

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 FEBRUARY 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

12.13 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
David Duthie
Peter Godwin
Catherine Maddison
Glyn Rees
Sarah Stanley

In Attendance: Richard Brown – Clerk
Stephen Hayward – District Councillor.
Several members of the public.

13.13 Members' Apologies: Richard Border

14.13 Minutes of meeting held on 6 February 2013

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

15.13 County/ District Council Matters

Don Seale had sent his apologies for the meeting.

Steve Hayward told the Council that the 2013/14 Council Tax charges of the County and District Council were currently being agreed. Mr Hayward also referred to the failure of the Cogges Link Road project and this prompted councillors to comment, and Mr Hayward to again note, the already unsatisfactory traffic congestion at the slip roads off the A40 at Ducklington.

Mr Hayward then left the meeting.

16.13 Open session for public debate

Agenda item 10 concerning the Planning Application 12/1882/P/FP was brought forward. The Chairman agreed to hear verbal submissions from parishioners both for and against this application which was a resubmission of application number 12/1562/P/FP at West Barn, Back Lane.

It was resolved that comments would be made to the District Council as follows:

We would refer the Council to our comments of 9 November 2012 with regard to Application 12/1562/P/FP where we referred to the lack of car parking spaces that still remains an issue in the current application, in an area that is also used for agricultural traffic to pass through. However, we are advised by the property owners that they are prepared to amend the plans at present by removing the tank in the garage and placing it in the garden and removing the velux windows. We would also further suggest, if planning consent is granted, that a covenant be applied where the condition is that the converted area will never be able to be occupied as separate accommodation to the main house.

17.13 Parish Councillors' – Disclosure of interests on agenda items

None declared.

18.13 Matters Arising from Previous Meetings

- a) *Dog bin on the footpath between Tristram Road and Sealham Road*
Still awaiting the District Council relocating this bin.
- b) *Ditch/gulley/culvert maintenance end Standlake Road near Fritillary Mews*
- To be carried forward, although it was noted that an email dated 11 January 2013 offered to send a replacement team from Thames Valley probation Service (Community Payback) to complete overgrown vegetation from the A415 roadside ditches.
 - Kevin Jack (West Oxfordshire District Council engineer) has proposed a meeting with a councillor. It was resolved that Peter Almgill would represent the Parish Council and inform the Clerk of the meeting date when agreed.
- c) *Jubilee Tree*
The Clerk advised that Oxfordshire Highways is now requesting a date for planting. Glyn Rees informed the Parish Council that he has arranged that an Aston Road resident will photograph the occasion. Glynn Rees and Sarah Stanley were asked to agree a planting date with the Primary school and inform Oxfordshire Highways and the Clerk when agreed. With regard to the tall painted tree guard, it was resolved that the delivery charge of £65 be accepted in addition to the cost of £95 from Designer Metal (Suffolk) Ltd - Dick Rudd to be asked to install it very soon after the planting.
- d) *Tree at centre of Peel Close*
The Chairman has taken delivery of the Hornbeam Tree from Bampton Garden Centre and it will be planted by Dick Rudd.
- e) *Proposed signage for playgrounds*
Dick Rudd will erect the signs, now in his possession, as soon as is possible.
- f) *Annual inspection of horse chestnut tree at Bartholomew Close*
The recommended work has now been authorised by WODC (Conservation Area) and will be carried out by Boward Tree Surgery in mid February.

19.13 New Business

- a) *The annual review of the Parish Council's Risk Assessment and Statement of Internal Control.*
Last year's reviews were updated by the Clerk and presented within the Clerk's Briefing Notes. After discussion it was resolved to accept the Assessments for the current year together with the amendments discussed at the meeting.
- b) *Consideration of the appointment of John Hicks & Associates to carry out the annual independent inspection of the Parish Council Playgrounds.*
It was resolved to make the appointment for the work to be carried out, as usual, in June.
- c) *Consideration of the G. Hill quote to resurface a part of the tennis court.*
It was resolved that David Duthie would obtain two further quotes. The Clerk was requested to contact the Head of the Primary School to ensure that in future any weeds from the adjacent land used by the school are not allowed to encroach upon the court.

- d) *Consideration of the SSE quote for the retest of the fixed wiring in the Sports Pavilion.*
It was resolved to set up the testing before 6 March 2013 for the quoted sum of £295.00. David Duthie (Pavilion key-holder) agreed to grant access.
- e) *Consideration of the quotes to trim the hedge running between the Old Rectory Garden and the road to the Village Hall.*
It was resolved to accept the quote from Dick Rudd of £80.00.
- f) *Consideration of a third round of hazel coppicing at Bartholomew Close*
It was resolved to appoint Dick Rudd to carry out this work.
- g) *To decide the date of the Annual Parish Council Meeting (including the Public Meeting)*
It was resolved to hold the meeting on 9 May 2013.
- h) *To agree to the amendment of the Bank Mandate due to the appointment of the new Clerk*
It was resolved that the Bank signatories sign the revised mandate prepared by the Clerk that added Richard Brown and deleted Helen Sandhu on the list of signatories.
- i) *To consider the new Clerk joining the SLCC and attending a VAT training course in April 2013.*
It was resolved to agree both requests costing £108.00 and £42.00.
- j) *To consider the upgrading of the of the Parish website*
It was resolved to agree the upgrading to a .gov.UK site especially in view of the positive comments received from users of the site. Cost £110 biannually.
- k) *To consider a request from Base 33 for a donation of any value.*
It was resolved that Base 33 being a local charity assisting young people should receive a donation of £50.
- l) *To consider a request from Ducklington Primary School Year 6 pupils in setting up a local shop.*
It was agreed that the Council would reply to Red Kite class that whilst this is a good idea, many consequences and issues would result from such a proposition that would not be within the normal remit of a Parish Council, but that the Council would follow developments with interest and offer support where able.

20.13 School Report

It was reported that Academy status was thought not feasible at present as the school was too small on its own, but that the Governors will maintain the subcommittee to continually review the situation.

21.13 Playgrounds/Sportsfield

a) *Inspection Report - 3 January 2013*

Peter Almgill performed the inspection and found all categories for both sites to be satisfactory.

b) *Outstanding work*

Filing down of sharp edges under the platform of the slide at the sports field, 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 carried forward until further notice.

- c) *Inspection in February*
Glyn Rees inspected on 6 February 2013.
No issues reported.
- d) *Consideration of playground development*
Item to be carried forward for future consideration.
- e) *Lighting between car park and pavilion*
The quote received from SSE was £11,412. It was resolved that David Duthie would obtain 2 further quotes.
- f) *Pavilion safety – fire and legionella risk assessments*
This work has not yet been completed – to carry forward to a future meeting.

22.13 PLANNING

PLANNING APPLICATIONS GRANTED

12/1815/P/FP 39 Fieldon Close
Erection of a single storey side extension.

PLANNING APPLICATIONS WITHDRAWN

None

NEW PLANNING APPLICATIONS

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

It was resolved that comments would be made to the District Council as follows:
We would refer the Council to our comments of 9 November 2012 with regard to Application 12/1562/P/FP where we referred to the lack of car parking spaces that still remains an issue in the current application, in an area that is also used for agricultural traffic to pass through. However, we are advised by the property owners that they are prepared to amend the plans at present by removing the tank in the garage and placing it in the garden and removing the velux windows. We would also further suggest, if planning consent is granted, that a covenant be applied where the condition is that the converted area will never be able to be occupied as separate accommodation to the main house.

23.13 FINANCE

a) *Bank Account Balances* – as circulated with the meeting papers

Current Account at 31 December 2012 £ 9,209.60
 Deposit Account at 31 December 2012 £39,828.14

It was carried forward 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.

b) January 2013 invoices

Name - Description	£ p - inc VAT	Relevant legal statute
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Clerk & RFO salary - Final Helen Sandu	215.16	LGA 1972 s111/2
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Clerk & RFO expenses:

Mileage : 16 miles @ 45p	£7.20	LGA 1972 s111
Mobile calls:	1.53	LGA 1972 s111
Printing:	4.05	LGA 1972 s111

Richard Brown

Clerk & RFO net salary & working from home allowance	313.85	LGA 1972 s111/2
Clerk & RFO expenses:		
Mileage : 30 miles @ 45p	13.50	LGA 1972 s111
Training : VAT course 30 April 2013	42.00	LGA 1972 s111
W Hutchinson - litter picking - January	75.00	LG(MP)A 1976 s19
Margaret Johnson - Photocopying & stationery	24.96	LGA 1972 s111
Boward Oxford Ltd- Bart. Close annual Chesnut tree inspect.	156.00	LG(MP)A 1976 s19
Richard Rudd - Parish grounds repairs	255.00	LG(MP)A 1976 s19
Parish Online - Annual fee	24.00	LGA 1972 s111
Helen Strange - newsletter for preparation Feb/March		LGA 1972 s111
C & G Signs	307.20	LG(MP)A 1976 s19
Peter Almgill - Clerk's laptop computer	469.98	LGA 1972 s111
Peter Almgill - Web Site	215.57	LGA 1972 s111
Base 33 - Donation	50.00	Section 137

TOTAL

2,175.00

The payments were approved and the cheques signed by two councillors.

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

Glyn Rees reported that Brize Norton Noise Reduction Group had received a positive progress report in the continuing bid to reduce aircraft noise.

25.13 Other matters for discussion – for information only

Dog fouling in Tristram Road was to be noted in the next Parish Newsletter

26.13 Date of next meeting - Wednesday 6 March 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