

**MINUTES OF THE DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 7 JANUARY 2015  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.00 PM**

**1.15 Members Present:** Edmund Strainge (Chairman) – ES  
Richard Border - RB  
David Duthie – DD from 7.23pm  
Peter Godwin - PG  
Catherine Maddison- CM

**In Attendance:** Richard Brown – Clerk

**2.15 Members' Apologies:** Adrian Armitage - AA  
Glyn Rees - GR  
Peter Almgill - PA  
Sarah Stanley -SS

**3.15 Minutes of the meetings held on 3 December 2014**  
The minutes were approved by the Council and signed by the Chairman as a correct record.

**4.15 District (WODC) & County Council (OCC) Matters**  
Apologies were received from Ben Woodruff WODC

**5.15 Disclosure of pecuniary interests on agenda items**  
None declared.

**6.15 Matters Arising from Previous Meetings**

*a) Defibrillator training*

The Clerk reported that Ian Jones of South Central Ambulance Service had offered training at any time including evenings and Saturdays to suit participants. After discussion Councillors resolved to ask Ian for a dates that he would be available in March, but excluding Wednesdays. Ian had indicated that the session would last for around 90 minutes and Councillors decided to seek a suitable venue to hold the event and resolved that CM would enquire whether the Strickland Arms could be used as the defibrillator is situated in the forecourt. An initial date of 10 March 2015 was chosen so long as the venue could be agreed, bearing in mind that Ian had agreed to offer other training sessions which Councillors could then more widely publicize.

*b) Storage containers – Sarah Stanley*

Movement from school to sports field.

As SS was not present, RB agreed to investigate the matter and report back to the Clerk.  
Carried forward.

*c) Web Cam – Peter Almgill*

As PA was not present, the matter was carried forward.

*d) Lease of allotments from County Council*

The Clerk reported that he had still not yet received a draft copy of the lease.  
Carried forward.

## 6.15 Matters Arising from Previous Meetings (continued)

- e) *Sports Club – 2014/15 pitch hire fees and pavilion rent/ new lease – Peter Almgill*  
As PA was not present the detail of the matter was carried forward.  
However Councillors resolved that from their point of view they were happy to carry forward the terms of the current lease on a month to month basis after 31 March 2015 until new terms can be discussed in the ongoing meetings of the Council's subcommittee with the Sports Club. The Clerk was asked to communicate this suggestion to the Secretary of the club and DD commented that the next such meeting was probably going to be the 28 January 2015.
- f) *Litter picking service*  
Councillors had previously resolved to increase the profile of the service by the inclusion of article in the next village newsletter.  
The Clerk reported that this request had received a positive response from the litter picker and his photograph and short summary of the work would appear in the next issue.
- g) *County Council road markings*  
The Clerk reported that he had not heard from the County Council regarding at start date for this agreed work – carried forward.
- h) *Historic Anvil – History and where to site in village*  
After discussion it was resolved to ask Roger Barnes village historian if he could write a brief history of the village smithy that could be published in a village newsletter and, at the same time, ask parishioners for suggestions as to an appropriate site.
- i) *Upload of Council minutes to web site*  
It had been agreed that PA and DD would set a date for such training.  
PA not present – carried forward.
- j) *Request for tap at Council's allotment site – Sarah Stanley*  
SS not present – carried forward.
- k) *Dick Rudd repairs*  
The work already ordered is nearing completion, such as the wooden retainer for bark under the zip wire.

## 7.15 New Business

- a) *Repair quotes from Dick Rudd*
- 1/3 coppice of both nutteries at Bartholomew Close £160.
  - Coppice of trees at pond and around Pond Cottage £150 ( Also Agenda item 7m)
  - Replace 2 posts and 8ft rail opposite bus shelter on Witney Road £65 ( Also Agenda item 7e)

After discussion it was resolved to accept these three quotes.

### **7.15 New Business (continued)**

*b) Role of volunteer coordinator – Peter Godwin*

Councillors discussed the storage of the equipment to be used by the volunteers and its safe keeping in a locked container that could then be insured. It was resolved to progress the movement of the containers to the Council's sports field – see also minute 6.15(b) and ask the Clerk to instruct the Volunteer Coordinator that when he moved the equipment into the container, that he create a schedule of that equipment. The schedule would be used as an asset register and a source for notification to insurers and as a tool to book out equipment handed to volunteers and a check that it all had been returned for future use.

*c) Condition of handrails and decking of bridges across Moors – Peter Godwin*

The Clerk presented a quote for the above repairs of £802. After discussion it was agreed that this work was not the responsibility of the Parish Council and should be forwarded to the County Council for their action.

*d) Sports field site Car parking issues and possible lack of signage – Sarah Stanley*

SS had agreed to look into the above matter. However, as SS was not present. Carried forward.

*e) Village Hall bookings*

Difficulty in booking the hall by telephone was discussed and the Council heard that it was probably an incorrect telephone number of the Council's web site. DD agreed to speak to PA to have the number checked and amended as soon as possible.

### **8.15 School Report**

RB reported that SIAMS inspection report of the visit that took place in the last week of November had been received and that the headlines were:

- The distinctiveness and effectiveness of Ducklington as a Church of England school are good.
- Three areas noted to improve upon are developing formal systems of monitoring, ensuring leaders consider the wider impact of Christian values and that learners have the opportunity to plan, lead and evaluate acts of worship to enhance spiritual development.

The full report will be available on the school web site.

### **9.15 Playgrounds/Sports field**

*a) Replacement of the pavilion door*

Brought forward.

Councillors discussed the additional cost to the replacement door already agreed to be purchased at £700. The additional cost of £250 arose due to the requirement on accepting the quote and placing the order for the door to have a push-bar instead of a conventional lock. Whilst understanding a certain increase in cost, an additional 37% was resolved to require further investigation and DD agreed to contact Homestyle and report back to the next Council meeting.

### 9.15 Playgrounds/Sports field (continued)

- b) *Consideration of playground development*- Sarah Stanley & Peter Almgill.  
Consideration of date to meet with volunteers.  
Carried forward - SS and PA not present.
- 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.
- d) *Institute of Groundsmen (IOG) – Turfcare Advisory proposal – David Duthie*  
Councillors reviewed the report circulated separately at the meeting on the care of the sports field and noted DD's recommendation for a site visit.  
After discussion it was resolved to accept the initial visit to site offered by IOG costing £524.00 + VAT with consultant Ian Vickers and for the Clerk to book this visit to progress the matter. In addition, it was resolved that the Parish Council become a member of the IOG and the Clerk was requested to apply for membership forms to be completed at the next meeting.  
Carried forward

### 10.15 NEW PLANNING APPLICATIONS

- **14/02064/HHD** – R. Brooks, 14 Standlake Road  
Alterations to and extensions to enlarge existing dwelling.

**Comment:** As stated in a previous application, as parking will present a problem, "off road parking" should be a planning requirement.

- **14/02106/HHD** – Mr & Mrs Pells, 57 Feildon Close  
Demolish existing garage and lean-to and construct two storey projections to side, rear and principle elevations linked with a single storey extension.

**No comment**

- **14/02197/HHD** – Mr & Mrs D Simpson, 41 Feildon Close  
Conversion of existing garage to living accommodation and additional bedroom with bathroom on first floor.

**No comment**

- **14/02304/HHD** – D. Maddox, 114 Witney Road  
Remove existing garage and storage buildings and erect garage, car port and first floor office accommodation in roof space.

**No comment**

- **14/01917/HHD** – R. Parsons, Claywell Farm Aston Road  
Erection of single storey side building and rear extensions, together with three storey rear extension.

**Comment:** Tiles on the conservatory to be the same as the main building and preferably Cotswold slate.

## 10.15 PLANNING (continued)

### PLANNING APPLICATIONS GRANTED

None

## 11.15 FINANCE

- a) *Bank account balances, bank reconciliations and Debts due to Council at 31 December 2014 – as Clerk's Briefing Notes.*

Current Account £20,487.30  
 Deposit Account £22,691.27  
 Debts due to Parish Council - £757.58

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

Councillors reviewed the invoices presented for payment and resolved to pay all items together with a £50 annual honorarium to Joyce Parry – volunteer supervisor of the tennis court, Dick Rudd for repairs £90 and Getmapping and Paragon Internet annual subscriptions of £33.60 and £49.99.

### DECEMBER INVOICES

| Name - Description  | £ p - inc VAT   | Relevant legal statute |
|---|-----------------|------------------------|
| Clerk / RFO Net Salary & working from home allowance £18                        | 466.50          | LGA 1972 s111/2        |
| <b>Clerk / RFO expenses:</b>  |                 |                        |
| Mileage : 79 miles @ 45p  | £35.55          | LGA 1972 s111          |
| Mobile contract & calls:  | £25.30          | LGA 1972 s111          |
| <b>TOTAL</b>  | <b>£527.35</b>  |                        |
| Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours                        | 114.75          | LGA 1972 s111/2        |
| Post Office Ltd - HMRC - PAYE RTI   | 112.00          | LGA 1972 s111/2        |
| WODC June late invoices   | 728.36          | LGA 1972 s214          |
| Margaret L Johnson Ltd -stationery meeting papers 3/12                          | 20.13           | LG(MP)A 1976 s19       |
| Bryant Land & Property s/field extn 1/4 in adv 5/12/14                          | 102.50          | LG(MP)A 1976 s19       |
| Helen Strainge - Production of newsletter Dec 14/ Jan 15 - edition 181          | 45.00           | LGA 1972 s111          |
| The Henry Box School - printing of newsletters 177- 179 and 181 brought to date | 423.00          | LGA 1972 s111          |
|   |                 |                        |
| Joyce Parry - Honorarium Tennis year to 31 December 2014                        | 50.00           | LGA 1972 s111          |
| Dick Rudd - repairs   | 90.00           | LGA 1972 s111          |
| Getmapping- Parish on line - year to 16 December 2016                           | 33.60           | LGA 1972 s111          |
| Paragon Internet Group - DPC web host year to 16 December 2016                  | 49.99           | LGA 1972 s111          |
| <b>TOTAL</b>  | <b>2,296.68</b> |                        |

The cheques were signed by CM and ES.

**11.15 FINANCE (continued)**

**Clerk's Annual pay review** – The Clerk left the meeting

Councillors noted the increase in the living wage from the previous Council meeting, increasing from £7.65 to £7.85 per hour, an increase of 2.61% and resolved to increase the Clerk's hourly rate with effect from 1 January 2015 by the same percentage.

*b) Parish Council budgets for the year commencing 1 April 2015 and the application to the District Council for the Precept 2015/16*

Since PA was not present, after discussion it was resolved to carry forward the budget review until the next meeting.

However with regard to the Precept, it was resolved to use the five year budget plans adopted last year and the Precept percentage increase for 2015/16 from those plans of 3.16%. This decision was based on the financial results for the year to 31 March 2015 supplied by the Clerk at the December meeting projecting an outturn not significantly different to the budget.

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

None

**13.15 Other matters for discussion – for information only**

The Clerk mentioned the Community Emergency Plan and Councillors noted that no information had changed since the last year submission to the County Council.

ES commented that the bin near the allotment on the path to Witney was not being serviced due to the new gate code not being known by the District Council and that WODC should be informed.

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

**14.15 Date of next meeting - Wednesday 4 February 2015 – Village Hall, 7.30pm**

Monthly Meeting of the Parish Council

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