

**MINUTES OF THE DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 FEBRUARY 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

15.15 Members Present: Edmund Strainge (Chairman) – ES
Peter Almgill – PA
Adrian Armitage - AA
David Duthie - DD
Peter Godwin - PG
Catherine Maddison- CM
Sarah Stanley - SS

In Attendance: Richard Brown – Clerk
Ben Woodruff - WODC Councillors until 7.45 PM

16.15 Members' Apologies: Richard Border – RB

17.15 Minutes of the meeting held on 7 January 2015

The minutes were approved by the Council and signed by the Chairman as a correct record.

18.15 District (WODC) & County Council (OCC) matters

Ben Woodruff (WODC) started by informing the meeting that Simon Hoare (OCC), who was not present, is to seek selection as a Member of Parliament. This will leave a vacancy at OCC and Ben will advise the names candidates as they become known. Ben continued with news that the District Council had recently updated their web site to include information on planning applications called "Be In the Know". This allows residents to register for email alerts of planning applications within 500 meters of their home. PA informed Ben that a similar facility was featured on the Parish Council's web site, but that probably due to such changes, the feed by WODC to the Parish's web site has stopped working. Ben agreed to look into this problem. On a related topic, the Clerk mentioned that the new planning methodology for informing Councils of planning applications was causing problems as the electronic information now sent cannot replace the site plans that used to arrive by post. Ben agreed to look into this issue. Discussion then moved to the Ducklington Lane road traffic scheme and, with certain exceptions, all agreed there has been an improvement in traffic flows. Finally, Ben reminded the Council that WODC grant application dates occur twice per annum and that he believed cash was still available to partly fund projects such as the Council's development of its playgrounds. However, to apply for such grants requires the completion of standard detailed information and Ben agreed to send this pack to Clerk by email.

19.15 Disclosure of pecuniary interests on agenda items

With regard to minute reference **20.15(i)**, ES and PG declared interests as members of the Village Hall Committee - a separate entity to the Parish Council.

With regard to minute reference **21.15(f)**, PA declared an interest as a member of the Lower Windrush Valley Project committee.

20.15 Matters Arising from Previous Meetings

a) *Defibrillator site and training*

CM and SS reported that the Strickland Arms had now ceased trading and the property was for sale. Councillors discussed possible new sites for the defibrillator and decided to carry the matter forward to the next meeting. However, the training offered by Ian Jones of South Central Ambulance Service will go ahead and was now planned to be held on 10 March 2015 at 7.30PM in the pavilion at the Parish Council's sports field site.

b) *Storage containers – Sarah Stanley*

Use and movement from school to sports field.

The Clerk informed the meeting that, according to the Volunteer Co-ordinator, the containers were still at the school site and that the container allocated for the partial use of the council still contained some equipment. Consequently after discussion, it was resolved to accept SS's offer to contact the Head Teacher of the school with the object of allowing the volunteer co-ordinator to start moving in the Parish Council's equipment to the back of the container.

Carried forward

c) *Web Cam – Peter Almgill*

PA reported that the camera had been ordered and is awaiting delivery.

Carried forward.

d) *Lease of allotments from County Council (OCC)*

The Clerk reported that the draft lease had now been received and had been circulated to all Councillors prior to the meeting in the Clerk's Briefing Notes. In response to questions raised, the Clerk confirmed that the terms of the new lease are materially the same as the current seven year lease that ends on 31 March 2015 and contains standard Notices currently used by OCC that he had checked could not be altered. An example of an important Notice, as in the previous lease, removes the Council's security of tenure and the ability to stay on the land when the lease ends on 31 March 2022. The Chairman will be required to sign a declaration stating that, on behalf of the Council, he has the authority to accept this Notice. A change in the current lease is the ability of OCC to review the annual rent in terms of Retail Price Index on 1 April 2018 and again on 1 April 2021. The new lease commences at an annual rent of £315 as previously advised - an increase over the current rent of £103 per annum until 1 April 2018.

After discussion Councillors resolved to accept the terms of the draft lease and for the Clerk to request that OCC forward the declaration for the Chairman's signature as a precursor to forwarding the final lease for signature.

Carried forward.

e) *Sports Club – 2014/15 pitch hire fees and pavilion rent/ new lease – Peter Almgill & David Duthie*

DD had advised Councillors by email on 26 January 2015 that the planned meeting with the Sports Club on 28 January 2015 had been cancelled. This was due to the facts that:

(a) it had not been possible to finalise the Council's thoughts on the terms for the new lease and (b) that the Sports Club had not yet been able to provide the Council with sketches/ drawings for their proposals for the Pavilion.

It is hoped that the meeting can be reconvened on 25 March 2015.

Carried forward

20.15 Matters Arising from Previous Meetings (continued)

f) County Council road markings

The Clerk reported that he had not heard from the County Council regarding the start date for this agreed work

Carried forward.

g) Pavilion and Moors Close litter bin replacements

The Clerk provided two quotes for new bins. After discussion it was resolved to obtain quotes for fitting the bins from Dick Rudd.

Carried forward

h) Historic Anvil – History and where to site in village

The Clerk reported that Roger Barnes had agreed to write the history of the Smithy in Ducklington.

Carried forward

i) Upload of Council minutes to web site

PA suggested that the best way forward for this project would now be for him to write notes on the uploading process and then for DD to test them. After discussion it was resolved to try this approach.

Carried forward.

j) Request for tap at Council's allotment site – Sarah Stanley

SS informed Councillors that she proposed to complete a sketch of the required siting for a tap and take pictures of the current arrangements.

Carried forward.

k) Sports field site car parking signage – Sarah Stanley

ES reported that he had held discussions with Martin Layer of Smiths & Sons Bletchingdon who now need to carry out a site survey of the car park to progress their agreed assistance in updating the site.

Consequently, it was resolved to carry forward the issue of signage until this work had been completed.

Carried forward

l) Village Hall bookings

ES agreed, as Chairman of the Village Hall Committee, to speak with the Village Hall Bookings Clerk with regard to comments received on the difficulty of arranging hall bookings on a timely basis.

Carried forward

m) Condition of the handrails and decking of the bridges across the Moors

The Clerk reported that, having taken up the matter with the County Council, he had received a reply stating that the matter has been passed on to the OCC Countyside Access Team for their review of the issue.

Carried forward

21.15 New Business

a) *Repair quotes from Dick Rudd*

Councillors agreed to accept the quote to cut back the hedge between Peel and Lovell Close to a height of 7.6" feet at a cost of £200.

b) *Annual Risk Assessments(including that prepared by Sports Club for the pavilion)*

The Clerk tabled the documents prepared last year. After discussion it was resolved that Councillors would review the documents between now and the next Council meeting with the object of updating any amendments at the next meeting. The Clerk would ask the Sports Club to forward their Pavilion Risk Assessment for the Council's review at the next meeting.

Carried forward

c) *Annual Review of Internal Controls*

The Clerk tabled the document prepared last year. It was resolved to adopt the same procedure as in minute 21.15(b) above.- Carried forward

d) *Arrange date for annual independent playground inspection*

After discussion, it was resolved that the Clerk approach John Hicks & Co to ask for his quote for this year's inspection and to request that it be carried out at approximately the same date as in previous years.

Carried forward.

e) *Arrange date for Annual Parish Meeting (APM)*

The clerk reminded Councillors that the APM is the meeting required by law that has to be held between 1 March and 1 June. It is arranged by the Parish Council, but is not to be confused with the monthly meetings of the Parish Council.

After discussion it was resolved to hold the APM on 14 May 2015.

However, ES agreed to check with the Village Hall bookings clerk that the hall will be available for the Council's use on that day and make a booking before that date could be finally agree- Carried forward.

f) *Request for donation – Jane Bowley Lower Windrush Valley Project*

A request had been received to assist with the ongoing work and the TOE2 project.

After discussion it was resolved to donate £200 to this work in the local area in the Council's next financial year.

g) *Big Lunch 2015 requests*

The Committee of the Big Lunch had requested the use of the Council's sports field for the event on Sunday 7 June 2015 and a grant to contribute to its running costs.

After discussion it was resolved to give permission for the use of the sports field and a grant of £250 to this valuable local event, as last year. The Clerk was requested to advise the Committee and the Sports Club of its decision on the basis that both parties would ensure all the necessary precautions are taken so that no conflicts arise.

h) *Institute of Groundsmen (IOG) membership application*

The Clerk presented the papers to join the IOG following agreement to do so at the previous Council meeting. After discussion, it was resolved that the Clerk be the principal contact and to return the papers with the joining fee. The Clerk commented that the IOG inspection of the sports field agreed at the last Council meeting was set (with the agreement of DD) to be 12 February 2015 at the sports field ground between Alex Vickers of IOG and DD.

21.15 New Business (continued)

i) Request for donation from Volunteer Link-up (West Oxon)

After discussion, it was resolved to donate £100 to this local organisation in the Council's next financial year.

22.15 School Report

No report

23.15 Playgrounds/Sports field

a) Replacement of the pavilion door

This matter was brought forward to allow DD time to further investigate the additional cost of a push-bar and to obtain two further quotes.

DD explained that the two additional quotes (copies of which were forwarded to the Clerk) for the same specification door were £968.00 and £1,269.00 - both higher than the original quote of £950 from Homestyle.

After discussion it was resolved to accept the Homestyle quote and for the Clerk to place the order with instructions for Homestyle to liaise through the installation process with DD.

b) Consideration of playground development- Sarah Stanley

SS suggested that the date to meet the volunteers to assist with the above should be set at Thursday 5 March 2015 in the pavilion at the sports ground at 7.00PM. SS also suggested that notices of this meeting be placed in Parent Mail and on posters.

After discussion it was resolved to accept this way forward.

c) Volunteer coordinators monthly report and playground inspection report

Both reports were noted by the Councillors and they commented that it was pleasing that no faults were found needing repairs to the playground equipment on any of the sites.

Councillors were also pleased to note that the schedule they had requested of equipment purchased to date by the Volunteer Co-ordinator was recorded in the Clerk's Briefing Notes. See also "Containers" – related minute 20.15(b).

In order to prepare for the time when work can commence on the flood prevention (see also the report by PA on the Council's web site), the Clerk was requested to set up a meeting with the Volunteer Co-ordinator, himself and PA and RB. The meeting would be to agree/assist the Volunteer Co-ordinator in the production of the necessary Risk Assessments prior to starting any work and a plan of tasks for himself and the volunteers through to the autumn of this year. This will enable work to start promptly when weather permits.

d) Litter picking report

The report to the Clerk by the litter picker stated that the village was clear in the areas agreed to be cleaned by the Council and that the only recurring problem is the continuing issue of fly-tipping of rubble and dumping near the WODC bins in the sports field car park. This rubble should be taken to the registered disposal site at Standlake.

24.15 (a) NEW PLANNING APPLICATIONS

- **15/00066/HHD** – R. Hollington, Course Hill Farm, Course Hill Lane
Erection of new fencing
No Comment:

- **MW/ 0025/15** – Gill Mill
Next stage of already authorised works - No comment

24.15(b) PLANNING APPLICATIONS GRANTED

- 14/01917/HHD R. Parsons, Claywell Farm, Aston Road
Erection of single storey side and rear extensions and three floor extension.
- 14/02304/HHD D. Maddox, 114 Witney Road
Erection of replacement garage/ carport with office above.

25.15 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 30 January 2015 as shown in the Clerk's Briefing Notes.*

Current Account £19,556.85
 Deposit Account £ 22710.54
 Debts due to Parish Council - £NIL

The bank reconciliations were reviewed at the meeting and signed by ES.

25.15 (b) JANUARY INVOICES FOR PAYMENT.

Councillors reviewed the invoices presented for payment and resolved to pay all items together with £60 Will Hutchinson, £35 The Information Commissioner, £45 Helen Strainge and £420 Dick Rudd.

Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
	Clerk / RFO Net Salary & working from home allowance £18	478.00	LGA 1972 s111/2
	Clerk / RFO expenses:		
	Mileage : 48 miles @ 45p	£21.60	LGA 1972 s111
	Mobile contract & calls:	£26.30	LGA 1972 s111
424	TOTAL	£525.90	
425	Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours	114.75	LGA 1972 s111/2
426	Post Office Ltd - HMRC - PAYE RTI	115.00	LGA 1972 s111/2
427	OPFA Playground inspection training course - Craig Warner	30.00	LGA 1972 s111/2
428	Will Hutchinson - litter picking 1/12/14- 4/1/15	60.00	LG(MP)A 1976 s19
429	The Henry Box School - printing of newsletter Jan/ Feb 2015 No. 182	105.75	LGA 1972 s111
430	The Institute of Groundsmanship - membership fee	106.50	LG(MP)A 1976 s19
431	Will Hutchinson - litter picking 5/1/15-1/2/15	60.00	LG(MP)A 1976 s19
435	Information Commissioner - 2015 Data Protection registration of Council	35.00	LGA 1972 s111
433	Helen Strainge - Editor fee for newsletter February/ March 2015 number 182	45.00	LGA 1972 s111
434	Dick Rudd - 3 repairs	420.00	LG(MP)A 1976 s19
	TOTAL	1,617.90	

Cheque 432 was cancelled at the meeting and replaced by cheque 435
 Cheques were signed by ES and CM

25.15 FINANCE (continued)

25.15 (c) Parish Council Budget 2015/16 and next 3 years.

The Clerk tabled draft budgets for discussion. These were based on the five year budgets accepted by the Council last year, but updated for events such as actual expenditure to date in the current year, known charges for 2015/16, the Precept agreed at the January 2015 meeting and 2% general price increases for other costs in 2015/16.

After discussion, Councillors resolved to look in greater detail at the draft budgets so as to be prepared at the March meeting to resolve to adopt the 2015/16 budget after any amendments if necessary.

26.15 Parish Councillors’ reports form meeting attended since last Council meeting

None

27.15 Other matters for discussion – for information only.

ES commented that the contract for mowing the cemetery was probably near its end and requested it be placed on the next agenda for discussion. ES confirmed that he would discuss the annual equipment maintenance with Jim Miles and ask him to prepare a quote for his services for the next three years.

DD requested that the following item be placed on the next agenda – consideration of a plaque for Queen’s Jubilee Tree.

PG noted that there was a large pothole at the bottom of Tristram Road and that at 11 Feildon Close a caravan’s toe bar overlapped the pavement and asked that both be placed on the next agenda.

28.15 Date of next meeting - Wednesday 4 March 2015 – Village Hall, 7.30pm

Monthly Meeting of the Parish Council

Signeddated.....