

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 JUNE 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

73.13 Members Present: Edmund Strainge (Chairman)
Adrian Armitage
Peter Almgill
David Duthie
Sarah Stanley

In Attendance: Richard Brown – Clerk

74.13 Members' Apologies: Richard Border
Peter Godwin
Catherine Maddison
Glyn Rees

75.13 Minutes of meetings held on 1 and 14 May 2013

The minutes were approved of the normal monthly meeting held on 1 May 2013 by the Council and signed by Edmund Strainge as a true record of the meeting.
The minutes of the Council's Urgency Committee meeting held on 14 May 2013 were also approved by the Council and signed by Edmund Strainge as a true record of the meeting.

76.13 County/ District Council Matters
No representation.

77.13 Parish Councillors' – Disclosure of interests on agenda items
Peter Almgill declared an interest as a planning applicant was also a neighbour (Ref: 83.13)

78.13 Thames Valley Police
No representation.

79.13 Matters Arising from Previous Meetings

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

The Clerk reported that he had overseen the relocation by West Oxfordshire District Council (WODC) of the bin from the post near the path to the wall on nearby garages as requested by the Parish Council.

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

Peter Almgill reported that he has now contacted WODC and has contacts at Oxfordshire County Council to pursue in the furtherance of this matter.

Peter Almgill and the Council wish to place on record the assistance received from Steve Hayward in pursuing the issue with WODC.

80.13 New Business

a) *Complaint – possible lack of stability of tree at 12 Lovell Close*

After discussion, it was resolved to contact the Tree Officer at WODC with the request to examine the tree.

The Clerk was asked to make the necessary contact and David Duthie offered to attend that meeting if helpful.

b) *Ducklington Village Newsletter*

- *General review of content*
- *Increase in printing costs with effect from the June/ July issue*

The Council discussed both issues and matters such as the balance between local news and advertisements that assist in defraying the cost of its production. It was resolved that Sarah Stanley would discuss both matters with the Editor Mrs Helen Strainge.

c) *Complaint by email – AGM meeting date - notification in Newsletter*

A complaint was received that it was usual to put the date in the April/ May Newsletter ahead of the annual May meeting. This year it did not happen and the date clashed with another event in the Village Hall.

Councillors reported that an apology from the Parish Council had now been made in the June/ July Newsletter, together with an assurance that it will be published in the Newsletter next year.

d) *Parking in Standlake Road on either side of the middle gate of sportsfield*

Peter Almgill raised an actual example of the danger of children running out of this gate, but being shielded from oncoming drivers by parked vehicles. He highlighted that drivers may not be able to react in sufficient time to avoid an accident.

The matter was discussed and the Council resolved that a shield should be placed over a padlock on the gate to ensure the gate remained locked. David Duthie agreed to obtain quotes for this work and Edmund Strainge agreed to supply the padlock.

e) *Annual Parish meeting review and complaints.*

This matter was covered in c) above.

f) *Volunteer Link-up – West Oxfordshire.*

The Council had received an invitation to attend the celebrations of 30 years linking volunteers with individuals and organizations that need help.

After discussion it was regrettably agreed that nobody was able to attend on 21 June 2013 and was resolved to ask the Clerk to respond accordingly.

g) *Thames Valley Police – Village Rave Representative*

The Police has asked each village, if possible, to provide a contact. After discussion it was resolved to seek a Councillor candidate for this role by the next meeting and then to respond to the Police with contact details.

81.13 School Report

No report

82.13 Playgrounds/Sportsfield

a) *Inspection Report – 24 May 2013*

David Duthie performed the inspection and reported that only minor items such as seals starting to perish, weeding required around perimeters and a burr on metal handrail needing attention.

It was resolved to ask Dick Rudd to attend to these repairs as soon as possible.

- b) *Playground Inspection circa 24 June 2013.*
Dick Rudd to perform this inspection.
- c) *Consideration of playground development*
Carried forward
- d) *Consideration of potential funding sources for playground development*
Carried forward
- e) *Sports Pavilion quotes for door & window replacement and lighting repairs and Tennis Court resurfacing:*
 - **Pavilion:**
 - Window & door:**
Councilors discussed the matter and resolved to accept the quote from Homestyle Plastics Ltd. This was an urgent replacement to maintain adequate security of the pavilion following a recent fire assessment.
 - Lighting:**
Councilors discussed the various quotes. However, the quote from Pascoe & Waite Ltd was not on the same basis as that received from Haysham Ltd. David Duthie agreed obtain a further quote from Pascoe & Waite.
 - **Tennis Court:**
After discussion the Council resolved to accept the resurfacing quote from G. Hill & Sons Ltd.
In addition, the Council resolved to obtain quotes for the marking out of the resurfaced court with white and yellow lines for tennis and netball use.
David Duthie agreed to obtain three quotes for this work, one of which to be from G. Hill & Sons Ltd.
- f) *Pavilion safety – fire and legionella risk assessments*
David Duthie reported that programmes of assessment have now reached draft status.

83.13 PLANNING

PLANNING APPLICATIONS GRANTED

13/0636/P/FP 16 Fritillary Mews
Erection of conservatory at rear

PLANNING APPLICATIONS WITHDRAWN

None

NEW PLANNING APPLICATIONS

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

13/0636/P/FP 16 Frilllary Mews
Erection of conservatory at rear.

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

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

“No Comments”.

84.13 FINANCE

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

Current Account at 31 May 2013 £14,122.39

Deposit Account at 31 May 2013 £40,029.94

The Councillors discussed the current account balance and resolved that due to anticipated large expenditure at the Sports Club monies would not be moved to the deposit account at this time.

b) **Councillors’ Travelling Allowance Scheme**

The Clerk presented an updated version of the 2012/13 scheme amended as necessary and suggested that this scheme remain in being until circumstances change.

Councillors reviewed and discussed the document and resolved to accept the updated version and for it to remain in being until changes are required by legislation or allowance rates being reviewed.

c) Debtors : Sports Club electricity re charge £452.26 - cheque received 5 June.

d) Invoices due for payment

Cheque Payment schedule

Invoices : May 2013

Council meeting: 5 June 2013

Name - Description		£ p - inc VAT	Relevant legal statute
Net Salary & working from home allowance £10		314.02	LGA 1972 s111/2
Clerk & RFO expenses:			
Mileage : 124 miles @ 45p		£55.80	LGA 1972 s111
Mobile contract & calls:		£48.98	LGA 1972 s111
Receipts & Payments accounts book for 2013/14		£23.99	LGA 1972 s111
TOTAL		£442.79	
Insurance Came & Co "Broker Network Ltd" 1 June 2013/14		1,135.51	LGA 1972 s111
Post Office - HMRC - PAYERTI April		75.80	LGA 1972 s111/2
Oxford Assn. Local Councils - Clerk Minutes & Meetings training		42.00	LGA 1972 s111
Sarah Stanley - Refreshments - Annual Parish Meeting		15.20	LGA 1972 s111
Oxfordshire County Council- Queen's diamond Jubilee oak tree		250.00	LG(MP)A 1976 s19
The Henry Box School -printing May/June Village Newsletter 171		84.60	LGA 1972 s111
Margaret Johnson - photocopies - March & April meeting		45.36	LGA 1972 s111
Will Hutchinson - litter picking April & May 2013- £15 per week		120.00	LG(MP)A 1976 s19
TOTAL		2,211.26	

The payments were approved and the cheques signed by Edmund Strange and Peter Almgill.

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

No reports

86.13 Other matters for discussion – for information only

Peter Almgill reported that the Ordinance Survey have indicated that they wish to use the Councils website as a case study for other councils in the public sector. The Council recognises this as a significant compliment on its structure and content.

87.13 Date of next meeting - Wednesday 3 July 2013 - Lilac Room, Village Hall - 7.30pm

Monthly Meeting of Parish Council

Signeddated.....

DRAFT