

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 1 OCTOBER 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

116.14 Members Present: Edmund Strainge (Chairman)
Richard Border
David Duthie
Peter Godwin
Glyn Rees
Sarah Stanley

In Attendance: Richard Brown – Clerk
Ben Woodruff – District Councillor (item 119.14 only)

117.14 Members' Apologies: Peter Almgill, Adrian Armitage, Catherine Maddison

118.14 Minutes of the meeting held on 17 September 2014

The minutes of the meeting (after amendment of the School Report at minute reference 109.14) were approved by the Council and signed by the Chairman as a correct record.

119.14 District & County Council Matters

No representation from County Council.

Ben Woodruff (District Councillor) commented on two issues, firstly that he is trying to get the Police to deploy their speed detection equipment in Ducklington in response to Councillors previous concerns on the issue and secondly that the consultation period on the Local Development Plan had now finished and that many objections had been received and where discussions would take place at the next full District Council meeting on 22 October. On a related matter, Councillors commented on parking on the bend opposite the Bell Public House and back to the Primary School. After discussion it was agreed that the Clerk would look into the possibility of the County Council painting "Keep Clear" lines on the bend to deter this dangerous parking practice.

Ben also thanked David Duthie for the map he had supplied of the sports field site to enable a discussion with the County Council on the possible extension of the field on the surplus land between the current fence and the A415. Ben added that first he was going to try to arrange a meeting with the Simon Hoare to view the site and hopefully gain his support. David offered to attend any such meeting together with any other available Parish Councillors.

Glyn Rees commented upon the current road improvements at Ducklington Lane, stating that he and others considered that the works were currently dangerous where, for example, the temporary traffic lights were set so low as not to be visible and that it was difficult to see how the revised layout was going to assist the traffic flows that are now getting worse. Ben agreed to take up these concerns with the County Council on behalf of the Parish Council.

120.14 Disclosure of pecuniary interests on agenda items

None declared.

121.14 Matters Arising from Previous Meetings

a) Life saving heart kits - Public Access Defibrillator (PAD)

Siting of the PAD with electricity supply.

The Clerk reported that the Tenanted Trade Director of Wadworths Brewery had now replied to the Clerk with the Company's permission to supply and site the defibrillator at the Strickland Arms, but on condition that the licensee also gives agreement to its siting. After discussion, it was resolved that Glyn Rees would approach the licensee and obtain the necessary written permission.

b) Storage of the equipment for the use of the Volunteer co-ordinator

A container, currently situated at the Primary School, had been understood to be owned by the primary school and no longer required and thus to be earmarked for the future use of the Parish Council to store the equipment when re sited at the Council's sports field site.

However, Richard Border reported that after further discussions with the school it was revealed that it is actually the property of the Friends of Ducklington School (FODS).

After discussion, it was resolved that Richard Border would forward to the Clerk a string of emails in his possession on the subject that covered discussions between the head teacher of the school, the secretary of the sports club and chair of FODS, where the Chair of FODS had agreed to make the container available on certain conditions. The Clerk was requested to liaise with all concerned and to pass on the Council's thanks to all and to FODS for making this facility available for their use.

The Council then resolved to permit up to two containers to be placed on the Sports field site and for the Clerk to notify both the Sports Club and FODS accordingly. It was agreed that the Council would need approximately 50% at the rear of a container and would be responsible for the cost of its partitioning and making secure to store the equipment.

c) Web Cam – Peter Almgill

Carried forward

d) Sports Club – 2014/15 pitch hire fees and pavilion rent – Peter Almgill

The discussion on budget proposals is carried forward.

The next Council meeting with the Sports Club is on 15 October 2014.

122.14 New Business

a) External Audit of Accounts – year ended 31 March 2014

The Clerk reported that the external auditors BDO LLP have returned the above Annual Return and have signed the Audit Report for the above Accounts and that they raised no issues of concern and consequently all legislation and regulatory requirements had been met.

After discussion, Council resolved to approve and accept the Annual Return.

b) Invitation to West Oxfordshire CAB 40th Birthday Party

Council noted the kind invitation

123.14 School Report

No meeting of Governors since the previous meeting of the Council.
However, Glyn Rees reported on a very successful Harvest Festival Service where the children enjoyed dancing and participating in Readings and where photographs of the event were sent to the Head Teacher.

124.14 Playgrounds/Sports field

- a) *Inspection Report for September – circulated in the Clerk's Briefing Notes.*
After discussing the report prepared by Craig Warner, the Council resolved the following action as being necessary:
- Goalpost mouth still needs filling in
- b) *Litter picking report*
No report. The Clerk reported that he has again asked the litter picker to produce a monthly report for Council meetings.
The Clerk reported that the litter picker now has a Hi-Viz jacket to wear in the village.
- c) *Consideration of playground development- Sarah Stanley & Peter Almgill.*
Interest had been shown from volunteers invited to apply in an article in the last village newsletter to assist Councillors with planning playground development. It was resolved to set a date at the next Council meeting to arrange a meeting of interested parties.

125.14 NEW PLANNING APPLICATIONS

None

APPLICATIONS GRANTED

None

126.14 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 31 August 2014 – as Clerk's Briefing Notes.*

Current Account £12,286.62.
Deposit Account £22,642.59
Debts due to Parish Council - £NIL

The bank reconciliations were reviewed at the meeting and signed by the Chairman.

Councillors reviewed the invoices presented for payment and resolved to pay all items.
The cheques were signed by Glyn Rees and Edmund Straine.

SEPTEMBER 2014 INVOICES

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		466.50	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage : 50 miles @ 45p		£22.50	LGA 1972 s111
Mobile contract & calls:		£25.30	LGA 1972 s111
TOTAL		£514.30	
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		116.75	LGA 1972 s111/2
Post Office Ltd - HMRC - PAYE RTI		110.00	LGA 1972 s111/2
Jim Miles -mow/ strim cemetery 8/9		95.00	LGA 1972 s214
Donation - West Oxon. Citizens Advice Bureau		50.00	Section 137
Donation - Oxford Association for the Blind		50.00	Section 137
BDO LLP - External Audit of Accounts for year to 31 March 2014		240.00	LGA 1972 s111
Will Hutchinson litter picking 4/7- 28/9		120.00	LG(MP)A 1976 s19
R P Brown - Volunteer co-ordinator equipment from Amazon- RPB credit card		447.65	LG(MP)A 1976 s19
Craig Warner - cable ties for swings		20.00	LG(MP)A 1976 s19
R P Brown - printer		109.99	LGA 1972 s111
TOTAL		1,873.69	

127.14 Parish Councillors' reports form meeting attended since last Council meeting

Glyn Rees commented that he could not attend the next meeting at Brize Norton airbase, but would see if another Councillor could attend in his place

128.14 Other matters for discussion – for information only

Edmund Strainge reported that a parishioner had brought to his attention overgrown bushes on a path near where the cycle path finishes (looking towards the roundabout heading out of the village to Witney) that they felt was the responsibility of the Council to maintain.

David Duthie mentioned again that at the previous meeting Peter Godwin had commented that the Sports Club had raised an issue with an expensive grounds maintenance bill that they had received from the District Council and that the Parish Council's assistance with its cost would be sought.

Sarah Stanley reported that the Sports Club were seeking the Council's permission to cut down the fir trees on the A415 side of the sports field to increase the size of the pitches.

129.14 Date of next meeting - Wednesday 12 November 2014 – Village Hall, 7.30pm

Monthly Meeting of the Parish Council

Signeddated.....