

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 4 DECEMBER 2013  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

**In Attendance:** Richard Brown – Clerk

**153.14 Members' Apologies:** Richard Border

**154.14 Minutes of the meeting held on 6 November 2013**

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

**155.14 Thames Valley Police**  
No representation.

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

**157.14 Parish Councillor – Disclosure of pecuniary interests on agenda items**  
None declared.

**158.14 Matters Arising from Previous Meetings**

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

b) *Fitting date for shield for padlock for middle gate of Sportsfield on Standlake Road (David Duthie)*  
Carried forward.

**159.14 New Business**

a) *Review of the effectiveness of village grass cutting contract.*

Councillors discussed the matter. The conclusion was that the cutting of the grass was not as set out in the contract and had not been so for some time. It was stated that certain parishioners were cutting the grass outside of their properties to maintain the required condition.

The Clerk reported that he had written to the contractors on several occasions making similar comments and has been promised an investigation of the complaints by the contractor. The Clerk hopes to have their latest comments for the next meeting.

In addition, the Clerk reported that he had received a speculative email from a local contractor offering his grass cutting services. Councillors resolved to ask the Clerk to pursue the offer for more details.

*b) Big Lunch – 1 June 2014*

Councillors considered the request from Ruth Edy to use the sports field for this successful event. After discussion it was resolved to agree to the request and for the Clerk to inform Ruth Edy accordingly.

*c) Parish Budgets 2014/15*

Councillors reviewed the information supplied by the Clerk on income and expenditure to date for the current financial year to be used as a base for budgeting the recurring costs for 2014/15. The Clerk reminded Council that consideration of Projects for 2014/15 would also be necessary to arrive at full budgets.

The Clerk informed the Council that he had received the Precept notification for the year 2014/15 and that it has to be returned to West Oxfordshire District Council by 20 January 2014 at the latest and that it formed an integral part of the full budget.

After discussion, Councillors resolved to set up a working party to meet at the Sports Club on 11 December 2013 to further consider these matters and to work out the costs of proposed projects and the resulting Precept that would be necessary. The package is to be presented to the Council at the next meeting on 8 January 2014 for final decisions.

*d) Smiths of Bletchingdon – gate installations*

It has been agreed to install gates between the bridge and the electricity substation near to Back Lane and at the Cogges end of the roadway.

Edmund Strainge reported to Council that he had agreed the position of the “Back Lane” gate that would now be installed early in the New Year and that the “Cogges” gate was already in place.

*e) Vacancy – Role of volunteer Co-ordinator surface water problems.*

The Clerk reported that an application for the role had been received.

The Council considered the application and resolved to set up a working party to interview the candidate and asked the Clerk to set up a meeting. The working party was requested to decide on a recommendation to present to the Council at the 8 January 2014 meeting.

*f) Outstanding allotment fees*

The Clerk reported that certain allotment fees remained outstanding.

The Council discussed the matter and resolved to allow such debts to be settled by 31 December 2013 before offering the plots to people on the waiting list.

*g) Land for auction in Parish*

The Council noted the information supplied by the District Councillor of a possible sale of land in Ducklington. The Clerk reported that he had received an email from the media asking for comments on the matter from the Council. After discussion it was resolved make “No Comment” at this point in time and to await any notice of sale before considering the matter further.

*h) Request to meet the Council from the Oxfordshire Association for Young People*

The request was discussed and it was resolved to invite a representative to attend a Council meeting in February or March 2014.

### **160.14 School Report**

The next meeting of Governors is to be in week commencing 9 December 2013.

### **161.14 Playgrounds/Sportsfield**

- a) *Inspection Report for November – circulated in the Clerk's Briefing Notes.*  
After review of the report and discussion the Council was pleased to note that no repairs were indicated as being necessary at this time.
- b) *Inspection near the end of December*  
Dick Rudd to perform this inspection on the usual rotation basis.
- c) *Consideration of potential funding sources for playground development*  
Sarah Stanley & Peter Almgill. - Carried forward
- d) *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, but as yet no specific date had been arranged.
- e) *Tennis Court resurfacing and line markings*  
David Duthie commented that Avon Line Marking had reported that the court required cleaning before line marking could be effective. It was consequently resolved to clean the court in Spring 2014 and then have the court markings applied.
- f) *Pavilion electrical testing – residual testing from SSE report of 11 June 2013*  
David Duthie to obtain a date for the residual testing to be carried out by Pascoe & White.

### **162.14 NEW PLANNING APPLICATIONS**

The Council received no new planning applications and had not been advised of any grant of applications.

### **163.14 FINANCE**

- a) *Account Balances and Debts due to Council at 4 December – as Clerk's Briefing Notes*

Current Account £16,442.93

Deposit Account at £40,324.72

Debts due to Parish Council - Nil

*NOVEMBER INVOICES*

Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
22			
	Clerk / RFO Net Salary & working from home allowance £18	448.80	LGA 1972 s111/2
	<b>Clerk / RFO expenses:</b>		
	Mileage : 33 miles @ 45p	£14.85	LGA 1972 s111
	Mobile contract & calls:	£11.07	LGA 1972 s111
276	<b>TOTAL</b>	<b>£474.72</b>	
277	Post Office - HMRC - PAYE RTI	107.80	LGA 1972 s111/2
278	J. Miles Cemetry grass cut 31/10 @ £90	90.00	LG(MP)A 1976 s19
279	The Henry Box School -printing Oct/ Nov Village Newsletter 174	105.75	LGA 1972 s111
280	Margaret Johnson - photocopies - October & November meetings	57.84	LGA 1972 s111
281	Mrs F Bryant - Sportsfield rent qtr in adv 25 December 2013	102.50	LG(MP)A 1976 s19
282	Richard Rudd- collect , instal and fill 2 salt bins : repair tennis court fencing	50.00	LG(MP)A 1976 s19
	<b>TOTAL</b>	<b>988.61</b>	

The council resolved to approve the payments and the cheques were signed by Peter Almgill and Glyn Rees.

**164.14 Parish Councillors' reports form meeting attended since last Council meeting**

No reports

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

- Litter picking – the Clerk reported that he had not received a bill for such services since May 2013
- The Clerk reported that a recent Thames Water bill was much larger than usual and that he would write to the supplier to request they check the meter readings.

**166.14 Date of next meeting - Wednesday 8 January 2014 - Lilac Room, Village Hall, 7.30pm**

Monthly Meeting of Parish Council

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