

**MINUTES OF URGENCY COMMITTEE MEETING OF
DUCKLINGTON PARISH COUNCIL
HELD ON THURSDAY 7 AUGUST 2013
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

102.13 Members Present: Edmund Strainge (Chairman)
David Duthie
Catherine Maddison

In Attendance: Richard Brown – Clerk

103.13 Members' Apologies: Peter Almgill and Adrian Armitage

104.13 County/ District Council matters
No representation

105.12 Parish Councillors – Disclosure of interests on agenda items
None declared

106.13 Matters Arising from Previous Meetings

a) *Ducklington Newsletter*

Carried forward to the next meeting.

b) *Shield and padlock for middle gate of Sportsfield at Standlake Road*

Carried forward to the next meeting.

c) *Gill Mill proposed extension of existing works*

Edmund Strainge reported that he was arranging a meeting with all interested parties towards the end of August 2013 and agreed to keep the Clerk informed.

107.13 New Business

a) *Oxfordshire County Council Community Resilience Survey update*

The request was considered and it was resolved that the emergency contacts would be Edmund Strainge and Sarah Stanley. The Ducklington facility would be the Village Hall and the contact Sarah Temple as bookings clerk.

b) *A415 Ducklington Lane Corridor Improvements – reply due by 9 August 2013.*

The Council considered the proposed improvements and resolved to reply to Oxfordshire County Council broadly as follows by the above date:

The Council is concerned that a permanent solution is found – not a stop-gap. The proposed use of traffic lights will add to further congestion. Instead it is suggested that roundabouts, or better still a single roundabout, would ease this problem and would allow the existing Station Lane junction to be linked to the slip road from the A40.

The Council offered to expand the suggestion in more detail and acknowledged would mean acquiring additional land.

108.13 New Business (continued)

c) *Clerk's remuneration*

Carried forward - the Council discussed the matter and asked the Clerk to again provide schedules for the next full meeting of the Council.

d) *Allotment plots – billing for the new year.*

The billing for plots and water usage for the ensuing year was discussed by the Council. It was resolved that the billing year would commence annually on the 1 September and that refunds would not be made to plot holders if they give up plots during the year.

e) *Grass cutting – method to agree contractors invoice of cuts made.*

The Council considered the matter and resolved the following:

Cuts to the Sportsfield – David Duthie agreed to set up a system with the Sports Club who also has the Council's authority to vary the timing of cuts but not the quantity and to advise the Clerk accordingly when passing invoices for payment.

Open Spaces and Highway verges – The council decided that they would be ware themselves, or may be advised by Parishioners, if the number of contracted cuts were not being completed. The Councillors agreed that checking invoices was an important matter but did not want to incur unnecessary administration time /costs.

109.13 Playgrounds/Sportsfield

a) *Inspection Report for July – circulated in the Clerk's Briefing Notes*

This inspection was carried out by Adrian Armitage.

The Council reviewed the report and noted that there were no urgent matters and resolved to request the Clerk to advise Dick Rudd to contact Edmund Strainge to obtain sufficient stock of rubbers and seats as necessary and to fit them before he (Dick Rudd) made the inspection at the end of August 2013.

b) *Inspection Report for end of August 2013*

The Clerk was requested to remind Dick Rudd to complete this inspection.

c) *Consideration of playground development*

Carried forward

d) *Consideration of potential funding sources for playground development*

Carried forward

e) *Sports Pavilion door and window replacement*

David Duthie reported that the installation had been satisfactorily completed on 5 August 2013.

f) *Sports lighting quotes*

David Duthie reported that a quote was awaited from Pascoe & White

g) *Tennis Court resurfacing and line marking quotes*

David Duthie reported that he was to have a meeting with G. Hill & Co on 10 August 2013.

The Council acknowledged the enquiry from Joyce Parry with regard to the likely date for resurfacing which resulted from enquires from players. The Council resolved to advise Joyce after the meeting referred to above.

h) *SSE contracting – pavilion electrical testing report of 11 June 2013*

David Duthie asked for the matter of suitable quotes to resolve the six Category 2 faults issues raised by SSE to be carried forward.

110.13 PLANNING

PLANNING APPLICATIONS GRANTED

13/0780/P/FP 67 Witney Road

Erection of timber framed garage with storage area.

Permission granted with the conditions that the storage space cannot be used as a dwelling and the window in the eastern side be non-opening and glazed with obscure glass.

111.13 FINANCE

- a) **Account Balances and Debts due to Council** – as circulated with the meeting papers

Current Account at 31 July 2013	£8,776.68
Deposit Account at 31 July 2013	£40,115.17
Debts from Sports Club - recharges	£187.50

- b) **Bank reconciliations at 30 July 2013** – circulated with the meeting papers.
Council reviewed the papers and Edmund Strainge signed the bank reconciliation.

- c) **JULY INVOICES**

Cheque Payment schedule

Invoices : JULY 2013

Council meeting: 7 August 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 : 44 miles @ 45p		£19.80	LGA 1972 s111
Mobile contract & calls:		£23.63	LGA 1972 s111
TOTAL		£357.45	
Post Office - HMRC - PAYE RTI July		75.80	LGA 1972 s111/2
ISS Grass cutting 20 June-11 July		1,210.67	LG(MP)A 1976 s19
J. Miles Cemetry grass cuts 8/7 @£90		90.00	LG(MP)A 1976 s19
Margaret Johnson - June meeting Packs/ other stat		63.02	LGA 1972 s111
TOTAL		1,796.94	

The above were approved and cheques signed by Catherine Maddison and Edmund Strainge.

**112.13 Date of next meeting - Wednesday 4 September 2013 - Lilac Room, Village Hall,
7.30pm**
Monthly meeting of Parish Council

**Date of October meeting – Wednesday 16 October 2013 - Lilac Room, Village Hall,
7.30pm**
Monthly meeting of Parish Council

The October meeting date has been altered from the normal first Wednesday of the month to the third Wednesday due to the Clerk's annual holiday leave.

Signeddated.....

DRAFT