

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

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

**In Attendance:** Richard Brown – Clerk  
PCSO Tutty  
PCSO Waller – Community Support Officer

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

**29.13 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 after adding additional words to the end of the sentence in paragraph 20.13 School Report of ...by adding "on its own, but the Governors will maintain the subcommittee to continually review the situation".

**30.13 County/ District Council Matters**

Don Seale and Steve Hayward sent apologies for the meeting.

**31.13 Parish Councillors' – Disclosure of interests on agenda items**

None declared.

**32.13 Attendance and report - Thames Valley Police**

Thames Valley Police requested that they attend monthly Parish Meetings with the purpose of engaging with the community and trying to assist in resolving any issues that the Council would wish to pass on to them.

The Chairman welcomed two PCSO representatives to their first meeting and PCSO Tutty read a report prepared by Sergeant Philips. The report dealt mainly with crimes and successful prosecutions over the previous month, principally within the Witney area. PCSO Tutty asked if there were any issues that they should note in Ducklington village. The Council reiterated the parking problems outside the Primary School with which the Police were already familiar and commented that their continuing presence at pick-up times would be appreciated until the problem was solved.

### **33.13 Matters Arising from Previous Meetings**

- a) *Dog bin on the footpath between Tristram Road and Sealham Road*  
Awaiting relocation of the bin by the District Council.
- b) *Ditch/gulley/culvert maintenance end Standlake Road near Fritillary Mews*
- Peter Almgill and Richard Border are to meet with Kevin Jack (WODC engineer) regarding the ditch and surface water flooding situation in the parish and report on their findings and proposed actions at the next Council meeting.
  - Thames Valley probation Service (Community Payback ) offered to resend their team when required to complete the original work of overgrown vegetation from the A415 roadside ditches (email to Clerk 11 Jan 2013).
  - OCC Drainage Dept (Bert Pidgeon) have listed work for Gordon Burt's drainage team in (email to Clerk 11 Jan 2013).
- c) *Jubilee Tree*  
*Two members of the Council, Chairman Edmund Strainge and Glyn Rees, attended the planting by Oxford County Council of the Jubilee oak at the Primary School. It was also observed by two members of each class and their teacher and the event was photographed.*
- d) *Hornbeam Tree at centre of Peel Close*  
The tree was planted by Dick Rudd on 26 February 2013.
- e) *Signage for playgrounds*  
The signs have now been erected under the guidance of David Duthie.

### **34.13 New Business**

- a) *Annual Parish Meeting (Including Public Meeting) Thursday 9 May 2013*  
It was resolved after discussion to maintain the usual presentations by the Chairman and the financial position by the Clerk, together with presentations by the County and District Councillors. In addition it was decided to ask the Clerk to invite representatives to make presentations on behalf of the RAF, Lower Windrush Valley Project, Thames Valley Police and Smiths of Bletchingdon. Peter Almgill agreed to supply a projector and screen for the event.
- b) *Annual review of Parish Council Assets*  
Peter Almgill offered to conduct this review and this was agreed. The Clerk agreed to supply the necessary documentation for the exercise.
- c) *Parish Council insurance renewal*  
It was resolved that the Clerk would obtain quotes from the current insurers and other competitors.
- d) *Oxfordshire Rural Community Council (ORCC)*  
It was discussed and agreed to join ORCC at a cost of £65. It is a useful organization from which can be obtained general up to date advice and specific assistance on matters such as playground equipment.

- e) *Oxford Association for the Blind*  
It was discussed and agreed to make a £10 donation to the Association, rather than take up annual membership.
- f) *Hatwell's - Funfair at Ducklington*  
It was discussed but resolved not to issue an invitation to hold a fair at Ducklington and for the Clerk to reply to Hatwell's accordingly.
- g) *Lower Windrush Valley Project Meeting -20 March 2013*  
It was resolved the Chairman and Peter Almgill would attend the meeting.
- h) *Annual review of Investment Policy*  
The Clerk's Briefing Note was considered and it was resolved to continue to maintain surplus cash in the Santander Deposit account. It currently offers the best "easy access" interest available together a direct link to the Current account.
- i) *Allotment vacancies*  
Allotment 7c has been vacant for some time and 3c has just become immediately available. Glyn Rees agreed to show the vacant plots to prospective tenants.

### **35.13 School Report**

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

### **36.13 Playgrounds/Sportsfield**

- a) *Inspection Report - 28 February 2013*  
Dick Rudd performed the inspection and reported that the only new issue was with regard to the zipwire where safety brake is sticking in the open position. It was resolved that the Clerk would raise the matter with suppliers SMP Playgrounds Ltd as the equipment is still under warranty.
- b) *Outstanding work*  
*Filing down of sharp edges under the platform of the slide at the sports field.*  
The issue is carried forward until further notice.
- c) *Consideration of playground development*  
Item to be carried forward for future consideration
- d) *Playground Inspection at the end of March 2013.*  
Catherine Maddison and Peter Godwin agreed to carry out the inspection and that the Clerk would supply the form by email.
- e) *Consideration of potential funding sources for playground development*  
*Carried forward*
- f) *Lighting between car park and pavilion.*  
Carried forward.- David Duthie obtaining two further quotes.
- g) *Pavilion safety – fire and legionella risk assessments*  
Carried forward - work not yet completed.

### **37.13 PLANNING**

#### **PLANNING APPLICATIONS GRANTED**

12/1770/P/FP 50 Manor Road  
Erection of first floor extension.

#### **PLANNING APPLICATIONS WITHDRAWN**

None

#### **NEW PLANNING APPLICATIONS**

13/0167/P/FP Primrose House 9 Back Lane.  
Change of use of outbuilding to self contained annex

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

*"No Comments"*.

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### 38.13 FINANCE

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

Current Account at 28 February 2013 £5,653.44

Deposit Account at 28 February 2013 £39,828.14

b) February invoices

Name - Description	£ p - inc VAT	Relevant legal statute
Net Salary & working from home allowance	313.85	LGA 1972 s111/2
<b>Clerk &amp; RFO expenses:</b>		
Mileage : miles @ 45p	£27.45	LGA 1972 s111
Mobile contract & calls:		LGA 1972 s111
Thames Water - allotment q/e 11 Feb 13 estimated	24.15	SH & AA 1908
Thames Water- pavilion q/e 11 Feb 13 estimated	76.50	LG(MP)A 1976 s19
Oxford Association of Local Clerks - subscription	303.82	LGA 1972 s143
Clerk membership of Society of Local Council Clerks - sub	108.00	LGA 1972 s143
H Bakes Cakes- Helen Strainge newsletter Feb/ March	45.00	LGA 1972 s111
Boward of Oxford - Attn Chestnut Tree per recom.	186.00	LG(MP)A 1976 s19
Designer Metal ( Suffolk ) Tree guard - Delivery to Duck. Farm	192.00	LG(MP)A 1976 s19
Bampton Garden Plants - Hornbeam tree for Peel Close	36.39	LG(MP)A 1976 s19
Margaret Johnson - photocopy Jan / Feb £59.90		
Margaret Johnson - Samsung printer cartridges £170.65	230.55	LGA 1972 s111
Lawnmower Sales & Service - mower repairs ( 50% to Church )	132.90	LG(MP)A 1976 s19
Information Commissioners Office - Data Protection renewal	35.00	LGA 1972 s111
UK Webhosting Ltd - Council web address .org – Peter Almgill	99.00	LGA 1972 s111
Richard Rudd - report/ repairs/ maintenance	355.00	LG(MP)A 1976 s19
<b>TOTAL</b>	<b>2,165.61</b>	

The payments were approved and the cheques signed by Glyn Rees and Peter Almgill. Catherine Maddison approved and was the second signatory for the cheque due to Peter Almgill.

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

Glyn Rees reported that he had attended the West Oxfordshire Town & Parish Councils Forum that afforded the opportunity to meet the new Police & Community Commissioner for the Thames Valley Anthony Stansfield, receive a corporate update from West Oxfordshire District Council and a presentation by the Oxfordshire Association of Local Councils on the Localism Act that includes the Community Right to Bid and the Community Right to Challenge. It was explained that the turnout to meet the new Commissioner was low due to lack of national publicity explaining the advantages and what these posts would bring to local communities.

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

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

**41.13 Date of next meeting - Wednesday 3 April 2013 - Lilac Room, Village Hall - 7.30pm**

Monthly Meeting of Parish Council

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

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