

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

**88.13 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill  
Richard Border  
David Duthie  
Peter Godwin  
Catherine Maddison  
Glyn Rees

**In Attendance:** Richard Brown – Clerk

**89.13 Members' Apologies:** Adrian Armitage  
Sarah Stanley

**90.13 Minutes of meeting held on 5 June 2013**  
The minutes were approved by the Council and signed by Edmund Strainge as a true record of the meeting.

**91.13 County/ District Council Matters**  
No representation.

**92.13 Parish Councillors' – Disclosure of interests on agenda items**  
None declared.

**93.13 Matters Arising from Previous Meetings**

- a) *Ditch/gulley/culvert maintenance end Standlake Road near Fritillary Mews*  
Carried forward – a report from Peter Almgill to be presented at a future meeting.
- b) *Complaint – possible lack of stability of tree at 12 Lovell Close*  
The report on the tree commissioned by the Council from Boward Oxford was discussed and it was resolved to forward the findings to West Oxfordshire District Council Tree Officer as no immediate safety concern was apparent from the report.
- c) *Ducklington Newsletter*  
Carried forward - Sarah Stanley sent apologies to the meeting and consequently the result of discussions between the Editor and herself with regard to the cost of production and the degree of advertising in each addition was not available.
- d) *Shield and padlock for middle gate of Sportsfield at Standlake Road*  
David Duthie informed the Council that he could obtain a shield free of charge. It was resolved to gratefully accept this offer and for David to pursue the matter as soon as possible.
- e) *Thames Valley Police – Village Rave Representative*  
Glyn Rees had offered to be Ducklington's representative.

The Council discussed the situation and resolved to accept the kind offer and thanked Glyn for volunteering. The Clerk was requested to advise the Police accordingly.

#### **94.13 New Business**

a) *Vacant allotment plots*

The Clerk advised that Plot 19 was currently available. The Council resolved to place an advert in the next Newsletter.

b) *Allotment fees and water charges for 2013/14*

The Council discussed the level of fees for the ensuing year and resolved to increase plot fees by the May Retail Price Index (RPI) in accordance with a previous decision taken in June 2008. This year the May RPI index was 3.1% and therefore charges this year will be raised by this percentage.

With regard to the Water Rate charge, it was resolved to leave the charge at the same level as last year (last changed 2009/10)

c) *Gill Mill proposed extension of existing works – Martin Layer further information on restoration and aftercare.*

Peter Almgill reported that he had a chance meeting with Martin Layer of Smiths of Bletchington where the Council's concerns and issues raised in the planning application were discussed. It was decided that a further meeting was necessary with the Parish Council, Martin and Lucy Binney of Land Mineral Management Ltd with the objective of deciding exactly what the proposal would entail to assuage the concerns of the Council. The Clerk was asked to contact Martin to ascertain suitable times, dates and venue for such a meeting.

d) *Oxfordshire County Council (OCC) – winter preparation 2013/14.*

The Council had received an email which requested that the Parish Council notify OCC of the number of new Salt Bags and Salt Bins required for delivery to Ducklington.

After discussion, it was resolved that the present number of bags was considered adequate, but that two bins were required. The Clerk was asked to reply to the email accordingly.

e) *Training courses- Data Protection and Accounts*

The Clerk reported that The Oxfordshire Partnership for Local Councils run courses on the above topics that would prove beneficial for him to attend.

The Council discussed the matter and resolved that the Clerk should apply for enrolment on such courses when convenient.

#### **95.13 School Report**

Richard Border reported that staff changes have occurred at the school.

With two senior staff leaving, it rendered the opportunity to employ a new Deputy Head and a classroom teacher to meet the continuing academic needs of the school.

#### **96.13 Playgrounds/Sportsfield**

a) *Inspection Report – 24 June 2013*

Dick Rudd carried out the inspection.

The Council considered the resulting comments and resolved that the Clerk notify Dick as to the repairs the Council considered necessary at this time.

- b) *Playground Inspection July 2013.*  
After discussion, the Council resolved to propose Adrian Armitage (not at the meeting) carry out the inspection.
- c) *Annual Independent Safety Audits on equipment and safety surfaces of the playgrounds.*  
The report dated 19 June 2013 from John Hicks & Associates was considered by the Council.  
The Council was pleased to note that no significant matters were brought to their attention by the report and any observations were classed as low risk. The report clearly stated that low risk observations did not require any action to be taken.  
The Council resolved to accept the report and note that no further action was necessary.
- d) *Consideration of playground development*  
Carried forward
- e) *Consideration of potential funding sources for playground development*  
Carried forward
- f) *Sports Pavilion quotes for door & window replacement.*  
The Clerk reported that installation date had been agreed as being 5 August 2013.
- g) *Sports lighting quotes*  
David Duthie reported that the two additional quotes for lights were still awaited. It was resolved by the Council to wait for those quotes, but to note quote already received from Pascoe & Waite.
- h) *Tennis Court resurfacing quotes*  
Carried forward - G. Hill & Sons wished to review their quote in the light of current circumstances. It was resolved that David Duthie deal directly with the company on that matter and report back to the Council.
- i) *Tennis Court markings*  
Carried forward – It was resolved that David Duthie would obtain the three requested quotes, including one from G. Hill & Sons.
- j) *SSE Contacting – pavilion electrical testing report 11 June 2013.*  
David Duthie reported on the file of tests received from SSE.

The report carried out under 1EE Wiring test regulations states that:

**Category 1 test failure** means that repairs must be completed immediately, but none were found at the Pavilion.

**Category 2 test failure** means that repairs must be carried out in the next two to three months from test date. Six such items were found at the Pavilion.

SSE provided basic quotes on one item at £20, but stated that the five others depend on how much time is necessary to correct the faults. However the SSE estimation of this cost was circa £1,150.

The Council reviewed the report and resolved to ask David Duthie to approach local qualified electricians to obtain further quotes for the six repair items and report back to Council. However, if satisfactory quotes are received under £250 the Clerk was authorised to enact such repairs to save time between Council meeting dates.

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

David Duthie presented the final completed assessments to the meeting.

The Council considered the assessments and then resolved to accept them noting the commitment to ongoing work necessary by the Committee of the Sports Club.

## 97.13 PLANNING

### PLANNING APPLICATIONS GRANTED

13/0604/P/FP 47 Manor Road  
Erection of front porch

13/0680/P/FP Claywell Farm, Aston Road  
Erection of replacement production building/ hardstanding

### PLANNING APPLICATIONS WITHDRAWN

None

### NEW PLANNING APPLICATIONS

13/0780/P/FP 67 Withey Road  
Erection of timber framed garage with storage area.

All Plans were discussed and it was resolved that comments would be made to the District Council as follows:

*“No Comments”.*

## 98.13 FINANCE

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

**Current Account** at 26 June 2013 £12,465.20 – no bank reconciliation was necessary as there were no outstanding items.

**Deposit Account** at 26 June 2013 £40,074.93 – no bank reconciliation was necessary as there were no outstanding items.

b) **Three Months Accounts to 30 June 2013.**

The Clerk tabled the Receipts & Payments Accounts for the three months to 30 June 2013.

Councillors discussed the Accounts and, after the Clerk answered questions arising, resolved to accept the financial position at the stated date.

c) **Internal Audit Report on the Annual Accounts for 2012/13.**

The Council noted the report and that no items were raised in the review. The Chairman thanked the Clerk & Responsible Financial Officer for the successful outcome.

**d) Invoices due for payment**

**Invoices : JUNE 2013**

**Council meeting: 3 July 2013**

<b>Name - Description</b>		<b>£ p - inc VAT</b>	<b>Relevant legal statute</b>
Net Salary & working from home allowance £10		314.02	LGA 1972 s111/2
<b>Clerk &amp; RFO expenses:</b>			
Mileage : 117 miles @ 45p		£52.65	LGA 1972 s111
Mobile contract & calls:		£22.55	LGA 1972 s111
Post Office delivery - undercharge		£1.50	LGA 1972 s111
<b>TOTAL</b>		<b>£390.72</b>	
Post Office - HMRC - PAYE RTI April		75.80	LGA 1972 s111/2
ISS Grass cutting April - June		1,275.47	LG(MP)A 1976 s19
Mrs F Bryant - Sportsfield rent qtr in adv 24 June 2013		102.50	LG(MP)A 1976 s19
Thames Water 18/2- 24/5 Pav £58.44 + Allots £16.89-£24.15 credit		51.18	LG(MP)A 1976 s19
J. Miles Cemetry grass cuts 4/5 and 20/5 + 5/6and 22/6 @£90		360.00	LG(MP)A 1976 s19
SSE Contracting - Pavilion electrical annual test 10 May		354.00	LG(MP)A 1976 s19
Margaret Johnson - June meet. Packs/ other stat and black toner		105.29	LGA 1972 s111
Henry Box School - printing June/ July newsletter no.172		105.75	LGA 1972 s111
Windrush press Ltd - Big Lunch ( June) flyers		160.00	s137
ABS Accounting - internal audit 2012/12		120.00	LGA 1972 s111
EON Electricity - pavillion quarter 17/3-12/6 (Prev.1/4 £774.68)		291.79	LG(MP)A 1976 s19
John Hicks & Associates - annual playground safety audit		101.52	LG(MP)A 1976 s19
RR Rudd - May/ June £122 and June inspection £50		172.00	LG(MP)A 1976 s19
Helen Strange - production of June/ July newsletter no.172		45.00	LGA 1972 s111
<b>TOTAL</b>		<b>3,711.02</b>	

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

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

Peter Almgill reported that he had attended the Steering Committee for the Lower Windrush Valley Project.

The main business was to agree the Aims & Objectives of the project to enable their publication.

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

Councillors discussed reports of speeding in the village and in particular on the delivery of children to school. An article would be placed in the village newsletter and mention made to the Police at the September monthly parish meeting.

**101.13 Date of next meetings**

**Wednesday 7 August 2013 - Lilac Room, Village Hall - 7.30pm**

Meeting of the Urgency Committee of the Parish Council

**Wednesday 4 September 2013 - Lilac Room, Village Hall - 7.30pm**

Monthly meeting of the Parish Council

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

DRAFT