

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 JUNE 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Richard Brown – Clerk
Two members of Thames Valley Police – item 65.14 only
Ben Woodruff – West Oxfordshire District Council

62.14 Members' Apologies: Richard Border
David Duthie

63.14 Annual meeting of Parish Council

- **Election 2014:** The Clerk handed Councillors their individually named papers prepared by the District Council to complete and sign being a Declaration of Acceptance of Office and a Registration of Interests. The Clerk explained that he was required to return all nine signed forms personally to the District Council Returning Officer by the latest 24 June 2014. The Council resolved that the absent Councillors could sign their forms in the presence of the Clerk at a later date and that he would hand deliver the forms to the two Councillors at their private addresses.

- **Election of Chairman:** Councillors discussed the role of Chairman and then resolved to re appoint Edmund Strainge. Edmund Strainge thanked his fellow Councillors for their support and agreed to continue in office and signed the Declaration of Acceptance form presented to him by the Clerk.

- **Election of Vice Chair:** Councillors discussed the role and resolved to re appoint Adrian Armitage who accepted the position of Vice Chair.

- **Members of the Urgency Committee:** Councillors discussed the roles and resolved to appoint Peter Almgill, David Duthie, Catherine Maddison and Edmund Strainge who all accepted the nomination.

- **Election of Transport Representative:** Glyn Rees accepted his nomination by all other Councillors.

- **Election of Village Hall Representatives':** Peter Godwin and Edmund Strainge accepted their nomination by all other Councillors

- **Confirmation of the Representative on Ducklington with Hardwick and Yelford Charity:** Glyn Rees accepted his nomination by all other Councillors.

- **Confirmation of School Governor:** Richard Border accepted his nomination by all other Councillors.

64.14 Minutes of the meeting held on 7 May 2014

The minutes presented by the Clerk were amended by the addition at the heading of section 64.14 **In Attendance** by the addition of "member of the public". The Chairman made the amendment on page 576 after discussion and initialed the change. The minutes were then approved by the Council and signed by the Chairman as a correct record of the meeting.

65.14 Thames Valley Police

The Police presented a synopsis of their activity over the previous month. They reported that they were aware of speeding along the Witney Road and hoped to use the speed indicator (SID) on such matters. This includes certain youths on mopeds around the village and they noted the break-in to the tennis court advised by the Council. The Police wished to remind all interested parties about their VERA – the care of the elderly – project linked to Age UK. It comprises a database which, when supplied with information of vulnerable peoples addresses, next of kin etc., allows the Police to check their well being at frequent intervals.

66.14 County Council Matters

No representation

67.14 District Council Matters

Ben Woodruff attended his first meeting of the Parish Council as the recently elected Councillor for West Oxfordshire District Council (WODC) with a responsibility for Ducklington.

Councillors raised the problem of dog fouling in the village and Ben agreed to look into the possibility of the Witney dog warden visiting the village. Councillors also raised the issue of a request from a parishioner in Pounds Close to replace the damaged road sign – see further details at 70.14(b)

68.14 Disclosure of pecuniary interests on agenda items

Edmund Strainge declared an interest in the Planning Application to be discussed at minute reference 70.14 re application 14/0620/P/FP

69.14 Matters Arising from Previous Meetings

a) Life saving public access heart defibrillator(PAD)

Edmund Strainge reported that he had taken delivery from the Ambulance Service of the protective case (and opening code) that will house the defibrillator.

The next step requires that the Council confirm a suitable site with an electricity supply where all legal matters have been agreed. When this is finalised, the defibrillator will be installed by the Ambulance Service. It is thought that the cost of electricity will be circa £25/£ 30 per annum and the battery will need replacing after certain amounts of use. These costs will be borne by the Council.

Councillors David Duthie and Sarah Stanley offered to further investigate a suitable site which can then be proposed to the next meeting on 2 July 2014. This was accepted by the Council with thanks.

b) Gate installation by Smiths - Edmund Strainge

Progress re signage and lock – contact to be made with Martin Layer of Smiths.
Carried forward

c) Annual Parish Meeting – 19 June 2014

Councillors concluded the arrangements for the meeting that included the order in which speakers would appear, catering and the supply of projection equipment.

d) Grass cutting - update

The Clerk reported that he had not received a quote from the District Council to cut the additional two small areas of grass.

Carried forward

e) Meeting with Sports Club – report (Sarah Stanley & David Duthie)

Minutes of a meeting held on 21 May 2014 with the club (Clerk's Briefing Notes) were presented by David Duthie.

In summary, the Club still wishes to extend the existing pavilion to provide two new changing rooms and to reconfigure the clubhouse and function area. However, it was revealed that sketch plans would be not available for the Council to consider the Club's ideas until September 2014 and that the first chance to make a planning application to the District Council (after necessary grant applications) would not be occur until early in the New Year. The Club was informed by David Duthie that the Council wishes to consider a more efficient roof when the existing one needs replacing. The reply was that this could work with the Club's proposed scheme.

70.14 New Business

a) Volunteer Co ordinator report

Craig reported that he has carried out work in the drain channel of the car park, but now needs to buy screens to complete the task. Craig stressed that he urgently needs the equipment on the list previously presented to the Council to be able to carry on with other tasks.

After discussion it was resolved that the Clerk write to Craig and ask him to use the Council's account at Timms in Brize Norton to obtain the screens and inform Craig that Peter Almgill will contact Oxfordshire County Council with regard to the equipment.

b) Pound Close street sign

The Clerk reported that the District Council was prepared to fix the sign, but that the cost would be chargeable to the Council.

After discussion the Council believed this not to be correct as all street signage is the responsibility of the District Council. Ben Woodruff agreed to take this matter up on behalf on the Council and to inform the Clerk of the outcome in due course. The Council thanked Ben for his assistance.

c) Request for information on hire charges from another parish council

Councillors reviewed the information requested and concluded that it did not relate to the way in which the Council charged for the use of its sports field.

After discussion, it was resolved that the Clerk inform the enquiring council accordingly and offering information on our charges to the sports club if helpful.

d) District Council Election- results

The Council noted the results (Clerk's Briefing Notes).

e) Ducklington and Hardwick with Yelford Charity Accounts for the year to 31 December 2013.

Councillors noted that the Accounts (Clerk's Briefing Notes) showed a deficit in the year, but that cash balances were robust.

f) *Parishioner complaint - Parking issues at Feilden Close*

The issue of blocked roads at certain times was reported to the Police at the meeting. They agreed to look into the matter and the parishioner was advised accordingly.

g) *Dogs – picnic area at Bartholomew Close*

Councillors considered a letter from a Parishioner asking if it would be possible to make this area a dog-free zone so that children could play safely without coming across dog mess. After discussion, it was resolved to reply that unfortunately making it a dog-free zone would be unlikely to deter those people who ignore all the signs and the chance of prosecution. However, a positive note, Councillors are investigating if a visit from the Witney dog warden is possible, together with the fact the sports field is already a well-observed- dog-free zone.

71.14 School Report

Glyn Rees reported that a new Chair of Governors is due to be appointed. The school is also entering initial discussions with other local schools to obtain views on the benefits and possibility of forming a multi-academy trust.

72.14 Playgrounds/Sports field

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

After discussing the report prepared by Craig Warner, the Council resolved the following action:

-Tennis Court- Edmund Strainge agreed to contact Cokethorpe School to see if they can spray the new growth on the surface of the court and Sarah Stanley agreed to contact the school regarding a tree growing through the fence from their side.

- Over grown trees on the Chalcroft site - Craig to attend to this when he receives the necessary equipment.

With regard to Craig's ongoing training to inspect the playgrounds, the Clerk reported that John Hicks & Co, who provide the annual independent equipment inspection, was not able to supply training. The clerk offered to approach RoSPA by the next meeting to see if they can assist.

b) *Inspection near the end of June*

Craig Warner

It is also anticipated that the Annual Inspection by John Hicks & Co will occur at some time during the month.

c) *Litter picking report*

No report – carried forward. The Council asked the Clerk to contact the litter picker to provide a monthly report.

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

Carried forward

- e) *Sports lighting and tennis court gate lock damage.*
David Duthie reported that work had begun and that the trench was currently being dug for the cabling. It was resolved to ask Dick Rudd to repair the tennis gate lock and to stop the gate dragging on the tennis court surface causing damage.

73.14 NEW PLANNING APPLICATIONS

- 14/600/P/FP Mr & Mrs Powling - 2 Church Street
Erection of a covered entrance with a first floor extension above on rear elevation.
"No comment"
- 14/0184/P/FP Peakgen Power Ltd – Thames Water Treatment Works Ducklington Lane
Erection of generator compound
"No comment"
- 14/0620/P/FP Mr Edmund Strainge – Lynden House. 9 Church Street
Retrospective retention of dog kennel and run.
"No comment"
- 14/0690/P/FP Mr J Pitts – 62 Witney Road
Replace flat roof with pitched roof to front elevation.
"No comment"
- 14/0690/P/FP Mr L Graham – Jasmine Cottage, 4 Tristram Road.
Alterations and erection of two storey side extension.
"No comment"

APPLICATIONS GRANTED

- 14/0499/P/FP Mr Smyth – 17 Manor Road
Removal of lean-to and erection of single storey side extension.
- 14/0328/P/FP Mr J Skeen – 1 Dale Walk
Erection of single storey side extension.

74.14 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 30 May 2014*
– as Clerk's Briefing Notes.
Current Account £17,176.44
Deposit Account £40,505.92
Debts due to Parish Council - £NIL
The bank reconciliations were reviewed at the meeting and signed by the Chairman.
- b) *Annual Return 2013/14 – Section 1 Accounts for the year to 31 March 2014 and Section 2 Annual Governance Statement for the year ended 31 March 2014.- Clerk's Briefing Notes*
Section 1 Accounts were reviewed by the Council and found to be in accordance with the Financial Statements presented by the Clerk (Copy in Clerk's Notes) to the meeting of 7 May 2014. The Clerk as Responsible Financial Officer signed Section 1.

The questions in Section 2 Governance Statement were read aloud to the meeting by the Clerk. After discussion Council resolved to answer Yes or No according to the nature of the question and the Clerk recorded the answers. These were in accordance with the views of the Clerk and raised no issues that needed attention before sending to the internal auditor.

Council then resolved that both sections of the Return were correct and the Chairman was able to sign and date both Section 1 and Section 2 statements.

The Clerk said that he had made arrangements for the Annual Return 2013/14 and all the Parish Council financial records for the year under review to be presented to the Internal Auditor on 10 June 2014 for his review and certification.

c) 2014 Asset Register

The asset register had been physically checked by Sarah Stanley and a copy was made available in the Clerk's Notes. After discussion, Council resolved that this schedule reflected the physical assets of the Parish Council at 31 March 2014 and that Sarah Stanley would therefore sign the register as a permanent record.

d) MAY 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 : 73 miles @ 45p		£32.85	LGA 1972 s111
Mobile contract & calls:		£24.69	LGA 1972 s111
Lap top computer internet security to 18/5/2016		£74.99	LGA 1972 s111
TOTAL		£599.03	
Craig Warner - Volunteer Co-ordinator Net Pay May @ 15 hours		141.87	LGA 1972 s111/2
Post Office - HMRC - PAYE RTI		84.78	LGA 1972 s111/2
Jim Miles -mow/ strim cemetery 8/5 and 20/5		190.00	LGA 1972 s214
Margaret Johnson - copies		0.67	LGA 1972 s111
E-ON qtr electricity for pavillion 15/3-10/5/14		123.02	LG(MP)A 1976 s19
Thames Water qtr for pavillion 27/2-15/5/2014		48.28	LG(MP)A 1976 s19
Helen Strainge - Editor fee Newsletter 177 Apr/ May & 178 June/ July		90.00	LGA 1972 s111
Big Lunch donation		250.00	s 137
TOTAL		1,527.65	

Councillors reviewed the invoices presented for payment, which differed from the schedule presented on the Agenda by "Henry Box School £12.87" making the total £1,527.65 (previously £1,540.52). This invoice is now payable by the Big Lunch Committee following a donation to that Committee by the Council in May 2014 that covered this sum.

Council resolved to pay the remainder of the invoices and the cheques were signed by Peter Almgill and Glyn Rees.

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

No reports

76.14 Other matters for discussion – for information only

Sarah Stanley reported that the hedge on the path to Curbridge Road was overgrown and Peter Almgill said he would ask Craig Warner to action the matter within his contracted monthly hours.

77.14 Date of next meetings - Wednesday 2 July 2014 – Village Hall, 7.30pm
Annual Meeting of the Parish Council

Signeddated.....