

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

**29.15 Members Present:** Edmund Strainge (Chairman) – ES  
Peter Almgill – PA  
Adrian Armitage – AA  
Richard Border - RB  
David Duthie - DD  
Peter Godwin – PG  
Glyn Rees - GR  
Catherine Maddison- CM

**In Attendance:** Richard Brown – Clerk  
James Mills – prospective Conservative candidate for the County Council seat (32.15 only)

**30.15 Members' Apologies:** Sarah Stanley– SS

**31.15 Minutes of the meeting held on 4 February 2015**

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

**32.15 District (WODC) & County Council (OCC) matters**

Ben Woodruff (WODC) sent his apologies. The clerk however reminded Councillors that the WODC grant application pack that Ben had promised to obtain for the Council was now recorded in Clerk's Notes.

The Chairman welcomed James Mills to the meeting, the prospective Conservative candidate in the forthcoming elections for the County Council seat vacated by Simon Hoare and suggested that he introduced himself and set out his credentials for the role. James outlined that he grew up in West Oxfordshire and that his graduate education led him to work for a leading market research company in Oxford before working for a local Witney company prior to starting his own business last year. James, currently 39 years, first became a District Councillor in 2002. In 2006 he was elected to represent Witney East and was Town Councillor and Witney Mayor from 2009-2011. He is currently Chairman of the District Council's Environment Overview Committee and Chairman of the Conservative Group.

**33.15 Disclosure of pecuniary interests on agenda items**

Edmund Strainge, a Ducklington Church Warden, disclosed an interest in relation to the request from the Church for possible sharing of costs with the Council in their proposed acquisition of a broadband service – minute ref. 35.15(d)

### 34.15 Matters Arising from Previous Meetings

a) *Storage containers – Sarah Stanley*

*Use and movement from school to sports field.*

As SS was not at the meeting, the Clerk reported that the Volunteer Co-ordinator Craig Warner had informed him as follows:

1. That the containers were still sited at the school, but that he now had access to the unit that the Council is to share with FOD's.
2. The unit is now boarded-out in the Council's rear half with plywood and lockable door formed.
3. The Council's equipment acquired to date has now been moved into the unit. However petrol is kept in a separate location.

b) *Web Cam – Peter Almgill*

PA reported that the camera had been received by him and was currently being configured and tested for installation.

Carried forward.

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

The Clerk tabled the final engrossed counterpart lease received from OCC, which was in the form previously approved by the Council at the February meeting. It now required signing by the Chairman and the Clerk.

After discussion it was resolved that the signatures should be made at the meeting and the Clerk reminded Council that he was then to send the signed document together with the annual rent cheque of £315 to OCC and then await the OCC signed counterpart to be returned after 1 April 2015, the start date of the current lease. This will then conclude the matter.

Carried forward.

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

After discussion, it was resolved that the rationale to be used for the calculation of pitch fees will be based upon the Parish Council paying the costs of maintaining one football pitch, the cricket outfield and the remainder of the field cut to a recreational standard. Consequently, any additional costs of maintaining further pitches will be the basis of pitch fees.

This proposal will be discussed by the Council's sub committee at the next meeting with the Sports Club to be arranged as soon as is possible.

Carried forward

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 reported that the quote for installing the bins from Dick Rudd would be £35 for each bin. After discussion it was resolved to obtain the cost of buying the bins from the District Council.

Carried forward

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

The report is awaited from Roger Barnes.

Carried forward

- i) *Upload of Council minutes to web site*  
PA reported that at present the notes on the subject have been partly completed.  
Carried forward.
- j) *Sketch of position for requested tap at Council's allotment site/ current photos – Sarah Stanley*  
Carried forward.
- k) *Sports field site car parking signage – Sarah Stanley & Edmund Strainge*  
ES had previously 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 raised by SS until this work had been completed.  
Both matters carried forward
- l) *Village Hall bookings*  
ES, as Chairman of the Village Hall Committee, has spoken to be booking clerk about difficulties in booking the hall.
- m) *Condition of the handrails and decking of the bridges across the Moors*  
The Clerk reported that he is awaiting the conclusions from the OCC Countryside Access Team having reviewed the issue.  
Carried forward
- n) *Annual Risk Assessments*  
The Clerk had provided copies of the assessment last year at the February DPC meeting for review, update and comment at this meeting in March 2015.  
Following discussion, minor amendments were made to last year's assessments and it was resolved that the Clerk would provide the final 2015 updated assessment on those altered at the next meeting.  
The Clerk was supplied with the Risk assessment carried out at the pavilion by the Sports Club by the Club Secretary Eddie Todd. This was tabled at the meeting and reviewed by Councillors.  
After discussion, it was resolved to accept the assessment, but to ask the Clerk to seek assurance from the Secretary of the Club that they retain all necessary records to evidence that checks are carried out on a timely basis.
- o) *Annual Review of Internal Controls*  
The Clerk had provided copies of the Annual Review of Internal Controls last year at the February DPC meeting for review, update and comment at this meeting in March 2015.  
Following discussion, minor amendments were made to last year's Annual Review and it was resolved that the Clerk would provide the final 2015 updated Review at the next meeting.
- p) *Annual Independent playground Inspection*  
The Clerk reported that the annual inspection, already agreed to be carried out by John Hicks and Associates, would be in June as last year and at the same price as last year being £101.62 including VAT.

- q) *Date of Annual Parish Meeting( APM) and booking of Village Hall - Edmund Strainge*  
ES reported that the Village Hall had been booked for the APM, but that it would have to be 21 May 2015 starting at 7PM, not the 14<sup>th</sup> as previously agreed.  
Councillors resolved to accept this date and asked the Clerk to invite the same guests as last year and the Chair of the Ducklington Pre School.
- r) *Institute of Groundsmanship(IOG) meeting at sports field with David Duthie*  
DD reported that the meeting with the IOG representative was most informative and that the Summary Report reproduced in the Clerk's Notes and the email of the whole report to Councillors formed a sound base for future maintenance of the field.  
IOG also agreed to supply the Council with any contacts that they deemed suitable and ES stated that he would contact another local groundsman.
- s) *Plaque for Jubilee Tree – David Duthie*  
Brought forward

### **35.15 New Business**

- a) *Repair quotes from Dick Rudd*  
Councillors resolved to accept the quote from Dick Rudd to install two refuse bins at the cost of £35 per bin
- b) *Grass cutting quotes*  
The clerk provided in the Clerk's Notes quotes from three organisations for the grass cutting of the sportsfield, open spaces and the church cemetery.  
After discussion the following was resolved:  
Church cemetery:  
Contact awarded to Jim Miles.  
Open spaces and sportsfield:  
Following discussions with the IOG with regard to the maintenance of the sports field, the Clerk was requested to approach the current grass cutter West Oxfordshire District Council to see if they would be prepared to continue with the current year grass cutting on the basis of month by month or fixed periods of one year for the sports field and three years for the open spaces. This would provide a year to find the best solution for the maintenance of the sports field.  
Carried forward
- c) *Big Lunch- request for Council representative on Committee*  
Sarah Stanley was proposed by Councillors and the Clerk was asked to obtain her permission.  
Carried forward.
- d) *St. Bartholomew's Church request.*  
The Clerk presented a request from Roger Barnes in the Clerk's Notes saying that the church was considering having installed a broadband service. This, it was pointed out, would assist the Council in installing its replacement web camera on the church tower that overlooks the pond area. As the church cannot currently justify the cost, it wonders if there could be a possibility of the Parish Council working in partnership with the church and thereby sharing the costs.  
After discussion, it was resolved to accept PA's offer to make contact with the church and to explore additional supplier options.  
Carried forward

e) *Newsletter advertising request.*

The editor of the Ducklington Village Newsletter had passed a request to the Clerk from the Chair of the Ducklington Pre School who was asking if they could insert a pre printed pamphlet into the newsletter to help raise funds for the new pre school building. After discussion, Councillors resolved to accept the request and asked the Clerk to inform the Editor accordingly.

f) *Offer to construct and install bench on the Windrush Path*

After discussion, it was resolved to reply stating that the Council will support the idea, but that it would be necessary to first contact Martin Layer of Smiths before going any further.

g) *Comment re condition of the paintwork at Yew Tree House*

An email had been received by the Clerk commenting on the above. After discussion, the Clerk was requested to reply that this was not the type of matter upon which the Council could intervene.

**36.15 School Report**

No report

**37.15 Playgrounds/Sports field**

a) *Questions raised by Sports Club*

1. Vandalised gate at entrance to sports field.

Council resolved to ask Dick Rudd to quote for the repair  
Carried forward.

2. Fading parking lines in sports field car park

Council resolved to permit the Club to re paint the lines if they wished to do so.

3. Pot hole half way down drive to sports field.

Council resolved to ask the Club to obtain a quote to repair.  
Carried forward.

b) *Consideration of playground development- Sarah Stanley*

Report on the meeting of Thursday 5 March 2015 in due course.  
Carried 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 noted that that PA and RB were to meet with Craig to reply to the questions raised in Craig's last report.

d) *Litter picking report*

No report

**38.15 (a) NEW PLANNING APPLICATIONS**

- 15/00444/HHD – E. Clarke, 44 Witney Road  
Single storey garage extension  
No Comment
- 15/00430/HHD – Mrs Y. Hussell, 72 Witney Road  
Two storey rear extension  
No comment

**38.15 (b) PLANNING APPLICATIONS GRANTED**

- MW/033/04- Gill Mill – Next stage of authorised works
- 15/00066/HHD – R. Hollington, Course Hill Farm, Course Hill Lane  
Erection of new fencing
- 14/02106/HHD- Mr & Mrs Pells, 57 Feildon Close  
Removal of existing garage, lean-to and rear extension. Erection of single storey and two storey extension.
- 14/02064/HHD – R. Brooks, 14 Standlake Road  
Alterations and extensions to enlarge existing dwelling.
- 14/02195/HHD – Mr & Mrs D. Simpson, 41 Feildon Close  
Conversion of garage with first floor extension

**39.15 FINANCE**

- a) *Bank account balances, bank reconciliations and Debts due to Council at 27 February 2015 as shown in the Clerk's Briefing Notes.*

Current Account £18,183.66  
Deposit Account £ 22,718.26  
Debts due to Parish Council - £NIL

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

**39.15 (b) *Parish Council budgets for the following year commencing 1 April 2015.***

The budgets as presented by the Clerk at the January meeting 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.

However, Councillors requested that the budgets be further updated and re presented for final acceptance at the April meeting.

**39.15 (c) Invoices for payment**

Councillors reviewed the invoices presented for payment and resolved to pay all items.

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		478.00	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage : 80 miles @ 45p		£36.00	LGA 1972 s111
Mobile contract & calls:		£23.00	LGA 1972 s111
<b>TOTAL</b>	<b>£537.00</b>		
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours	114.75		
Craig Warner expenses : equipment & sundries	20.54	135.29	LGA 1972 s111/2
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
WODC - late grass cutting invoices		1,195.11	LG(MP)A 1976 s19
Margaret L Johnson - print ink/ storage / 2 sets of DPC papers		140.79	LGA 1972 s111
AK Timms Wood for container £199.51 Equipment shovels/rope and tarpaulin £120.41		319.92	LG(MP)A 1976 s19
IA & IJ Godfrey cut hedge at sports field		278.40	LG(MP)A 1976 s19
SSE Electric electricity use at pavilion - quarter ended 20 Feb 2015		620.48	LG(MP)A 1976 s19
Oxfordshire County Council - Rent of allotments year to 31 March 2016		315.00	LG(MP)A 1976 s19
The Institute of Groundsmanship - Turfcare advisory report - sports field 23/2/2015		586.80	LG(MP)A 1976 s19
Thames Water : 1/4 to 10/2/15 Allots £55.89 pavilion £45.11		101.00	LG(MP)A 1976 s19
Peter Almgill : TSO Host domain for 2 years £75.39 = web cam £57.99		133.38	LGA 1972 s111
Membership subscription SLCC 2015		118.00	LGA 1972 s143
Dick Rudd - coppice nutteries Bartholomew Close£160 and trees round pond/ cottage		310.00	LG(MP)A 1976 s19
<b>TOTAL</b>		<b>4,906.17</b>	

GR and CM signed the cheques

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

GR attended the RAF Brize Norton Noise Group. Interested parties attending the group from Brize Norton village commented that noise levels had significantly decreased with the departure of the VC10 aircraft for which they were grateful. However, the noise reduction now reveals the barking of the RAF dogs that starts around at 3am, which was previously masked by the noise of the VC10.

**41.15 Other matters for discussion – for information only.**

PG noted that there was a large pothole outside 21/22 Starnham Road.

The Chairman received a letter of resignation from Councillor Glyn Rees and thanked him for ten years of tireless service to the Council.

**42.15 Date of next meeting - Wednesday 8 April 2015 – Village Hall, 7.30pm**

Monthly Meeting of the Parish Council

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