

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 17 SEPTEMBER 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

102.14 Members Present: Edmund Strainge (Chairman)
Peter Almgill
Adrian Armitage
Richard Border
David Duthie
Peter Godwin
Catherine Maddison
Glyn Rees

In Attendance: Richard Brown – Clerk
Ben Woodruff – District Councillor (item 105.14 only)

103.14 Members' Apologies: Sarah Stanley

104.14 Minutes of the meetings held on 2 July 2014 and the of the Urgency meeting on 6 August 2014

The minutes of both meetings were approved by the Council and signed by the Chairman as a correct record.

105.14 District & County Council Matters

No representation from County Council.
Ben Woodruff commented on West Oxfordshire matters and the Local Plan recently issued. He urged everyone to make their comments on the plan known, as many items within the 4,000 or so planned homes have already proved controversial. Important issues appear to be the lack of information on increased public facilities/ roads and renewed flood risks if additional building is allowed in the Windrush Valley.

106.14 Disclosure of pecuniary interests on agenda items

Richard Border and Glyn Rees: Planning application from Ducklington Primary School.

107.14 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 although the tenant of the Strickland Arms had kindly agreed to the defibrillator being sited in the forecourt of the pub, the Tenanted Trade Director of Wadworths Brewery had not yet received clearance to do so from their insurers. He assured the Clerk that he would chase the matter urgently.

David Duthie reported that Pascoe & Waite had kindly agreed to connect the electricity supply free of charge in due course and the Council expressed their thanks for this generosity.

b) Regular meeting with Sports Club

David Duthie reported that the next meeting with the Club and the nominated Parish Councillors of David Duthie, Sarah Stanley and Peter Almgill would be on 15 October 2014. After discussion, Council agreed on the topics to be raised from the Council's point of view and David Duthie agreed to supply the Clerk with an Agenda in due course. This will cover items such as "What is needed to be done with the pavilion, the lease renewal in March 2015, grounds maintenance and carrying out the next joint Risk Assessments for fire and legionella hazards".

c) RoSPA playground training

The Clerk reported that Oxfordshire Playing Fields Association will be running more affordable courses when they have sufficient numbers to make that viable. Consequently, a tentative booking was made for the Volunteer Co-ordinator.

d) Storage of Volunteer co-ordinators equipment.

The Clerk reported that Craig Warner had now received some of the equipment and was storing it in his garage. However, a permanent and insured location was needed urgently. After discussion, it was agreed that Richard Border would approach the Head of Primary School as it was likely that the school had a container that was already earmarked for the Council's use.

e) Potentially destructive and invasive weeds growing on Ducklington riverbank.

The Clerk reported that he had received a reply from Jane Bowley, Project Officer of the Windrush Valley Project on the Himalayan balsam weed.

Jane's summarised reply was that the weed could be easily cut down each year, but it would always return in the following year. Consequently it would require each and every landowner to cut it down each year and that this was probably not a viable option and unfortunately there is no other solution.

Council considered the reply and decided no further action could be taken, but wished to place on record their thanks to Jane for her time in formulating this feedback.

f) Overhanging trees and damage at 41 Beanhill Road

Initial work has been satisfactorily completed, but after discussion Council agreed to carry out additional tidying-up works around the area of Witney and Curbridge Roads.

108.14 New Business

a) Volunteer Co-ordinator report

Craig reported that he has cut the foliage behind the sports field ditch in readiness for the first dig and that equipment he needed for this and other tasks was beginning to arrive. The equipment was being stored initially in his garage awaiting a more permanent location (see 107.14d above)

b) Allotment fees and water charges- year ending 31 August 2015

The Clerk had prepared a paper that showed that if the previous practice of increasing fees by RPI inflation at May each year was continued, this would add 2.4% to current fees as opposed to 3.1% last year.

After discussion, it was resolved to increase fees by 2.4%, but to keep water charges at the same rate as last year.

c) *Allotment land lease with Oxfordshire County Council*

The Clerk reported that the Parish Council's current seven year lease of the allotment site from the County Council expires on 28 February 2015. However, the County Estates Surveyor had made proposals to the Clerk to renew the lease for another seven year period starting 1 March 2015 at an annual rent of £315. The increase was based upon the increase in RPI from March 2008 to June 2014 (the latest available figure) .The current rent of £260 had not been reviewed since 2008.

After discussion, it was resolved by the Council to accept the proposed rent of £315 per annum.

d) *Replacement web cam*

Peter Almgill reported that he could obtain a replacement camera for circa £65. Peter stated that he has cleared the siting of the web cam with the Church Wardens, together with the Wi-Fi connection.

After discussion, Council resolved to replace this important village asset and authorised Peter to obtain the equipment and a suitable installation procedure at the Church Belfry site.

e) *County Council Annual Parish Survey*

After discussion, it was resolved to reply to the County Council that the current details they hold from last year have not changed.

f) *Complaint from resident – path impeded from Beanhill to Moors Close*

After discussion, it was resolved to ask Dick Rudd to review the position and cut down bushes as necessary.

g) *Sports Club- 2014/15 pitch hire fees and pavilion rent*

Carried forward to next meeting.

h) *An invitation to join CPRE Oxfordshire and make donations to West Oxon. Citizens Advice Bureau and Oxfordshire Association for the Blind*

After discussion it was resolved not to join CPRE, but to make donations of £50 to both charities.

109.14 School Report

Richard Border reported that the school was to have a welfare inspection visit from the Church Diocese at a date yet to be agreed. The School Head and three Governors planned to make the review a success by checking matters ahead of their arrival.

110.14 Playgrounds/Sports field

a) *Inspection Report for August – 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 – Dick Rudd

b) *Litter picking report*

No report, but the Clerk was requested to hand a DPC Hi-Viz vest to the litter picker.

Hi-Viz vests, with the name of the Council on the back, have been purchased and handed to all Councillors and employees with a request to wear them when carrying out tasks in Ducklington on behalf of the Council.

c) *Consideration of playground development- Sarah Stanley & Peter Almgill.*
Carried forward

d) *Pavilion electrical testing*

David Duthie reported that all matters had now been rectified from the last contractor report by the recent fitting of a new earth circuit. In addition, that Pascoe & Waite had now finalised the functioning of all lights at the sports field site and it was therefore appropriate to settle the invoice.

111.14 NEW PLANNING APPLICATIONS

-14/1119/P/FP Duckington C of E Primary School, Aston Road
Erection of new pre-school building.
"The Council fully support this application"

-14/1227/P/FP Mr Damien Tracey, 3 Dale Walk.
Erection of single storey and rear extension.
"No comment"

-14/1231/P/FP Mr Neil Broome, 20 Bartholomew Close
Erection of two storey and first floor side extensions
"No comment"

APPLICATIONS GRANTED

-14/0846/P/FP Mrs Adele Hawes – Troy House, 2 Aston Road.
Alterations and erection of first floor and two storey extensions

112.14 FINANCE

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

Current Account £11,886.75
Deposit Account £40,642.59
Debts due to Parish Council - £NIL

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

The Clerk stated that to be in a position to pay the August invoices scheduled under, a transfer of £18,000.00 would be necessary from the Deposit account to the Current account. After discussion, it was resolved to make this transfer by signing the FAX document to Santander Bank supplied by the Clerk.

Councillors reviewed the invoices presented for payment and resolved to pay all items. The cheques and FAX document were signed by Peter Almgill and Catherine Maddison. However, in the case of the cheque payable to Peter Almgill, this cheque was signed by Glyn Rees.

AUGUST 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 : 47 miles @ 45p	£21.15	LGA 1972 s111
Mobile contract & calls:	£25.30	LGA 1972 s111
Condol. card :	£1.99	LGA 1972 s111
TOTAL	£514.94	
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 cemetry 18/8	95.00	LGA 1972 s214
Margaret Johnson - stationery and 1st class stamps	242.62	LGA 1972 s111
WODC - Grass cutting July Open spaces + add £24 and sportsfield/ outfield	379.81	LG(MP)A 1976 s19
AK Timms - Volunteer co-ordinator equipment	78.16	LG(MP)A 1976 s19
Will Hutchinson litter picking	0.00	LG(MP)A 1976 s19
R P Brown - Volunteer co-ordinator equipment from B&Q RPB credit card	535.68	LG(MP)A 1976 s19
Peter Almgill - Hi Viz jackets	198.60	LG(MP)A 1976 s19
Richard Rudd - Chalcroft /41 Beanhill Road - dangerous trees/ overhanging foliage	200.00	LG(MP)A 1976 s19
Pascoe & Waite - electrical works Tennis Court/ car park etc	14,418.00	LG(MP)A 1976 s19
Flying Press (Margaret Johnson) compliments slips/ brown tape	51.53	LG(MP)A 1976 s19
Southern Electricity - First new supplier account for pavilion - period to 17 August	601.63	LG(MP)A 1976 s19
Thames Water 1/4 to 18/8 Allots £7.03 + pavilion £65.38	72.41	LG(MP)A 1976 s19
TOTAL	17,615.13	

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

None

114.14 Other matters for discussion – for information only

The banging gate issue near the Barn had been successfully resolved and the Clerk, when asked if there had been any developments on the movement of the bus shelters at the Ducklington Lane traffic improvements, replied that there had not been any further communications from the County Council.

115.14 Date of next meeting - Wednesday 1 October 2014 – Village Hall, 7.30pm

Monthly Meeting of the Parish Council

Signeddated.....