

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 2 APRIL 2014  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

**In Attendance:** Richard Brown – Clerk

**48.14 Members' Apologies:** Adrian Armitage

**49.14 Minutes of the meeting held on 5 March 2014**

The minutes presented by the Clerk were amended by deletion of 38.14(b) and partial amendment of 38.14(c). The Chairman made the amendments on page 566 after discussion and initialed the changes. The minutes were then approved by the Council and signed by the Chairman as a correct record of the meeting.

**50.14 County/District Council Matters**

No representation.

**51.14 Disclosure of pecuniary interests on agenda items**

None declared.

**52.14 Matters Arising from Previous Meetings**

a) *Shield and padlock for middle gate of sports field at Standlake Road (David Duthie/ Edmund Strainge)*

It was reported that the lock had now been fitted.

b) *Grass cutting contract*

The Clerk included the third and final quote from West Oxfordshire District Council (WODC) in the Clerk's Briefing Notes. After discussion and comparison of the three quotes, Councillors resolved to accept the quote from WODC to provide grass cutting services to all areas that are the responsibility of the Council. The only exception to the accepted quote would be the cutting of the grass in the graveyard which is the subject of an ongoing separate contract where the level of service is satisfactory.

Councillors asked the Clerk to write immediately to the current supplier of the contracted grass cutting services under review notifying them by email and recorded delivery letter that their services were no longer required. The reason for terminating the contract, that has still one year to run, was the continued poor service over a considerable period of time.

Insufficient progress had been made in correcting the faults following numerous telephone calls and written communications that remained unanswered.  
The Clerk was also requested to write to the other contractors who had taken the time to quote, informing them of the Council's decision and thanking them for their interest.

c) *Life saving public access heart defibrillator*

Dick Tracey did not attend the meeting as agreed. However, the Council requested that the Clerk contact Mr Tracey to understand why and to invite him to meet at the next convenient time or attend the next Council meeting.

d) *Boward Oxford Ltd*

The Clerk included a schedule in the Clerk's Briefing Notes of the work to the trees still necessary from the bi-annual Duty of Care Report. After discussion, Councillors' resolved to carry out the work indicated by Boward to the value of £490.

e) *Walk around Ducklington*

It had previously been agreed that it would be useful for Councillors to walk around the village to physically familiarise themselves with the many matters that form the responsibility of the Council. After discussion it was resolved that this will take place on 9 July 2014.

### **53.14 New Business**

a) *Big Lunch 2014*

The organisers of the Big Lunch had requested financial assistance from the Council and the Clerk reported that it took the form of providing certain insurances for the event. The Clerk advised Councillors that he had already explained to the organisers that the Council could not take out insurance on their behalf, but could introduce them to the Council's insurers. After discussion, Councillors asked the Clerk to continue with this course of action and, together with the organisers, try to establish the cost of their obtaining public and employer liability insurance. If successful and when a cost had been determined, Councillors then resolved to consider providing a grant to cover the cost of such insurance at their next Council meeting on 7 May.

b) *Election of Parish Councillors 2014*

The Clerk reported that he had received nomination papers from the District Council, together with Notices of Election for the Parish Notice Boards.

The Clerk distributed the nomination papers at the meeting and said he would hand deliver those for Adrian Armitage.

c) *Grants of up to £50,000.00 to help improve community facilities*

Councillors considered the availability of grants and, due to current time constraints, asked the Clerk to reply to this initial offer by requesting that the Council be advised when the second round of grants is to be announced.

Councillors also resolved to set up a working party to meet with appropriate members of the Sports Club Committee.

d) *Ownership of land at the school and the relevance to the Strickland Trust*

Edmund Strainge offered to explain the relevance being a Trustee of the Strickland Trust. He explained that the school sits on land owned by the Strickland Trust and that the purpose of the trust is to further educational aims in the village which can sometimes take the form of grants in qualifying cases.

e) *Parish Twitter/ facebook accounts*

Councillors considered the option to apply for either or both types of account and after discussion resolved not pursue the matter at this time.

f) *Street Trading Policy*

Councillors considered the request from the District Council to comment on current policies. After discussion it was resolved that no reply was considered necessary as it did not currently affect the village.

**54.14 School Report – Richard Border**

The last Governor's meeting was on 17 March 2014 and it was reported to the Parish Council that the performance of the school continues to improve and indicates general good progress towards the targets set. Pupils receive a range of work experiences by visiting businesses, all of which supports the school's ability to become an Academy if it so wishes on its own terms and with its own sponsor in the future. This would not be the case if it were ever placed in Special Needs where the Government would make these decisions and where the school could perhaps become part of a multi-academy trust.

**55.14 Playgrounds/Sports field**

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

After discussion of the report prepared by Adrian Armitage, Councillors were pleased to resolve that no repairs were indicated as being necessary at this time.

b) *Inspection near the end of April*

Councillors noted that Dick Rudd had indicated that he was still unable to carry out inspections. Councillors discussed the matter and Peter Almgill and Richard Border agreed to carry out this inspection and to suggest to Council how future inspections could be covered.

c) *Annual Independent equipment inspection*

The Clerk reported that John Hicks & Associates have agreed to carry out the task for the same fee as last year around the middle of June.

d) *Litter picking report*

Councillors considered the report and were pleased to resolve that no current action was necessary.

e) *Consideration of playground development*

(Sarah Stanley & Peter Almgill).  
Carried forward

f) *Sports lighting*

David Duthie reported that Pascoe & White will soon start the repairs and will report again at the next meeting.

g) *Tennis Court resurfacing and line markings*

David Duthie reported that this work was to be started as soon as the weather proved suitable and probably before the end of April.

h) *Pavilion electrical testing due June 2014*

Councillors discussed the test and resolved to ask the Clerk to approach SSE Contracting who carried out this work last year.

i) *Pavilion kitchen fan repair*

It was reported to Council that the fan was in need of repair and was a fairly urgent matter. After discussion, Councillors resolved to ask David Duthie to approach Pascoe & White for a quote to be presented to the next meeting.

j) *Web Cam*

*After discussion Councillors resolved to seek a quote for its repair or replacement.*

## 56.14 NEW PLANNING APPLICATIONS

-14/0309/P/FP Unit D, Swain Court, Station Lane, Witney.

Change of use from light industrial to training centre for engineers.

"No comment"

-14/0032/P/FP 14 Standlake Road - Mr R. Brookes

Erection of single and two storey extensions.

"No comment"

-14/0328/P/FP 1 Dale Walk – Mr J.Skeen

Erection of single storey side extension.

"No comment"

### APPLICATIONS GRANTED

- 14/0035/P/FP 31 Tristram Road – Mr B. Haydon

Creation of parking area, new access and boundary fence

- 14/0075/P/FP 114 Witney Road – Mr D. Maddox

Erection of two storey and single storey rear extensions together with the fitting of a replacement front dormer window.

## 57.14 FINANCE

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

Current Account £10,942.82

Deposit Account £40,438.31

Debts due to Parish Council - £99.37

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

b) MARCH 2014 INVOICES

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		460.00	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage : 54 miles @ 45p		£24.30	LGA 1972 s111
Mobile contract & calls:		£24.69	LGA 1972 s111
<b>TOTAL</b>		<b>£508.99</b>	
Post Office - HMRC - PAYE RTI		110.50	LGA 1972 s111/2
Jim Miles -mow/ strim cemetery 17/3/14- 1st cut 2014/15 up from £90 (5.56%)		95.00	LGA 1972 s214
AK Timms combination padlock for middle gate of sportsfield		10.56	LG(MP)A 1976 s19
E ON Pavillion electricity 6 Dec- 15 March 14		700.12	LG(MP)A 1976 s19
Bryant Land & Property - sportsfield extn. 1/4 in adv due 25/3		102.50	LG(MP)A 1976 s19
Margaret Johnson Packs for March meeting etc + copier paper		43.84	LGA 1972 s111
Clerk SLCC membership 2014		116.00	LGA 1972 s143
ICO data protection renewal year from 15/3/14		35.00	LGA 1972 s111
Oxfordshire Assoc.of Local Council subscription 2014/15		303.12	LGA 1972 s143
Oxfordshire Rural Community Council membership year to 31/3/15		65.00	LGA 1972 s137
Will Hutchinson Litterpicking 03/03/14 - 30/03/14		60.00	LG(MP)A 1976 s19
<b>TOTAL</b>		<b>2,150.63</b>	

Councillors reviewed the invoices presented for payment and resolved to approve the above schedule. The cheques were signed by Peter Almgill and Catherine Maddison.

**58.14 Parish Councillors' reports form meeting attended since last Council meeting**  
No reports

**59.14 Other matters for discussion – for information only**  
- The future of the land that was former allotments between Chalcroft Close and the lake.

**60.14 Date of next meetings - Wednesday 4 June 2014 - Lilac Room, Village Hall, 7.30pm**  
Annual Meeting of the Parish Council

**Thursday 19 June 2014 – Village Hall, 7.30pm**  
Annual Parish meeting

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