

**MINUTES OF THE DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 8 APRIL 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

43.15 Members Present: Edmund Strainge (Chairman) – ES
Peter Almgill – PA
Richard Border - RB
David Duthie - DD
Peter Godwin – PG
Sarah Stanley– SS

In Attendance: Richard Brown – Clerk
Ben Woodruff – District Councillor - BW
Two members of the public

44.15 Members' Apologies: Adrian Armitage – AA
Catherine Maddison- CM

45.15 Minutes of the meeting held on 4 March 2015
The minutes were approved by the Council and signed by the Chairman as a correct record.

46.15 District (WODC) & County Council (OCC) matters
Ben Woodruff (WODC) made the following comments. Firstly, that the Local Plan had now been re issued after minor alterations, but which still left the housing proposed adjacent to Thorney Leys and where the District Council were looking for comments from the public by 8 May 2015 so that it could be in the hands of the Inspector by the Autumn. The Clerk asked Councillors to note that a copy of the plan was provided in the documents folder for circulation at this meeting. Ben continued by explaining that the District Council had received a planning application to build circa one thousand homes at the site near the sewage works just off Ducklington lane and the petrol station on the roundabout. The Chairman then declared an interest in this land and after further discussion Ben agreed to supply the Clerk by email additional information to pass on to Councillors. Ben mentioned the VE Day anniversary celebrations and then moved on to ask about the current position with regard to the Council's application to WODC for grants to develop their playgrounds. PA and SS responded by saying that time had not been on the Council's side in this matter, but Ben suggested that at least a broad application should be put in before 21 April 2015. It was resolved that SS and the Clerk would seek to meet and, with further specific advice from Ben, would prepare the application on the forms already supplied by Ben. Finally PA mentioned to Ben that the WODC IT planning link to the Council's web site was still not functioning following their amendments to planning information technology. After discussion the Clerk suggested that he contact Jeremy Charlett at WODC asking that he identify a suitable IT person at WODC with whom PA could further investigate the matter.

47.15 Disclosure of pecuniary interests on agenda items
ES declared an interest in the planning application to build homes on land near the sewage plant as recorded above in 46.15, in that he owns a parcel of that land.
ES declared further that he is a member of the Parochial Church Council and Warden.
DD declared that he is a member of the Parochial Church Council.

48.15 Matters Arising from Previous Meetings

- a) *Movement of Storage containers to sports field– Sarah Stanley*
School Easter holidays and wet ground at the sports field has not yet permitted the preparation of the ground to receive the containers.
Carried forward
- b) *Web Cam – Peter Almgill*
PA reported that he was working with the Church in making arrangements to fit the camera on the roof.
Carried forward.
- c) *Lease of allotments from County Council (OCC)*
The Clerk reported that has received the Council's part of the counterpart lease duly completed.
- d) *Sports Club*
: Grass maintenance at the sports field - David Duthie and Edmund Strainge
DD reported that the Institute of Groundsmanship (IOG) had put him in contact with a member of the grounds staff at Oxford University. Following a meeting, it was agreed that the University would assist with advice on the maintenance of the sports field, but could not help with cutting and maintaining the grass. The principle reason was the inability to transport their equipment.
ES then reported on a meeting with grounds staff at Cokethorpe School. Limited help could be given at present due to current fluctuating staff levels. However, assistance could include the spiking, spraying and fertilising routines so ES agreed to supply the head groundman with the recent IOG report commissioned by the Council for their further information.
Carried forward

: 2014/15 pitch hire fees and pavilion rent – Peter Almgill and David Duthie
Results awaited from the next meeting with the Sports Club.
Carried forward
- e) *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.
- f) *Replacement litter bins for the Pavilion and top of Moors Close.*
The Clerk reported the District Council have quoted £259 + VAT for each bin. When the quote of £35 to fit each bin is added, a total sum of £294 + VAT is cheaper than the quote of from Broxap to supply and fit. After discussion it was resolved to accept the District Council quote and £35 quote to fix the bins, so long as the District Council agree to service the bins when in place.
Carried forward
- g) *Historic Anvil – History and where to site in village*
The report is awaited from Roger Barnes.
Carried forward
- h) *Upload of Council minutes to web site*
PA reported that DD now has a draft manual to test.
Carried forward.

48.15 Matters Arising from Previous Meetings (continued)

- i) *Sketch of position for requested tap at Council's allotment site/ current photos – Sarah Stanley.*
SS reported that a tap has already been installed by allotment holders.
- j) *Sports field site car parking upgrade and signage – Edmund Strainge & Sarah Stanley*
ES reported that Martin Layer of Smiths & Sons Bletchingdon is still awaiting clearance from his company solicitors before he can carry out the survey of this site and that he is still pursuing the school's permission to survey the Parish Council's land currently being used by the school.
The issue of signage and road markings raised by SS will follow the above work.
Both matters carried forward.
- k) *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
- l) *Annual Risk Assessments*
The Clerk provided copies of the minor amendments requested from the previous meeting. After discussion it was resolved to accept the amendments and therefore all Risk Assessments after two further small amendments. The finalised Risk Assessments will now be placed on the web site.

The Risk Assessment - the pavilion
The Clerk reported he was still awaiting a reply from the Sports Club on the issues that arose from the Parish Council's review of the assessment carried out by the Committee of the Sports Club.
Carried forward
- m) *Annual Review of the Council's Statement of Internal Controls*
The Clerk provided copies of the amendments requested from the Council's review of statement at the previous month's meeting.
After discussion, it was resolved to adopt this statement for the forthcoming year.
- n) *Plaque for Jubilee Tree*
DD offered to obtain quotes for the cost of preparation of the plaque. After discussion, it was resolved to accept this offer.
Carried forward
- o) *Big Lunch council representative*
At the previous meeting, SS had been proposed by Councillors to accept this position.
SS signaled her agreement at this meeting.
- p) *Church and broadband cost sharing*
PA reported that he had talked with the Church treasurer and had suggested adopting a method that was currently in operation at St. Mary's Church in Witney. This would probably be suitable for the village Church to adopt and is likely to be cheaper and better option than sharing costs.
Carried forward.

48.15 Matters Arising from Previous Meetings (continued)

- q) *WODC response to grass cutting request*
The Clerk provided a copy of the reply from the District Council where it agreed to the Council's request to continue with the grass cutting service for this year, but on the basis of one year for the Sports field and three years for Open Spaces.
After discussion, it was resolved to accept the quote of £4,442 for this year on the above basis.
- r) *Annual Parish Meeting – allocation of responsibilities*
Publicity: SS agreed to have prepared leaflets that can be widely distributed as posters, together with the use of Facebook and School Parent Mail advertising the meeting at the village hall on 21 May at 7pm. In addition will be notification of the casual vacancy caused by the resignation of Councillor Glyn Rees and seeking applications from parishioners to the Clerk by the closing date of 22 May 2015.

Refreshments: SS agreed to provide and set-up.

Display equipment and projector/ screen: PA agreed to provide and set-up.
The Clerk reported that the hall will be available from 3pm.

49.15 New Business

- a) *Repair quotes from Dick Rudd*
None
- b) *Resignation of Councillor*
Glyn Rees gave his resignation in writing to the Chairman at the end of the previous meeting, which under law meant that he resigned at that point in time.
The Chairman and Councillors wish to place on record their gratitude and appreciation of the work carried out by Glyn in general and as acting as Councillor responsible for allotments and as Hardwick & Yelford trustee.
The Clerk was asked to obtain from the Council's bankers Santander, the form necessary to remove Glyn as a cheque signatory. In addition after discussion, it was resolved that all members of the Council could become bank signatories in the future.
- c) *Interest from parishioner to become a Councillor*
The Clerk reported that he had received confirmation from the District Council that nobody has requested an election following Glyn Rees's resignation and therefore the Parish Council was now to fill the position as a Casual Vacancy until the next election.

The Clerk provided a copy of an email application for the role from Simon Bradshaw. Councillors discussed the application and then Simon Bradshaw disclosed that he was present at the meeting as a member of the public.

A short conversation with Simon ensued.

After discussion Councillors resolved the following:

- To again advertise the position as widely as possible, but now to set a closing date for applications to the Clerk as 22 May 2015. The first vacancy notice was the opening item in the April/May 2015 Ducklington Village Newsletter.
- To ask Simon to send in a letter explaining, for example, why he felt suitable for the role and what he could add in the position.

Carried forward.

49.15 New Business (continued)

d) *Pond depth gauge*

The Clerk presented a request from a special needs school in Hampshire to assist in obtaining a depth gauge similar to the one in the village duck pond.

After discussion it was resolved that the Clerk should seek the help of Martin Layer of Smiths of Bletchington who assisted with obtaining the village's gauge.

e) *Agenda for the Annual Parish meeting*

After discussion it was resolved to set the Agenda as last year and invite the same speakers, but with the addition of the Chair of the Pre School.

f) *Caravan parked overhanging the pathway at Feildon Close*

After discussion, it was agreed that SS would take a photograph of the vehicle if still present and forward to the Clerk to present to the Police as a hazard, especially for children and the disabled.

g) *Dog bin for Open space at Peel/ Manor Road & Park Road*

After discussion, it was resolved that the provision of a bin at this location is not required.

50.15 School Report

The full Governing Body met on 16 March 2015 and highlights from that meeting are:

- There was a very good 87.8% turnout of parents at the Parents Evening held at the beginning of March. Parents who could not make that meeting made other appointments that brought the total to 97.94%.
- The new curriculum is now in use and the different subjects are being managed with staff working in different teams (including a team from each phase and a member of the Senior Leadership Team)
- Mrs Banbury has been appointed as the new Inclusion Manager.
- Attendance is an issue – the target is 96.5% and attendance is 95.44% which would be classed as good.
- Data looks good for progress and attainment with the vast majority of children on track to meet end of year targets in all subjects.

51.15 Playgrounds/Sports field

a) *Consideration of playground development- Sarah Stanley*

After discussion, it was resolved that SS with assistance from the Clerk would prepare a grant application to the District Council to assist with the replacement of playground equipment. This application is required to be with the District Council by 21 April 2015. Carried forward.

51.15 Playgrounds/Sports field (continued)

b) *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 had met with Craig to reply to the questions raised in Craig's last report and prepare for the first Volunteers Working Group to start ditch clearance on Saturday 11 April. A Risk assessment for the work had been agreed by PA and passed to the Clerk by Craig for filing. Similar risk assessments will be prepared by Craig Warner Volunteer Co ordinator for different tasks in the future and will again be passed to the Clerk for ensure that it has been prepared in a similar manner and for filing before work begins later in the year.

c) Litter picking report

The Clerk tabled the report at the meeting as it was received late.

Councillors noted the limited comments that did not call for any action.

52.15 (a) NEW PLANNING APPLICATIONS

- 15/00674/HHD – C. Clack, 9 Back Lane

Two storey side extension to form an additional garage with bedroom above.

No Comment

- MW.0047/15 – Gill Mill

Continuation of current works

No comment

53.15 (b) PLANNING APPLICATIONS GRANTED

- 15/00444/HHD – E. Clarke, 44 Witney Road

Single storey garage extension.

54.15 FINANCE

a) *Bank account balances, bank reconciliations and Debts due to Council at 31 March 2015 as shown in the Clerk's Briefing Notes.*

Current Account £17,523.26

Deposit Account £ 22,735.69

Debts due to Parish Council - £NIL

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

54.15

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

The Clerk tabled additional information that was believed to be as requested at the last meeting. However Councillors further requested five year information as prepared by PA last year, before accepting the Clerk's single year 2015/16 draft plan. Carried forward.

FINANCE (continued)

54.15 (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
Clerk / RFO expenses:			
Mileage : 54 miles @ 45p		£24.30	LGA 1972 s111
Mobile contract & calls:		£40.39	LGA 1972 s111
TOTAL	£542.69		
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		114.75	LGA 1972 s111
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Helen Strainge Editing newsletter 193 April/ May		45.00	LGA 1972 s111
Will Hutchinson Litter picking 2/2/15 to 29/3/15 : 8 wks @£15/ wk		120.00	LG(MP)A 1976 s19
Margaret L Johnson - white & brown envelopes/3 sets of DPC papers etc		98.73	LGA 1972 s111
The Henry Box School - printing 705 pages of newsletter 183		105.75	LGA 1972 s111
R P Brown - Printer cartridges from HP Store		57.00	LGA 1972 s111
Bryan Land & Property - Qtr. Rent in advance extension of sports field to 25/6/15		102.50	LG(MP)A 1976 s19
Witney Mowers - Annual service/ repairs of mower & strimmer		210.54	LG(MP)A 1976 s19
TOTAL		1,511.96	

PA and ES signed the cheques

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

None

56.16 Other matters for discussion – for information only.

- Aunt Sally equipment was now erected at the sports field. Questions to be asked of the Club
- Church blue bell walk commences on 9 May
- Rev. Bob Edy is to leave as Rector of St. Bartholomew's Church Ducklington & Hardwick on 17 May after many years of dedicated service to the parish.

59.15 Date of next meetings.

Wednesday 6 May 2015 – Village Hall, 7.30pm

Monthly Meeting of the Parish Council and to include the Annual meeting of the Parish Council.

Thursday 21 May 2015 – Village Hall 7.00pm

Annual Parish Meeting

Signeddated.....