

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 7 MAY 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
Dick Tracey – item 33.14(a) only

62.14 Members' Apologies:

63.14 Minutes of the meeting held on 2 April 2014

The minutes presented by the Clerk were amended by the addition at 54.14 School Report heading of - Richard Border. The Chairman made the amendment on page 573 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.

64.14 County/District Council Matters

No representation.

65.14 Disclosure of pecuniary interests on agenda items

None declared.

66.14 Matters Arising from Previous Meetings

a) *Life saving public access heart defibrillator(PAD) – Dick Tracey, Regional Manager South Central Ambulance Service*

Dick Tracey demonstrated to the Council how the defibrillator worked and explained that the equipment could be used by anyone, as its operation is controlled by an inbuilt computer. This means that it cannot be used inappropriately.

As a consequence, the equipment would be housed in a hi-viz green protective casing that would be supplied with the defibrillator and would need to be sited in a prominent public place easily accessible by anyone passing. Dick further explained that there is good evidence to show that PADs can improve the survival rates of patients who suffer a cardiac and that the quick application of this type of equipment as soon as is possible after an event had been responsible for many saved many lives that would not have been the case if treatment had been delayed until an ambulance arrived.

Dick answered the questions of the Council and, after discussion, Councillors resolved to apply for this equipment having already been promised a grant of up to 50% towards the currently estimated overall cost of £1800. This assistance is provided on the basis of the Council finding a suitable site in the village with a power supply and bearing the cost of installation of the equipment. In addition, the batteries would need replacing at the Council's expense after a certain amount of use and that this information was automatically relayed to the Ambulance Service.

b) Gate installation by Smiths - Edmund Strainge

It was reported that the installation of both Ducklington gates has now been completed. However the signage and padlocks are still awaited from Smiths.

c) Big Lunch 2014 – 1 June 2014

The Clerk reported that a fixed price had not yet been received for the insurance of this event for which the Council had already resolved to provide a grant. Consequently the cost could vary between £169 and £253.

Following discussion, Councillors resolved to provide a grant cheque of £250 to finalise the matter from the Parish Council's point of view, but asked the Clerk to continue following-up the matter of receiving a quote in time if at all possible.

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

The Clerk provided Councillors with the District Council's Community Facilities Grant Application forms and details of Sport England scheme called Inspired Facilities in the Clerk's Notes pack, together with the information that the next application deadline for the District Council (WODC) grant was by September 2014. In addition, the Clerk reported that he had obtained an undertaking from WODC to assist with any applications.

Councillors discussed the information and commented that this would be useful information to accompany the planned meeting with the Sports Club (see below 67.14, second paragraph).

67.14 New Business

a) Use of the Parish Council's sports field

Councillors were concerned that the sports field had been booked out by the Sports Club for an event with a marquee on the Saturday before the Big Lunch event on Sunday 1 June and that the necessary permission for the event had not been first obtained from the Parish Council who own the site. Consequently Councillors asked the Clerk to write to the Secretary of the Club asking for confirmation of the event and reminding the club of its responsibilities to the Council.

An email was presented to the Council meeting from the Chairman of the club apologising for not informing the Council and confirming that all the necessary insurances were in place. In addition, an assurance was also given that the marquee would not affect the Big Lunch.

Councillors considered the reply and were satisfied, but resolved to set up a working party to seek a meeting with the club at the earliest possible opportunity. The object of a meeting would be to seek clear and formal links with the club to avoid any future misunderstandings and to work more closely together on all related matters of mutual benefit.

b) Election of Parish Councillors 2014

The Clerk presented to the Council for information a letter from the District Council being statements of the nominated persons for the Parish of Ducklington.

c) Grass cutting contract

Councillors reviewed information regarding the first cuts that are now being provided by the District Council. After discussion, provision of the service was considered to be as per contract, but it also served to highlight two small areas - not the responsibility of the Parish Council - that need urgently to be cut. It was therefore resolved to ask the Clerk to approach the District Council for a quote to cut these areas when necessary.

d) *Volunteer Co-ordinator Report*

The report highlighted the good progress being made in setting up this project and the steady recruitment of volunteers. Also presented was a schedule of the equipment needed to progress the work further, especially now that the weather is becoming more suitable. Councillors considered the report and the equipment schedule and resolved to accept both and to thank all concerned. Also agreed was that Peter Almgill had offered to supply the schedule to Oxfordshire County Council in the first instance as they had already offered him assistance in procuring the necessary kit.

e) *A415 Ducklington Lane road improvements*

Councillors noted that works are due to start in early May and last until October 2014, going through three distinct phases. Further details are available on the County Council web site.

f) *DO NOT FEED THE DUCKS – at the pond*

Councillors considered the request from a Parishioner to provide second sign near the church wall bench. After discussion that wondered whether this would make any difference, it was resolved to seek a quote for an additional sign.

g) *Overgrown pathway to A415*

See minute 67.14(c)

h) *Video camera for web site offer*

After discussion it was resolved not to take up this offer, but to ask Peter Almgill to seek a quote a replacement video camera that overlooks the pond area.

i) *Well for allotment*

An enquiry was received from an allotment holder as to whether they could sink a well to provide water nearer to their site. Councillors considered the request but resolved to reply that since the allotment site is rented from the County Council, the sinking of a well could not be permitted, but suggested that a pump mechanism could be used instead.

j) *Hedge at the Moors*

Edmund Strainge informed the Council that he had reported the removal of the hedge to the appropriate body as was awaiting a reply as to the proposed replacement.

68.14 School Report

No report

69.14 Playgrounds/Sports field

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

After discussion of the report prepared by Peter Almgill and Richard Border, Councillors were pleased to resolve that no repairs were indicated as being necessary at this time. The Volunteer Co-ordinator Craig Warner also accompanied the two Councillors in the review with the object of him also partnering with other Councillors in future months to learn the requirements of this job with a view to his taking over the reporting in due course. This requirement arises as Dick Rudd is not now able to carry out this monthly task. Councillors asked the Clerk to see if additional training can also be obtained from John Hicks & Co who provides the annual independent equipment inspection.

b) *Inspection near the end of May*

David Duthie offered to carry out this inspection with Craig Warner

- c) *Litter picking report*
No report
- d) *Consideration of playground development-* Sarah Stanley & Peter Almgill.
Carried forward
- e) *Sports lighting*
David Duthie reported that Pascoe & White will soon start the repairs and will report again at the next meeting.

70.14 NEW PLANNING APPLICATIONS

-14/0499/P/FP Mr Smyth - 17 Manor Road
Remove timber lean-to and erect single storey side extension.
"No comment"

-14/0573/P/FP Mrs Vivienne Howlett - 9 Fritillary Mews
Erection of single storey side extension
"No comment"

APPLICATIONS GRANTED

-14/0184/P/FP Mr M Shirley– 40 Witney Road
Erection of two storey extension

71.14 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 30 April 2014*
– as Clerk's Briefing Notes.
Current Account £22,668.25
Deposit Account £40,472.65
Debts due to Parish Council - £NIL
The bank reconciliations were reviewed at the meeting and signed by the Chairman.

Draft annual Accounts for the year to 31 March 2014 were presented by the Clerk. Councillors were asked to review and question the results with the object of being able at the next Council meeting to be in a position to resolve to approve the Annual Return.

b) APRIL 2014 INVOICES

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		466.40	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage : 48 miles @ 45p		£21.60	LGA 1972 s111
Mobile contract & calls:		£24.69	LGA 1972 s111
TOTAL		£512.69	
Craig Warner - Volunteer Co-ordinator Net Pay March & April @ 12 hours		146.88	LGA 1972 s111/2
Post Office - HMRC - PAYE RTI		148.82	LGA 1972 s111/2
Jim Miles -mow/ strim cemetry 8/4 and 22/4		190.00	LGA 1972 s214
AK Timms combination padlock		17.10	LG(MP)A 1976 s19
Avon Road Marking - resurfacing and line marking of tennis court		3,225.60	LG(MP)A 1976 s19
Oxfordshire County Council- Rent of allotments -year to 31/3/2015		212.00	LG(MP)A 1976 s19
Margaret Johnson Packs for April meeting		24.86	LGA 1972 s111
Oxfordshire Playing Fields Association - annual subscription		50.00	LGA 1972 s143
Insurance Came & Co - "Broker Network Ltd" 1 June 2014/15		1,111.10	LGA 1972 s111
IA & IJ Godfrey -8 hrs hedge cutting playing field and Barthomew Close		268.80	LG(MP)A 1976 s19
			LG(MP)A 1976 s19
TOTAL		5,907.85	

Councillors reviewed the invoices presented for payment, which differed from the schedule presented on the Agenda by "Oxfordshire Rural Community Council - £65.00" making the total £5,907.85 (previously £5,972.85) as this was paid in the previous month, and resolved to approve the above schedule. The cheques were signed by Catherine Maddison and Glyn Rees.

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

No reports

59.14 Other matters for discussion – for information only

No matters

60.14 Date of next meetings - Wednesday 2 June 2014 – Village Hall, 7.30pm

Annual Meeting of the Parish Council

Thursday 19 June 2014 – Village Hall, 7.30pm

Annual Parish Meeting

Signeddated.....