attendance and report - Thames Valley Police

The Chairman welcomed PCSO Tutty who read from a report prepared by Sergeant Philips. The report dealt mainly with crimes and successful prosecutions over the previous month, principally within the Witney area. However, 9 March saw the first "Have Your Say Day" which took place in Witney Town Hall and was well attended. The next meeting will be at the same venue on 13 April from 10am -12. A Youth "Have Your Say Day" was held on 1 March and local schools took part in a Question Time style debate.

With regard to careless parking outside the Primary School at delivery and pick-up times, the Council thanked the Police for the item they placed in the School's "Parent email ". This warned that parking, for example, on zigzags or bends is very dangerous and will lead to their prosecuting anyone found committing such offences.
PCSO Tutty then left the meeting.

48.13 Matters Arising from Previous Meetings

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

The bin is still awaiting relocation by the District Council. The Clerk was requested to contact the District Council to remind them of the issue and to also ask whether additional signs could be erected as an increased level of dog-fouling has been noted in fields and the general area.

- b) *Ditch/gulley/culvert maintenance end Standlake Road near Fritillary Mews*
 Peter Almgill and Richard Border met with Kevin Jack (WODC engineer) regarding the ditch and surface water flooding situation in the parish. Peter Almgill and Richard Border subsequently produced a detailed draft report and had sent it to Kevin Jack for his review. Mr Jack's comments included the need for the draft to propose a specific action plan to reduce the flooding that the County and District Council could coordinate as a response. The Parish Council resolved to accept the report and the suggested way forward. It was also decided to place the report on the Council web site for general information and comment.
- c) *Annual Review of Parish Council Assets.*
 Peter Almgill physically checked the assets to the record provided by the Clerk and produced an up to date signed record that established that all assets had been accounted for. None were regarded as in need of urgent maintenance.
- d) *Parish Council insurance renewal.*
 The Clerk reported that three quotes had been requested from the existing insurance company Community First, Came & Company and the NFU. The renewal is due on 1 June 2013.
 The matter was discussed and it was resolved to put a time limit on replies of 12 April 2013 and then for the Clerk to confer with Catherine Maddison and Edmund Strainge with the purpose of arriving at a recommendation to place before Councillors at their next meeting.
- e) *Annual Parish Meeting – 9 May 2013.*
 Jane Bowley accepted the Council's invitation to the above, but questioned the format of presentations. The Council resolved that each presentation should be a maximum of ten minutes.

49.13 New Business

- a) *Ducklington Conservation Area Documents.*
 The Chairman welcomed Richard Wheeler of the District Council to the meeting. Mr Wheeler explained that it was the legal duty of WODC to create two documents, firstly a Conservation Area Character Appraisal and secondly Proposals for Preservation and Enhancement.
 The documents were reviewed by the Council to ensure they were materially accurate. Minor errors were noted and then brought to the attention of Mr Wheeler who agreed to make amendments.
 The Council resolved to broadly support the amended documents that will be presented to the District Council meeting on 17 April 2013 for formal adoption.
 Mr. Wheeler left the meeting.
- b) *Obstruction of public pavement – 11 Strainge's Close.*
 Councillors' discussed the matter and were pleased to be informed that the overhanging vegetation had now been significantly cut down. The view of the Council was that this cleared the obstruction.
- c) *Freedom of Information Act request.*
 An email request for information was made by a Mr. Kingman to the Clerk under the above Act. He sought a summary of the observations made by the Parish Council on planning applications over the past five years which would have created new dwellings.

Councillors reviewed a draft reply composed by Peter Almgill and after careful consideration resolved that the Clerk should reply broadly as follows:

Ducklington Parish Council discusses all planning applications received at its monthly meetings and informs the West Oxfordshire District Council of the comments that it has resolved to make. In order to make those comments as transparent and accessible as possible the Council reports them as a distinct Planning item in its Minutes of meetings. Minutes are published and made available on the Council's website. Therefore Mr. Kingman could have access to his requested information via this source and therefore, under Section 21 of the Act, the Council need not prepare a separate summary.

d) *New allotment tenants*

The Clerk reported that plots 3c and 7c have now been let to Simon Leverett of Queen Emma's Dyke, Witney and Stephen Bint of Weavers Close, Witney respectively. This means that all plots are now let.

50.13 School Report

There was no report as the school's next meeting will be in mid May.

51.13 Playgrounds/Sportsfield

a) *Inspection Reports - March 2013*

Catherine Madisson performed the inspection of the Chalcroft Site on 29 March and Peter Godwin the Playing Field Site on 26 March. No matters for attention were made.

Regarding the previously reported issue with the Zipwire safety brake, the Clerk reported that contact had been made with SMP the suppliers of the equipment. They have agreed to liaise directly with Dick Rudd this matter.

In addition, on 3 April the Clerk telephoned John Hicks the Councils Independent Playground Inspector who carries out the annual check. He told the Clerk that a safety brake was not necessary on the system and that he considered the Council maintained its equipment to the highest standard possible.

b) *Playground Inspection report for April 2013.*

It was resolved that the inspection would be made by Dick Rudd.

c) *Consideration of playground development*

Carried forward.

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

Carried forward.

e) *Lighting between car park and pavilion.*

Carried forward.- David Duthie obtaining two further quotes.

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

Carried forward - work not yet completed.

52.13 PLANNING

PLANNING APPLICATIONS GRANTED

12/1882/P/FP West Barn, 10 Back Lane

Conversion of part of a double garage and loft space – but not to be used as a separate dwelling.

PLANNING APPLICATIONS WITHDRAWN

None

NEW PLANNING APPLICATIONS

Advance notice and detailed planning documents received with regard to the application by Smiths (Bletchington) for Gill Mill quarry extension.

This item will be carried forward as Oxfordshire County Council will be making contact with respect to this matter in due course.

53.13 FINANCE

a) *Bank Account Balances* – as circulated with Clerk's Briefing Notes.

Current Account at 31 March 2013 £3,952.27

Deposit Account at 31 March 2013 £39,471.16

Cheque Payment schedule

Invoices : **March 2013**

Council meeting: **3 April 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 : 60 miles @ 45p	£27.00	LGA 1972 s111
Mobile contract & calls:	£37.40	LGA 1972 s111
HMRC - PAYE 3months Jan- March 13	£227.40	LGA 1972 s111/2
Oxfordshire Rural Community Council - Membership 2013	65.00	LGA 1972 s137
Oxfordshire Association for the Blind - Donation	10.00	S 137
F. Bryant - Sports field extension rent qtr in advance due 25 March 13	102.50	LG(MP)A 1976 s19
IA & I J Godfrey hedge cutting Barth close & playing field	268.80	LG(MP)A 1976 s19
The Henry Box School - Printing Jan 13 Duck newsletter	84.48	LGA 1972 s111
Margaret Johnson - photocopies - March meeting	3.60	LGA 1972 s111
EON electricity - pavilion q/e 16 March - estimated	774.68	LG(MP)A 1976 s19
Jim Miles - mowing cemetery grass 21/3/13 (1st cut in 2013/14 year)	90.00	LGA 1972 s214
TOTAL	2,004.88	

The payments were approved and the cheques signed by Catherine Maddison and Peter Almgill.

54.13 Parish Councillors' reports from meetings attended since last parish council meeting

Lower Windrush Valley Project meeting of 20 March 2013.

Peter Almgill and Edmund Strainge reported that Project Officer Jane Bowley gave a useful presentation on the original aims and objectives of the project. Jane then said that those aims ought to be updated, but with the assistance of the various parish councils through which the proposed paths would run. The project aims to produce a continuous path/bridleway between Witney and the river Thames at Newbridge.

55.13 Other matters for discussion – for information only

David Duthie reported that he is still chasing two quotes for resurfacing of the tennis court.

56.13 Date of next meeting - Wednesday 1 May 2013 - Lilac Room, Village Hall - 7.30pm

Annual meeting of the Parish Council and Monthly Parish Council meeting.

Business to include election/ re-election of:

- Chairman
- Vice Chairman
- Members of the Urgency Committee
- Representatives - Ducklington with Hardwick & Yelford Charity
- Transport Representative
- Two Village Hall Representatives
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Annual Parish Meeting

Thursday 9 May 2013, 7.30pm Main Room, Village Hall

Signeddated.....