

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 FEBRUARY 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

- 16.14 Members Present:** Edmund Strainge (Chairman)
Peter Almgill
Richard Border
David Duthie
Glyn Rees
- In Attendance:** Richard Brown – Clerk
Ben Woodruff – Prospective West Oxfordshire District Council candidate
- 17.14 Members' Apologies:** Adrian Armitage
Peter Godwin
Sarah Stanley
- 18.14 Briefing from Oxfordshire Association for Young People (oayp)**
Apologies received from Adam French due to very bad weather
- 19.14 Minutes of the meeting held on 8 January 2014**
The minutes were approved by the Council and signed by Edmund Strainge as a true record of the meeting.
- 20.14 Thames Valley Police**
No representation.
- 21.14 County/District Council Matters**
No representation.
- 22.14 Parish Councillor – Disclosure of pecuniary interests on agenda items**
None declared.
- 23.14 Matters Arising from Previous Meetings**
- a) *Ducklington Newsletter (Sarah Stanley)*
Carried forward.
 - b) *Fitting date for shield for padlock for middle gate of Sportsfield on Standlake Road (David Duthie)*
David Duthie reported that fitting was now planned to occur by the end of the month.
 - c) *Gate installation by Smiths (Edmund Strainge)*
Edmund Strainge reported that he had been advised by Smith's the last gate installation would be made by mid February and would carry the logos of Smiths, the Parish Council and that of the Fritillaries.

24.14 New Business

- a) Councillors reviewed the quote supplied by D&S Garden Services and noted the contents. Councillors requested that Clerk inform D&S Garden Services that they now await a third and final quote to be in a position to make a decision.
- b) *Life saving heart kits*
Councillors reviewed the press release from West Oxfordshire District Council (WODC) offering kits for installation in certain qualifying areas and resolved to apply for one on the basis of having a School and Sports Club in the village
- c) *Flooding debrief*
Councillors reviewed the request of the County Council to provide a reply to a form with a series of questions asking for any details regarding flood issues in the village. After discussion it was resolved to ask the Volunteer co-ordinator to make the necessary replies on behalf of the Council.
- d) *Flooding Forum*
Councillors considered an invitation for Oxfordshire County Council to attend the Forum that would cover the whole of Oxfordshire. After discussion it was resolved not to attend on the basis that it would not significantly address Parish issues that were already well in hand.
- e) *Draft Rights of Way Management Plan*
Councillors considered the County Council's comments on the matter and resolved to reply "No Comment".
- f) *Village car park and icy weather support from Primary School*
Councillors considered the offer from the headteacher to utilize the school's repairs and maintenance support staff to spread salt/ grit in the car park when conditions required such action. It was resolved to accept this kind offer and for the school to use the Council's salt bin contents.
- g) *Request for donation – Volunteer Link-up*
Councillor Glyn Rees declared an interest in that the Chairman of the this charity is known to him.
Councillors considered the request and after discussion resolved to donate to the charity again this year in the sum of £100.
- h) *Lower Windrush Valley Project*
Jane Bowley requested that she attend a Council meeting to update councillors on the progress of the project.
Councillors discussed the request and resolved to invite Jane to attend the next meeting.
- i) *Oxford Mail*
The Oxford Mail requested that they be added to the Council's press release list. Councillors resolved to grant this request.
- j) *Employment contract for Volunteer co-ordinator*
Councillors reviewed the draft contract supplied by the clerk. After discussion it was resolved to make two minor amendments to the draft. The clerk was then requested to prepare two copies for the Chairman who would then arrange the necessary signatures of the contract by Craig Warner and himself in due course.

25.14 School Report

Councillors were advised that the next meeting will be March.

26.14 Playgrounds/Sportsfield

- a) *Inspection Report for January – circulated in the Clerk’s Briefing Notes.*
After review of the report and discussion the Council was pleased to note that no repairs were indicated as being necessary at this time.
- b) *Inspection near the end of February*
It was resolved to ask Dick Rudd to carry out this inspection.
- c) *Litter picking reports*
Councillors reviewed two reports from Will Hutchinson and noted the contents. It was resolved to request one monthly report in future and to supply Will with a “Hi Viz” jacket with Parish Council’s name on the back. Firstly for safety reasons and also so that parishioners can clearly indentify the commitment made by the Council in keeping-up the appearance and cleanliness of the village. Areas covered by the Council’s litter picking are shown on the village website.
- d) *Consideration of playground development (Sarah Stanley & Peter Almgill).*
Carried forward
- e) *Sports lighting*
The Council has appointed Pasco & White to carry out the repairs. David Duthie reported that due to continued bad weather the date for completion of this work could not be confirmed at present.
Carried forward.
- f) *Tennis Court resurfacing and line markings*
Councillors were advised by the Clerk that the order had been placed for the anti-mold green painting of the court in advance of the line markings being applied.
All work was to be completed in the Spring
Carried forward.
- g) *Pavilion electrical testing – residual testing from SSE report of 11 June 2013*
David Duthie reported that the test would be completed by mid February –
Carried forward.
- h) *Boward tree survey*
Councillors reviewed and noted the limited suggestions for work that could be undertaken in the report. After discussion it was resolved for Councillors to perform a “Parish Asset Walk” around the village when the weather is more suitable and to ensure that the report contained all the trees for which the Council was responsible.
Carried forward.

27.14 NEW PLANNING APPLICATIONS

-14/0022/P/FP Course Hill Farm – Mr G Caleb
Alterations and conversion of barn to dwelling.
The Council commented that the converted barn should not be sold as a separate
dwelling due to traffic burden on the lane and at the junction with Curbridge Road.

-14/0035/P/FP 31 Tristram Road – Mr Haydon
Creation of parking area, new access and new boundry fence (part retrospective)
“No comment”

-14/0075/P/FP 114 Witney Road – Mr D Maddox
Erection of 2 storey and single storey rear extension
“No comment”

- 09/0047/P/CM Smith & Sons – Gill Mill
Site lighting (retrospective)
“No comment”

Applications GRANTED

None

28.14 FINANCE

a) *Bank account Balances and Debts due to Council at 8 January 2014* – as Clerk’s Briefing Notes.

Current Account £12,750.97
Deposit Account £40,367.19

Debts due to Parish Council - £nil

b) JANUARY 2014 INVOICES

Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
22	Clerk / RFO Net Salary & working from home allowance £18	448.80	LGA 1972 s111/2
	Clerk / RFO expenses:		
	Mileage : 55 miles @ 45p	£24.75	LGA 1972 s111
	Mobile contract & calls:	£27.27	LGA 1972 s111
292	TOTAL	£500.82	
293	Post Office - HMRC - PAYE RTI	107.70	LGA 1972 s111/2
294	Dick Rudd - removal of paint/ equip. inspect Dec13/ tennis court fence	80.00	LGA 1972 s111
295	British Red Cross - First aid training Craig Warner	312.00	LGA 1972 s111
296	Parish Online annual subscription year to 16 January 2015	33.60	LGA 1972 s111
297	Helen Strainge Dec/ Jan and Feb/ March newsletters @ £45	90.00	LGA 1972 s111
299	Base 33 - Donation	50.00	LGA 1972 S. 137
300	Joyce Parry - Annual honorarium Tennis Court	50.00	LGA 1972 s111
301	Will Hutchinson Litterpicking 30/12/13- 2/2/14	75.00	LG(MP)A 1976 s19
	TOTAL	1,299.12	

The council resolved to approve the above payments and the cheques were signed by Peter Almgill and Glyn Rees.

Two alterations to the payments schedule published in the Agenda for the meeting were agreed by the Council. The first was for an alteration to the PAYE payable from £110.50 to £107.70 and the second was for the cancellation of a payment to Peter Almgill for Council web hosting fees where a refund had been received from the company shortly before the Council meeting.

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

Glyn Rees reported on the last meeting of the RAF Brize Norton Local Consultation Working Group (LCWG) held at the base on 20 January 2014 where it was stated that the Tristar will cease operation at March 2014, following the Hercules leaving service in October 2013. To date six Voyagers have already been delivered, with three to follow in the next few months. Noise from engine ground running is now to be subjected to two yearly reporting. The next meeting will be on 28 April at 7pm at the base. Further details are available on the web site <http://www.raf.moduk/rafbrizenorton/workinggroups/index.cfm>.

Peter Almgill reported on the Lower Windrush Valley Group who are holding public meetings on the progress to date and are inviting public participation on "next steps".

30.14 Other matters for discussion – for information only

Witney Transport Group – further information on the proposals to beat congestion can be found at the website: railfuture.org.uk and follow the Oxford-Cambridge link.

**31.14 Date of next meeting - Wednesday 5 March 2014 - Lilac Room, Village Hall,
7.30pm
Monthly Meeting of the Parish Council**

Signeddated.....