

**MINUTES OF THE DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 DECEMBER 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

144.14 Members Present: Edmund Strainge (Chairman) –ES
Adrian Armitage - AA
Richard Border - RB
Peter Godwin - PG
Catherine Maddison- CM
Sarah Stanley -SS

In Attendance: Richard Brown – Clerk
Craig Warner (CW) – Volunteer co-ordinator for item 152.14(a) only.
Ben Woodruff – WODC Councillor for item 147.14 only.

145.14 Members' Apologies: Glyn Rees - GR
David Duthie - DD

146.14 Minutes of the meetings held on 1 October and 12 November 2014

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

147.14 District (WODC) & County Council (OCC) Matters

Ben Woodruff (WODC) commented as requested on the Ducklington Road scheme alterations. He stated that he had contacted Simon Hoare (OCC) as the County are the Contractors of the works. The reply was that the scheme was seen to be a success on time and within budget and would be finished by mid December 2014. The plan is that the scheme is to be monitored when in operation, as will be the opportunities for tweaking the layout if found necessary. Councillors commented that in the current state it was not difficult to see why several accidents had occurred with the layout of raised islands and restricted road space and too many motorists travelling too fast. Many people had said that they found the layout difficult to understand and that the lanes appear awkward, especially for visitors to the area and the elderly. All agreed, however, that final comments should be reserved until the repairs are finalised and the traffic light and phasing system is completed. Ben reminded the Council that WODC have monies still available for Grant Applications for village facilities such as play parks and announced that the new housing proposals for the area will now not be finalised until January 2015.

148.14 Disclosure of pecuniary interests on agenda items

None declared.

149.14 Matters Arising from Previous Meetings

- a) *Life saving heart kit - Public Access Defibrillator (PAD) - siting of the equipment at the Strickland Arms & commissioning.*

The Clerk reported that the defibrillator had now been sited and connected and that Dick Tracey of South Central Ambulance Service has now commissioned the service. After discussion it was resolved that the Clerk would obtain from Dick suitable operating instructions that would be published in the next Village Newsletter.

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

SS reported that she had discussed the movement of the containers with Sarah Nesbit the head teacher of the school where the containers are currently situated. It was agreed that two containers will be moved to the sports field site, where one container will be for the continued use of the school and the other will be reserved for the joint use of the Parish Council and the Sports Club. The actual date of moving to the sports field site will be dependent upon the removal of trees at the school that are currently blocking the movement of the containers. However, the Council will be kept informed of progress. It was also agreed that CW will be given a key to the Council's container to enable him to move the Council's equipment from its current temporary site.

- c) *Web Cam – Peter Almgill*
Carried forward.

- d) *Lease of allotments from County Council*
The Clerk reported that he had still not yet received a copy of the lease.
Carried forward.

- e) *Sports Club – 2014/15 pitch hire fees and pavilion rent – Peter Almgill*
After discussion, Councillors resolved that, since PA and DD were to lead on this matter and not at the meeting, the matter would be carried forward.

- f) *Review of the litter picking service*
Councillors reviewed the requested reply received regarding the litter picking contract. Councillors were pleased to note that it addressed the concerns raised. However, to aid greater publicity of the service, Councillors resolved to ask the Clerk to place an article in the next newsletter that described the service provided, together with a photograph of the litter picker. This, it was felt, will enhance the visibility of the service recently enhanced by the wearing of a hi-viz vest with the Council's full name on the back when working in the village.

- g) *Requested letter from Sports Club*
Councillors reviewed the letter received from the Club requesting the Council's financial assistance of £1000 towards the maintenance of the sports field. It was resolved to accept the letter and make the payment this month.

- h) *County Council road markings*
The Clerk reported that he had not heard from the County Council regarding at date to start this work. It was resolved to carry forward this item until such notification is received.

150.14 New Business

- a) *Council Budgets for year commencing and application to District Council (WODC) for Parish Precept 2015/16*

The Clerk had presented the WODC application for Precept papers in the Clerk's Notes. This indicated that the completed and signed documents were to be returned to WODC no later than 19 January 2015. It was resolved to deal with this matter at the next meeting on 7 January 2015. The Clerk agreed to email projected full year income at expenditure to 31 March 2015 to Councillors, together with the updated Reserves 5 year plan that was introduced in the last year budget.

- b) *Repair quotes from Dick Rudd*

- Replacement of wooden framework for bark below zip wire £320.
- Replace wooden off-set rail at sports field to prevent cars going on grass £65

After discussion it was resolved to accept these two quotes.

- *Email from sports Club regarding request for repairs at pavilion*

The request comprised repairs in the bar area to a plug and a broken light switch. After discussion it was resolved that the Clerk reply to the club stating that both matters were the responsibility of the club and not the land lord. However, the Club also made the Council aware that the bin outside the pavilion was in a poor state of repair that allowed litter to float about. Councillors asked the Clerk to enquire about replacement bins from the District Council.

- c) *Historic anvil available to the Council.*

Councillors discussed the anvil and where such an interesting historic object could be safely placed in the village for use or display. Unfortunately little opportunity could be envisaged at the meeting so it was resolved to place a notice in the next newsletter inviting suggestions and showing a photograph of the anvil.

- d) *Request for tap at the Council's allotment site – Sarah Stanley*

Carried forward

- e) *Request from Councillors' meeting with Sports Club.*

DD attended the meeting with the club together with PG and SS and presented by email the Minutes of that meeting together with a quote for the replacement of a pavilion door. The Clerk tabled copies of both documents. An existing rotting timber door was reported to be degrading to such an extent that it will now allow vermin to get into the changing room corridor. After discussion, Councillors resolved to accept the quote of £700 presented from Homestyle who have successfully replaced other windows at the site. The Clerk was requested to accept the quote and stress that the door must have a push-bar so as to comply as a fire exit door and to inform the club so that they can make the necessary preparations for its installation.

- f) *Upload of Council minutes to web site*

DD assistance to PA - carried forward.

151.14 School Report

RB reported that the SIAMS inspection took place in the last week of November. The school was well prepared and the written report will be published within a week and will be brought to the Council's January 2015 meeting.

The full governing body also met in the same week where it was required to discuss and vote on the new instrument of Government.

151.14 School Report (continued)

The Government requires every governing body to reconstitute – that is – consider its size, membership, character and operating principles – and identify whether changes are needed to fit the latest regulations by 31 August 2015.

To meet these new regulations it was unanimously decided that the governing body shall consist of three parent governors, one Local Authority governor, one staff governor, one Head teacher, three Foundation governors and three Co-opted governors. The new constitution has been sent to Governor Services (Local Authority) for consideration and then onto the Diocese for approval. It is hoped that the new constitution will come into effect from 13 July 2015.

The obvious implication for the Parish Council is that it will no longer have the right to nominate a representative to serve on the school governors.

152.14 Playgrounds/Sports field

- a) *Inspection Reports for November – circulated in the Clerk's Briefing Notes.*

The Monthly Playground Inspection reports prepared by CW were discussed and Council resolved that no actions were currently necessary.

CW attended the meeting as requested by the Councillors and made his monthly report as Volunteer Coordinator in person. This covered queries the Council had made in an email to CW regarding, for example, health and safety and to the Council's previous decision of not to supply a leaf blower to sweep the tennis court. Craig had also requested that his contract be suspended until April 2015, as working in the ditches from now until then would not be safe for himself or volunteers. An interesting and constructive discussion then took place between all parties and Councillors commented that there was other work to do in the village until April, for example the monthly inspections and suggestions for hedge cutting and repairs. Councillors also made the point that they considered that the hours of work each month would not be identical – with lighter and heavier loads each month that at least evened themselves out over the year.

After discussion it was resolved and agreed with Craig that his contract would not be varied.

- b) *Consideration of playground development- Sarah Stanley & Peter Almgill.*
Consideration of date to meet with volunteers.
Carried forward

153.14 NEW PLANNING APPLICATIONS

None

APPLICATIONS GRANTED

None

154.14 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 28 November 2014 – as Clerk's Briefing Notes.*

Current Account £24,157.79
Deposit Account £22,672.63
Debts due to Parish Council - £NIL

154.14 FINANCE (continued)

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 together with the £1000.00 grant to the Sports Club agreed at the last meeting. However the Council resolved at the last meeting that it would only be payable when an application was received in writing. This was received in a letter dated 17 November 2014.

The cheques were signed by CM and ES.

NOVEMBER 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 : 39 miles @ 45p		£17.55	LGA 1972 s111
Play bark paid by RPB		£161.78	
Mobile contract & calls:		£26.30	LGA 1972 s111
TOTAL		£672.13	
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		114.75	LGA 1972 s111/2
Post Office Ltd - HMRC - PAYE RTI		112.00	LGA 1972 s111/2
Jim Miles -mow/ strim cemetery 8/11/14		95.00	LGA 1972 s214
Southern Electric - pavilion period to 21/11 estimated		620.48	LG(MP)A 1976 s19
Thames Water Allotments 12/8-16/11	19.3		
Thames Water Allotments & pavilion 12/8-16/11	766.08	785.38	LG(MP)A 1976 s19
Will Hutchinson litter picking 29/9- 30/11		135.00	LG(MP)A 1976 s19
Helen Strainge - Production of newsletter Oct/ November - edition 180		45.00	LGA 1972 s111
The Henry Box School - printing of newsletter 180		105.75	LGA 1972 s111
Ducklington Sports Club - contribution to grounds maintenance		1,000.00	LG(MP)A 1976 s19
TOTAL		3,685.49	

Councillors noted the increase in the living wage from 3 November 2014 from £7.65 to £7.85 per hour, being an increase of 2.61%.

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

None

156.14 Other matters for discussion – for information only

PG requested that the role of the volunteer co-ordinator, together with the fact that some of the handrails and decking of the bridges across the Moors gullies were becoming unsafe, be added to the January agenda.

SS commented that due to random parking at the car park of the sports field, probably due to non-lining of the car parking spaces, it was too often the case that the access to the field for an ambulance would be blocked. However as a first step, she would look at the signage at the car park site and whether additional signs would help this problem.

CM commented that the railings on the opposite side of the road to the bus shelter were rotten and had collapsed and suggested that they should be repaired.

ES reported that hedge trimming was required at Bartholomew Close, trees around the village pond, those around Pond Cottage, together with those on the bend by Manor Farm.

DD emailed a Turfcare advisory proposal (copies were tabled by the Clerk at the meeting) to be added to the Agenda of the next meeting regarding the continuing care of the sports field pitches.

157.14 Date of next meeting - Wednesday 7 January 2014 – Village Hall, but at the earlier time of 7.00pm

Monthly Meeting of the Parish Council

Signeddated.....