

**MINUTES OF URGENCY COMMITTEE MEETING OF  
DUCKLINGTON PARISH COUNCIL  
HELD ON WEDNESDAY 6 AUGUST 2014  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**92.14 Members Present** Edmund Strainge (Chairman)  
Peter Almgill  
David Duthie  
Glyn Rees  
Catherine Maddison

**In Attendance:** Richard Brown – Clerk

**93.14 County/ District Council matters**  
No representation

**94.14 Parish Councillors – Disclosure of pecuniary interests on agenda items**  
None declared

**95.14 Matters Arising from Previous Meetings**

**a) a) *Life Saving heart kits - Public Access Defibrillator (PAD)***

It was resolved that the Clerk would now approach the Landlord of the Strickland Arms, Wadworth Brewers, since the publican had agreed to the siting of the defibrillator in the forecourt of the pub.

**b) *Signage and lock for gate by Smiths***

Edmund Strainge reported that Smiths have now erected the agreed signage and have provided the lock for the main gate at the entrance of the path in the village that leads to the Cogges road.

**c) *Grass cutting***

In addition to the agreed main grass cutting contract, Councillors had asked the Clerk to research the cost of cutting two small additional areas that impacted on the general appearance of the village. The Clerk reported that he had persuaded the District Council to cut those areas for a sum lower than the original quote and that it would now be £20 +VAT per cut. After discussion, it was resolved to accept the latest quote.

**d) *Dates for meetings Parish Committee to meet with Sports Club***

The Clerk repeated from earlier Council meetings that it was necessary to fix dates to discuss, in particular, the basis for renewal of the Sports Club lease of the Council's sports pavilion that ends on 31 March 2015 after its seven year period. The Clerk stated that sufficient time will be needed to agree the new terms that will form the new lease document which will be produced by the Council's solicitors and the costs shared equally as in the past.

After discussion it was resolved that David Duthie will arrange dates at the next Sports Club meeting in September.

**e) *Dick Rudd***

The Clerk had received an email from Dick Rudd saying that he was now fit to return to work in general and therefore available to undertake work for the Council. After discussion it was resolved that the Council would continue to offer Dick (a contractor) the work previously

offered from time to time by the Council, but with the exception of the checks of the playground equipment that Dick had previously requested be limited to every other month. The Clerk was asked to reply to Dick communicating the above decision.

**f) RoSPA training**

The Clerk reported that the cost of providing playground inspection training for the Volunteer Co-ordinator was proving to be expensive.

After discussion it was resolved that the Clerk should seek alternative courses with the help of Oxfordshire Playing Fields Association at Jerico Farm, Worton.

**g) Equipment for the Volunteer Co-ordinator**

The equipment schedule had already been agreed in principle and separate lists made of the equipment that would be paid for by the Council and of that to be refunded by Oxfordshire County Council (OCC). After discussion it was resolved that the Volunteer Co-ordinator would purchase all equipment in the following approximate sums. Power tools that would be paid for by the Council of £376 and the other equipment to be paid for by OCC of £1,523. In addition it was also resolved that Peter Almgill would source Hi Viz waistcoats at a cost circa £170.

The Volunteer Co-ordinator had agreed to store the equipment whilst Councillors were making more permanent arrangements that would be finalized at the next Council meeting.

**96.14 New Business**

**a) Council's bus shelters (2) on Ducklington Lane**

The Clerk had received a communication from the County Council regarding the necessary re positioning of the shelters during the Ducklington Lane road improvement works

After discussion it was resolved that the Clerk advise Primesite Media Ltd who provided the shelters and who currently advertise within them.

**b) Stray grass at Willow Barn, Ducklington.**

The Clerk reported that he had received a letter from the owner of the property asking if the Council could cut the grass across the road from the barn.

After discussion it was resolved that the Clerk reply that, as this is not Parish Council land, the request could not be granted.

**c) Sport Club requests**

The Club requested that they be allowed to fix a defibrillator that they had been awarded to the front pavilion wall and to be allowed to use the sports field on 30 & 31 August 2014 and to erect a flag.

After discussion it was resolved to grant both requests and that the Clerk should remind the club that the flag could not be a permanent addition and it was to be rendered safe from collapse during the use of the field. In addition that the club must take up adequate insurance to cover all additional risks of the two days.

**d) Invasive and potentially destructive weeds on the riverbank in Ducklington**

This issue was brought to Ben Woodruff's attention by Alison Souster and he had agreed to make enquires and report back to the Council and Alison in due course. After discussion it was resolved by the Council to ask the Clerk to pass on the information to Jane Bowley of the Lower Windrush Valley Project for her comments.

**e) *Overhanging trees and damage to fence at 41 Beanhill Road***

The Council considered the matter and resolved that Dick Rudd be asked to review the situation and to prune the trees as necessary and repair the fence.

**h) *Smiths new gate– from the village to Cogges Hill***

It was reported by Tania Reilly who resides at the Barn that the pedestrian element of the gate was causing a nuisance by banging when used – especially noticeable when occurring early in the morning and late at night. After discussion it was resolved that a Councillor would visit the site and see if anything can be done to reduce the annoyance.

**97.14 School Report**

No report - school holidays

**98.14 Playgrounds/Sportsfield**

**a) *Inspection Report for July – circulated in the Clerk’s Briefing Notes - Craig Warner***

The inspection noted that only a couple of matters needed attention this month which were that the goal mouth still needed filling in and that birds sitting on the swings could be stopped by attaching plastic ties to the horizontal part of the frame.  
After discussion it was resolved to ask Dick Rudd to fill in the goal mouth and Craig to obtain and fit the plastic ties.

**b) *Inspection Report for end of August***

Craig Warner.

**c) *Litter picking report***

It was noted that the dumping of rubbish around the WODC bins at the Aston Road car park continues.

**d) *Consideration of playground development***

Carried forward

**e) *Sports lighting installation***

David Duthie reported that installation was on course to be finalized by the end of August.

**99.14 PLANNING**

**PLANNING APPLICATIONS GRANTED**

14/0600/P/FP 2 Church Street  
14/0620/P/FP Lynden House, 9 Church Street  
14/0690/P/FP 62 Witney Road  
14/0713/P/FP Jasmine Cottage, 4 Tristram Road

**PLANNING APPLICATION**

14/0981/P/FP Mr & Mrs Watts 20 Church Street  
Erection of first floor and two storey rear extension.

After discussion it was resolved to suggest to the District Council that the north-west elevation closest to the church and graveyard should be stone faced and not rendered, especially as within the conservation area.

**100.14 FINANCE**

- a) **Account Balances, reconciliations and Debts due to Council** – as circulated in Clerk's Briefing Notes

Current Account at 30 July 2014      £13,986.88  
 Deposit Account at 30 July 2014      £40,573.64

Debts £nil

- b) **Bank reconciliations at 30 July 2014.**

Council reviewed the papers and Edmund Strainge signed the bank reconciliation.

- c) **JULY INVOICES**

<b>Name - Description</b>		<b>£ p - inc VAT</b>
Clerk / RFO Net Salary & working from home allowance £18		466.50
<b>Clerk / RFO expenses:</b>		
Mileage : 62 miles @ 45p		£27.90
Mobile contract & calls:		£24.69
<b>TOTAL</b>	<b>£519.09</b>	
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		116.75
Post Office Ltd - HMRC - PAYE RTI		110.00
Jim Miles -mow/ strim cemetery 8/7 and 29/7		190.00
Margaret Johnson - copies June & July packs, & APM hand outs		78.87
WODC - Grass cutting April, May & June		575.58
AK Timms - screens for drain		27.82
Will Hutchinson litter picking 30/6-3/7		75.00
Ducklington Sports Club - clear drains by Express Drains (Oxon) Ltd		108.00
ABS Accounting -Internal Audit of Accounts for year to 31 March 2014		125.00
Mrs F Bryant - sportfield extension quarter commencing 24 June 2014		102.50
n Hicks - Annual independent playground inspection		101.52
Mrs Helen Strainge - production of village newsletter Aug/ Sept no.179		45.00
<b>TOTAL</b>		<b>2,175.13</b>

The above were approved by the Council and cheques signed by Glyn Rees and Catherine Maddison.

**101.14 Date of next meeting - Wednesday 17 September 2014 - Lilac Room, Village Hall,  
7.30pm**  
Monthly meeting of Parish Council

The September meeting date has been altered from the normal first Wednesday of the month to the third Wednesday due to the Clerk's annual holiday leave.

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