

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 8 JANUARY 2014
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Richard Brown – Clerk

2.14 Members' Apologies: Peter Godwin

3.14 Minutes of the meeting held on 4 December 2013

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

4.14 Thames Valley Police
No representation.

5.14 County/District Council Matters
No representation.

6.14 Parish Councillor – Disclosure of pecuniary interests on agenda items
None declared.

7.14 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 planned to occur by the end of the month.

c) *Review of the effectiveness of village grass cutting contract*

The Clerk reported that he still awaited a reply from the current contractor to criticisms of the service (or lack of service) provided last year.

The Clerk also reported that he had met with the local contractor that had expressed an interest in quoting for the contract. Councillors considered certain technical limitations raised by the contractor at that meeting and, after discussion, resolved to accept those limitations and consequent service delivery to allow him to prepare quotes by the next meeting. Councillors considered that the missing services could be sourced locally and Edmund Strainge agreed to make inquiries and report back to the next meeting.

d) *Gate installation by Smiths*

Edmund Strainge reported that he had been advised by Smith's the final gate installation would be made by the end of the month.

8.14 New Business

a) *Surface water issues – application for the position of Volunteer Co-ordinator*

Councillors resolved to exclude the Press and Public in accordance with the Public Bodies (admissions to meetings) act 1960 whilst the performance of a candidate at interview and rate of pay was discussed.

Peter Almgill and Richard Border reported to the other members of the Council on an interview with Mr Craig Warner for the above position. Mr Craig was found to meet the expressed criteria and impressed the Councillors at interview.

After discussion it was resolved to offer Craig Warner the position for the initial fixed period of six months at 13 hours per month and, if accepted, for the Clerk to follow up with the necessary legal and contract matters.

After discussion Councillors resolved that the rate of pay for this role should be the current Living Wage (outside London) which the Clerk informed is currently £7.65 per hour.

b) *Donation request Base 33 Youth Trust*

Following discussion Councillors resolved to make a £50 donation this year – last year £50.

c) *Annual honorarium to Joyce Parry*

Councillors resolved to pay the usual annual honorarium and to thank Mrs Parry for her continuing support in managing the Tennis Court facility.

d) *Request to meet the Council from the Oxfordshire Association for Young People (OAYP)*

The Clerk reported that OAYP were available to attend the next Council meeting in either February or March 2014. Councillors discussed the matter and resolved to invite OAYP to attend the next meeting in February and for the Clerk to make the necessary arrangements.

9.14 School Report

The last meeting of Governors was 9 December 2013. Councillors reported that, whilst the performance of the school had exceeded objectives and was to be commended, there were no other matters that needed Parish Council attention.

10.14 Playgrounds/Sportsfield

a) *Inspection Report for December – 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 January*

Catherine Maddison and Adrian Armitage agreed to perform this check and to review the position of the large elder bush at the back of the slide on Chalcroft. Sarah Stanley agreed to review the wood work supporting the roof of the slide at the Sportsfield for signs of decay.

c) *Litter picking – copy invoice in Clerk’s Notes*

Councillors discussed the invoice received for the above service covering the period 27 May to 29 December 2013 at £465.00 – 31 weeks @ £15 per week.

After discussion, Councillors resolved to pay the account immediately at the meeting, but asked the Clerk to remind the contractor that monthly reports and invoices were to be received in future as agreed in his contract.

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 bad weather this work could not be completed before Christmas and is now expected to be completed before the end of January 2014 weather permitting.

Carry forward.

f) *Tennis Court resurfacing and line markings*

David Duthie commented that Avon Line Marking had reported that the court required cleaning before line marking could be effective. It was consequently resolved to clean the court in Spring 2014 and then have the court markings applied. However, further discussion considered whether the surface should be coated with green anti-mold paint to extend the life of the service. It was resolved that quotes should be obtained and David Duthie agreed to request them as soon as possible - carried forward.

g) *Pavilion electrical testing – residual testing from SSE report of 11 June 2013*

David Duthie reported that the test would be completed before the end of January 2014 - carried forward.

11.14 NEW PLANNING APPLICATIONS

None

Applications GRANTED

13/1510/P/FP 13 Fieldon Close
Erection of two storey side extension

12.14 FINANCE

a) *Budget & setting of precept*

Peter Almgill presented the conclusions of the working party set up to discuss the above with the object of deciding an initial Parish Council budget for the year 2014/15 that would indicate the Precept requirement for that year.

After discussion Councillors resolved to set the precept at £27,310 (last year £26,500) an increase of £810 or 3% and requested that the Clerk inform West Oxfordshire District Council accordingly. The increase of £810 is designed to assist with tackling the surface water problems of the village and the inflation of the Council’s annual recurring costs.

b) *Clerk's salary review*

The Clerk's contract stipulated that a review of the above would occur annually and if increased to be effective from 1 April.

The Clerk left the meeting.

Councillors resolved to exclude the Press and Public in accordance with the Public Bodies (admissions to meetings) act 1960 whilst the performance of a member of staff and hourly rate of pay was discussed. The Clerk left the meeting.

Following discussion the Council resolved to increase the Clerk's hourly rate of pay by the higher figure of 2.6% (making the hourly rate £11.21 per hour) from the start of the new financial year, in recognition of the extra responsibilities of line management and contract/contractor management that he had been asked to take on. Peter Almgill was asked to write a letter to the Clerk informing him of the decision of the Council.

The Clerk re-joined the meeting.

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

Current Account £16,427.93

Deposit Account £40,324.72

Debts due to Parish Council - £nil

d) DECEMBER 2013 INVOICES

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		448.80	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage : 67 miles @ 45p		£30.15	LGA 1972 s111
Mobile contract & calls:		£27.10	LGA 1972 s111
TOTAL		£506.05	
Post Office - HMRC - PAYE RTI		107.70	LGA 1972 s111/2
Boward Oxford Ltd - 12 Lovell Close & Duty of Care review £780		1,164.00	LG(MP)A 1976 s19
EON Electricity - pavilion quarter 14/9-6/12 (Prev.1/4 £360.79)		394.62	LG(MP)A 1976 s19
The Henry Box School -printing Dec/Jan 14 Village Newsletter 175		121.61	LGA 1972 s111
Margaret Johnson - photocopies - Nov& Dec meetings+ printer cart		130.03	LGA 1972 s111
Thames Water qtr 16/8- 25/11 pavilion		900.45	LG(MP)A 1976 s19
Will Hutchinson Litterpicking 27/5/13- 29/12/13		465.00	LG(MP)A 1976 s19
TOTAL		3,789.46	

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

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

No reports

14.14 Other matters for discussion – for information only

- Quote for electricity contract where renewal is due in May 2014 – the Clerk reported that he had received a quote for the most cost effective supplier.
- The Clerk reported that he has received the Boward Duty of Care report of the state of the trees that are the responsibility of the Council to maintain in Ducklington.

**15.14 Date of next meeting - Wednesday 5 February 2014 - Lilac Room, Village Hall,
7.30pm**

Monthly Meeting of the Parish Council

Signeddated.....