

**HELD ON WEDNESDAY 12 NOVEMBER 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

130.14 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Richard Border
David Duthie
Peter Godwin
Catherine Maddison
Sarah Stanley

In Attendance: Richard Brown – Clerk

131.14 Members' Apologies: Glyn Rees

132.14 Minutes of the meeting held on 1 October 2014

The minutes of the meeting were not signed and after discussion it was resolved to carry the matter forward to the next meeting on 3 December 2014.

133.14 District & County Council Matters

No representation.

134.14 Disclosure of pecuniary interests on agenda items

None declared.

135.14 Matters Arising from Previous Meetings

a) Life saving heart kits - Public Access Defibrillator (PAD) - siting of the equipment and connection to electricity supply at the Strickland Arms.

The Parish Council has obtained permission to site the defibrillator in the front of the Strickland Arms pub from Wadworths the landlords and the current tenants. David Duthie reported that he has made arrangements for the equipment to be installed and connected to a power supply within the next week.

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

The Clerk reported that he had written by email to all parties with regard to the moving of two containers - the property of Friends of Ducklington School (FODS) currently sited at the school – informing them of the Council's permission to re site them at the Parish Council's sports field and thanking them for making one of the containers available for the Parish Council's equipment. However, the Clerk further commented that he had not received a reply from anyone and that the containers had not yet been re sited. After discussion, it was agreed that Sarah Stanley would approach FODS for further information.

c) *Web Cam – Peter Almgill*

Carried forward

d) *Lease of allotments from County Council*

The Clerk reported that he had not yet received a copy of the lease
Carried forward.

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

The Clerk distributed a copy of the current lease to all Councillors at the meeting. After discussion it was resolved that Councillors would read the document with a view to making suggestions for improving the content of a new lease - the current lease ends March 2015 - at the next Council meeting. Councillors discussed possible revisions such as making clearer the basis for tenants bearing the cost of repairs, electricity and water- the basis of sharing costs with the Council. New topics to introduce may include parking and community use of the pavilion for events and consequently the basis for rent of the pavilion to the sports club and likewise pitch hire charges for the sympathetic use of the sports field by the Club and others in the community. With regard to the sympathetic use of the sports field, it was agreed that guidance would be needed in its use and David Duthie agreed to make contact with the Institute of Groundsmen (IOG) who had assisted on such matters in the past.

136.14 New Business

a) *Litter picking*

The Council had decided to review the litter picking service and had requested copies of the current contract to be available for the meeting. The Clerk provided a copy to all Councillors present and during discussion it was reported that certain complaints had been received from residents. It was resolved that the Clerk write to the current contractor seeking his views to enable decisions to be made at the next Council meeting.

b) *Funfair at Ducklington*

The Council noted an invitation from an operator to hold a funfair at the sports ground. After discussion it was resolved that the Clerk reply that this was not considered to be a suitable activity for the field either now or in the future.

c) *Road markings – County Council*

The Clerk reported that it has been agreed with the County Council that they place "Keep Clear" road markings on the bend opposite the pond area of the village to restrict parking on that bend which is dangerous when vehicles are forced onto the other side of the road on the outside of the bend. In addition, it was also agreed that other road markings in need of refreshing in the village will be repaired at the same time. The County Council stressed, however, that they can only carry out this work when the road surfaces are dry, which could mean having to wait until next year.

d) *Purchase of play bark*

Council reviewed two quotes for purchase of play bark for matters such as the zip wire pit. After discussion it was resolved to accept the quote from Country Supplies and for the Clerk to order 21 @ 75 litre bags at £6.42 per bag before VAT.

e) *Letter from the Sports Club*

The letter from the Club was discussed where the primary matter explained that it had carried out some maintenance to the sports ground pitches that they deemed urgent. The letter acknowledged that such work should have been discussed with the Council before going ahead and that the work was expensive. This expenditure, the letter continued, has now restricted Club funds that would have been used to purchase sport equipment. The Club was therefore appealing to the Council to contribute towards the total cost of £3,201.90.

After discussion, Councillors asked the Clerk to reply to the letter stating that they had resolved to give the Club £1,000.00 towards such costs, whilst making it clear that this expenditure had not been planned and budgeted and would therefore have to come from Reserves. Furthermore, that the implication of so doing will be that the Council will need to discuss this matter further in future meetings with the Club.

The Club was asked to submit a formal request in writing for £1000.00.

f) *Letters of thanks for donations*

The Council noted letters of thanks from Oxfordshire Association for the Blind and from West Oxfordshire Citizens Advice Bureau for donations to each of £50.

g) *Quote to cut back growth on the path near the Ducklington roundabout*

The Council discussed the matter and resolved to accept quote of £50 from Dick Rudd to clear the growth obstructing the path – a matter originally brought to the Council's attention by a parishioner.

137.14 School Report

The last school Governors' Meeting was not attended by the Parish Council representatives. However, Richard Border reported that the new curriculum is now taught throughout the school with schemes of work for all subjects, having been trialed last academic year. Existing national rules for assessing children still apply to Year 2 and Year 6 using the levels system. The staff are now working on developing progress charts to show the percentage of children at emerging, expected and exceeding against objectives taught. This will enable staff to track progress over the year for all the age groups.

138.14 Playgrounds/Sports field

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

The Monthly Playground Inspection report prepared by Craig Warner was discussed and Council resolved that no actions were currently necessary. Craig's report as Volunteer Coordinator was also discussed which detailed work completed in the month and a request for a leaf blower. The Council resolved not to purchase a leaf blower, but to request that Craig attend their next meeting on 3 December to discuss the progression of his role and that of the volunteers.

b) *Consideration of playground development- Sarah Stanley & Peter Almgill.*

The last village newsletter carried a request for volunteers to assist the Council in developing a plan for playground development in the village. The Clerk presented emails from two people volunteering help for which the Council wish to express their thanks and to any future people offering help. After discussion, Sarah Stanley offered to set up a meeting of volunteers and to announce the date in due course.

139.14 NEW PLANNING APPLICATIONS

14/1348/P/FP

Erection of rear conservatory and detached open fronted storage barn.
Course Hill Farm, Course Hill Lane

Councillors discussed the application and resolved to reply as follows:
"No comment "

APPLICATIONS GRANTED

14/1119/P/FP - Erection of new school building

14/1231/P/FP - Two storey and first floor side extension at 20 Bartholomew Close

14/1227/P/FP- Single storey side and rear extensions at 3 Dale Walk.

140.14 FINANCE

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

Current Account £24,050.19.

Deposit Account £22,672.63

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 Peter Almgill and Catherine Maddison.

OCTOBER 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 : 75 miles @ 45p	£33.75	LGA 1972 s111
Mobile contract & calls and net ball nets	£33.30	LGA 1972 s111
TOTAL	£533.55	
Craig Warner-Volunteer Co-ordinator Net Pay @15 hours/ mileage /equipment	203.27	LGA 1972 s111/2
Post Office Ltd - HMRC - PAYE RTI	110.40	LGA 1972 s111/2
Jim Miles -mow/ strim cemetry 7/10	95.00	LGA 1972 s214
Dick Rudd - overgrown hedges/ replace pond posts and cut pond walk	327.00	LG(MP)A 1796 s19
WODC grass cutting Aug and September	912.54	LG(MP)A 1796 s19
Mrs F Bryant - Rent quarter in advance from 29/9/14 - playing field extension	102.50	LG(MP)A 1796 s19
TOTAL	2,284.26	

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

David Duthie, Sarah Stanley and Peter Godwin attended a meeting with the Sports Club to explore matters such as the terms of the new lease of pavilion due in 2015 and fees structure for the use of the sports field. The minutes of the meeting will be forwarded to the Clerk by David Duthie. David Duthie also agreed to obtain a quote for a fire door and small window at the pavilion. Another meeting is to be arranged for January next year to discuss forward planning.

142.14 Other matters for discussion – for information only

Catherine Maddison raised the issue of bringing up to date Council Minutes on the website. Catherine also raised the matter of an anvil that as part of the equipment of the forge in Ducklington which could be offered to the Council if it could be placed in public sport for display such as the pond site. Peter Almgill commented that it would be useful if another Councillor beside himself could assist with uploading items such as minutes and David Duthie volunteered his services. Sarah Stanley advised that she had been approached concerning the provision of a tap at the allotments and that she would explore the matter further for the next meeting. Edmund Strainge commented on booking arrangements requested to be observed by the village hall bookings clerk, where a copy of requests is best put in writing and delivered to the clerk's address. Edmund also informed the Council that Martin Layer of Smiths of Bletchingdon had let him know that, following previous conversations, he was currently looking into planning/ legal matters concerning the extension of the car park at the sports field, the lane and the decking of the Bailee bridge leading out of the village to Cogges.

143.14 Date of next meeting - Wednesday 3 December 2014 – Village Hall, 7.30pm

Monthly Meeting of the Parish Council

Signeddated.....