

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

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

**In Attendance:** Richard Brown – Clerk  
Ben Woodruff – Prospective West Oxfordshire District Council candidate

**32.14 Members' Apologies:** Glyn Rees

**33.14 Presentation: Lower Windrush Valley Project**

Jane Bowley outlined the work of the project to date and said that a new strategy was now to be drawn up for the next phase that should address questions such as “who is the valley for” and the necessary facilities. Jane emphasised that no new money was available, but that answers would start to emerge at the next meeting at South Leigh village hall on 27 March.

**34.14 Minutes of the meeting held on 5 February 2014**

The minutes were approved by the Council and signed by Edmund Strainge as a true record of the meeting.

**35.14 Thames Valley Police**

The Chairman welcomed PCSO Tutty to the meeting. PCSO Tutty presented the current up to date poster of the neighbourhood team, together with a number of Thames Valley ALERT cards. This, she reported, gave the email address of [www. Thamesvalleyalert.co.uk](http://www.Thamesvalleyalert.co.uk). which would allow anyone to register at that address and receive FREE crime alerts and information about where you live by email, phone, text etc.

The next “Have Your Say” is arranged for 29 March at South Leigh village hall and Councillors invited the Police to attend upcoming village events such as The Big Lunch and Fritillary Sunday.

Councillors also took the opportunity to mention the nuisance and danger of cars racing around the sportsfield car park and the feeding of the ducks at the pond. PCSO Tutty noted the matters and said they would be passed on to her Sergeant.

**36.14 County/District Council Matters**

No representation.

**37.14 Parish Councillor – Disclosure of pecuniary interests on agenda items**

David Duthie declared an interest in agenda item 42.14 in that he works for the applicant for planning consent.

**38.14 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)*

Lock now fitted

*c) Gate installation by Smiths ( Edmund Strainge)*

Edmund Strainge reported that the last gate installation. Martin Layer of Smiths had issued guidance on the gate signage and after discussion Councillors resolved that personal details would not be shown thereon and that the code for the combination lock would be circulated to the emergency services.

*d) Grass cutting contract*

The Clerk reported that he awaited the third and final quote and that it would be available for the meeting of 2 April for Councillors to make a final decision.

*e) Life saving public access heart defibrillator*

The Clerk reported that the Divisional Head of the project Dick Tracey needed to meet the Council as a precursor to obtaining a kit for the village. After discussion the Council resolved that 2 or 3 members would be available to meet Mr Tracey if he was unable to attend the 2 April Council meeting and requested that the Clerk make the necessary arrangements.

*f) OCC Flooding debrief reply*

The Council noted the reply by the Volunteer Co-ordinator that included the surface water issues and their cause already recorded on the Council's web site that were further exacerbated by the storms and additional flooding, together with long power cut suffered on 15 February.

**39.14 New Business**

*a) Volunteer Co-ordinator – Craig Warner - First report and equipment schedule*

The Clerk reported that he had received the above and Craig's certificate for the successful completion of the "First Aid at Work" course.

After discussion of the report and schedule, Council resolved that Peter Almgill and Richard Border would meet with Craig to agree the Work Plan and necessary equipment.

*b) Employment contract – Craig Warner*

Edmund Strainge reported that both parties had now signed the contract and that Craig would now contact the Clerk with all necessary employment records.

*c) Annual meeting of the Parish Council and the Annual Parish Meeting*

Councillors considered the available dates and resolved to hold the meetings on the following dates in view of the Parish Councillor elections on 22 May 2014:

Annual meeting of the Parish Council – 4 June 2014

Annual Parish Meeting – 19 June 2014 The village hall will be booked accordingly.

d) *Annual Risk Assessments, Review of Internal Controls, Inspection of External Assets and Investment Policy reviews*

- **Risk Assessments:** The Clerk had updated the assessments and after discussion Councillors resolved to adopt them, but requested that the Clerk add minor updates for clarity to the Risk Assessments for Sportsfield, Village Pond and Chalcroft Open Space.
- **Internal Controls:**  
The updated Statement prepared by the Clerk was discussed and the Council resolved to adopt that statement.
- **Inspection of External Assets**  
Councillors discussed the asset schedule prepared by the Clerk and resolved to ask Sarah Stanley and David Duthie to carry out the physical inspection and return the signed schedule to the Clerk, clearing noting any errors or missing items.
- **Investment Policy**  
Councillors discussed the updated Investment Policy prepared by the Clerk. After discussion it was resolved to adopt the updated policy.

e) *Openness of Local Government draft regulations*

Councillors considered the draft regulations and after discussion resolved to reply "No Comments"

f) *Oxfordshire Association for Young People*

Councillors considered the request from the above association to meet the Council and resolved to invite their attendance at a future meeting for a 10 minute slot.

g) *Oxfordshire Age UK*

Councillors considered an invitation to attend the next meeting, but resolved not to accept.

h) *RAF Brize Norton*

Councillors reviewed an email notifying the restructuring of the RAF web site and resolved not to offer any comments. In addition, Councillors resolved to nominate Glyn Rees to continue representing the Council at future RAF base meetings.

#### 40.14 **School Report**

Councillors were advised that the next meeting will be on 17 March 2014.

#### 41.14 **Playgrounds/Sportsfield**

a) *Inspection Report for February – 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 March*

Councillors noted that Dick Rudd had indicated that he was currently unable to carry out inspections and will inform the Clerk when he is able to resume. Councillors resolved to ask Peter Almgill and Richard Border to suggest how future inspections could be covered and Adrian Armitage agreed to carry out the March inspection.

c) *Annual Independent equipment inspection*

Councillors discussed previous annual inspections and resolved to ask the Clerk to engage John Hicks & Associates as in previous years.

- 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*  
The Council discussed the further work necessary and resolved to agree that Pascoe & White carry out the re cabling to the tennis court lamp posts and the installation of the floodlights at each lamp post for the quoted sum together of £4,750+VAT. However, Councillors also resolve that David Duthie contact Pascoe & White to ask that both jobs now be completed together and at a discount to the quoted price.
- g) *Tennis Court resurfacing and line markings*  
Councillors reviewed the suggestion from Avon Line Marking that for £925 they jet wash the surface of the court before resurfacing and line marking. After discussion it was resolved to accept the quote.
- h) *Pavilion electrical testing – residual testing from SSE report of 11 June 2013*  
David Duthie reported that the necessary repairs had now been made and tested.

#### **42.14 NEW PLANNING APPLICATIONS**

-14/0184/P/FP 40 Witney Road – Mr M. Shirley  
Erection of two storey extension at rear  
“No comment”

#### **Applications GRANTED**

None

#### **43.14 FINANCE**

- a) *Bank account Balances and Debts due to Council at 28 February 2014 – as Clerk’s Briefing Notes.*

Current Account £12,190.72

Deposit Account £40,407.31

Debts due to Parish Council - £nil

b) FEBRUARY 2014 INVOICES

Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
	Clerk / RFO Net Salary & working from home allowance £18	448.80	LGA 1972 s111/2
	<b>Clerk / RFO expenses:</b>		
	Mileage : 53 miles @ 45p	£23.85	LGA 1972 s111
	Card for Peter Godwin	£3.00	LGA 1972 s111
	Mobile contract & calls:	£24.69	LGA 1972 s111
	<b>TOTAL</b>	<b>£500.34</b>	
	Post Office - HMRC - PAYE RTI	107.70	LGA 1972 s111/2
	Henry Box School - printing of newsletter no. 176 Feb/March 705pages	70.28	LGA 1972 s111
	Donation - Volunteer Link-up	100.00	LGA 1972 s142
	Witney Mowers - servicing of strimmer and mower (50% to Church)	198.74	LG(MP)A 1976 s19
	Margaret Johnson Packs for Feb meeting/ paper/ lever arch files	90.46	LGA 1972 s111
	Thames Water - quarter 18/11/13- 11/2/14	120.38	LG(MP)A 1976 s19
	Will Hutchinson Litterpicking 03/02/14 - 02/03/14	60.00	LG(MP)A 1976 s19
	<b>TOTAL</b>	<b>1,247.90</b>	

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

**c) Budget for 2014/15**

The following budget was proposed by the budget working group of Councillors.

In summary, the budgeted income was proposed at £32,788 with anticipated transfers from reserves of an additional £14,488. Budgeted expenditure of a recurring annual nature was proposed of £28,159, together with in-year project expenditure of £14,488 and transfer to reserves of £4,500.

The net result would then be a small surplus of £129.

After discussion, Councillors resolved to adopt the budget.

**44.14 Parish Councillors' reports form meeting attended since last Council meeting**

No reports

**45.14 Other matters for discussion – for information only**

- Repair of road sign at Pound Close – a matter for Oxfordshire County Council
- Complaint re parking in Beanhill road
- Complaint re feed of the ducks

**46.14 Date of next meeting - Wednesday 2 April 2014 - Lilac Room, Village Hall,  
7.30pm  
Monthly Meeting of the Parish Council**

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