

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2 SEPTEMBER 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

127.15 Members

Present: Edmund Strainge – Chairman – ES
Richard Border - RB
Simon Bradshaw - SB
David Duthie - DD
Peter Godwin – PG
Catherine Maddison - CM

In Attendance: Richard Brown - Clerk
County Council Councillor – James Mills minute 131.15 only.
District Councillor – Ben Woodruff minute 131.15 only.

128.15 Members’

Apologies: Peter Almgill - PA
Adrian Armitage - AA

129.15 Minutes of meeting held on 5 August 2015

The minutes of the above meeting were approved by the Council and then signed by the Chairman as a true record.

130.15 Thames Valley Police Matters

No representation

131.15 County/District Council Matters

James Mills reported to the Parish Council that his “sounding out” of the likelihood of the County Council being willing to part with the unused strip of land on the A415 alongside the Sports Field was looking pessimistic. This had been requested to enlarge the size of sports pitches in the field. Councillors discussed the matter with James with the result that he agreed to revisit this matter again with the County Council due to its significant enhancement of this well-used local sporting facility with land that the Parish Council felt would not be likely to be ever required by the County.

James continued by informing Councillors of the County’s impending 2016/17 budget planning, warning that £60 million had to be saved from current total expenditure of circa £450 million, where £220 million was already spoken for. Consequently, £60m had to be saved from only circa £220m and meant tough choices will have to be made. Meanwhile, discussions to develop the notorious A40 were on-going with suggestions of bus lanes and possible road improvements to link to the Northern Gateway. Also under review is the possible re-positioning of the “Park and Rides” and the number of refuse disposal sites.

Ben Woodruff - District matters- Ben updated Councillors on local planning activity saying that the Inspection of the District Councils latest proposals are due to start on 6 October 2015. Ben then asked about the Parish Council’s plans to apply for District Council grants to assist with the re development of playground facilities. He was told that with the recent resignation of Councillor Sarah Stanley that this work would now have to be deferred.

132.15 Parish Councillors – Disclosure of interests on agenda items

None declared.

133.15 Matters Arising from Previous Meetings

- a) *Sports Club siting of Container & movement of two containers from school to sports field*
Councillors discussed the fact that although the position for the Club's container had been agreed by a site visit with the Club, a large mound of earth had now been produced that would need clearing. Councillors asked the Clerk to email the Club secretary to enquire how the Club propose to dispose of this earth before installation of their 3rd container. The Clerk reported that he has emailed the Chair of the FOD's to ask when they proposed to re-site their 2 containers to the sports field, but had not yet received a response.
Carried forward.
- b) *Web Cam.*
Carried forward
- c) *Sports Club pitch maintenance – AIS Verti-Drain system*
Following Council's acceptance of the best quote for the above system and further discussion, Council resolved to ask DD to contact Simon at Cokethorpe School and put the works in hand and monitor progress.
Carried forward
- d) *Report on history of historic anvil*
Report awaited
Carried forward
- e) *Car park survey by Smiths of Bletchington*
The Clerk reported that he had not heard anything further from Martin Layer of Smiths. However, ES reported that he had had a conversation with the Martin where ES suggested that the layout of the parking spaces should be in a herring- bone style. After further discussion it was resolved that Councillors would visit the car park to review suggestions and decide if the WODC bins could be more efficiently relocated than at present.
Carried forward
- f) *Handrails and decking of bridges across the Moors - OCC*
The Clerk reported that SB had emailed him to say that whilst walking in the area he could confirm that this work had been completed.
- g) *Sports Club grass cutting complaint summary & revised Legionella Risk Assessment for the pavilion and the current position of the refurbishment of the toilets.*
The Clerk informed the Council that he had received a report that the work on the toilets had been started, but was not yet complete. In addition, he had not received the revised Legionella Risk Assessment and the Summary of grass cutting complaints. Both had been promised to be delivered to the Council when they met Club committee members at their August Council meeting.

Whilst considering the above, Councillors also discussed other related matters raised by members at the meeting as follows:

7g) Sports Club grass cutting complaint summary & their revised Legionella Risk Assessment - continued

1. Following the Clerk's report on the toilets, Councillors decided that they needed to know when the work would be finished as this would tend to suggest when the 3rd container was expected to be installed at the sports field – see 133.15 7a) above. Councillors were also concerned regarding the mound of earth described in 133.15 a) above.
2. Of extreme concern was the condition of the sports field ground when Council members attended the Annual Flower Show on Monday 31 August. Consequently they wished to know, especially in view of the recent heavy rain, what precautions the Club had taken in using the field for their events to protect the surface in the knowledge that the Flower Show was to follow.
3. A Councillor had noted that on the afternoon of 2 September, the heavy roller had been used to roll the field. This action was in complete contravention of an earlier agreement between the Club and the Council when it had been agreed that the IOG Report on the condition of the field expressly confirmed that its use was extremely detrimental to the maintenance of the condition of the ground. Councillors resolved that the Club be directed to permanently remove the heavy roller from the field by 13 September 2015.
4. Councillors also noted the poor state of the cricket square, where only circa one quarter had not been trampled upon. The Council needed to know how this had been allowed especially in view of the Club's earlier complaints where, at the Council's August Council meeting, an urgent hearing was requested to make complaints regarding all grass cutting at the sports field.

The Council resolved to ask the Clerk to put all these matters to the Club in writing and to seek a swift reply. In addition, to seek an urgent meeting with the Club at the pavilion on 16 September 2015 to consider the Club's written reply with Club members.

Carried forward

h) Church broad band and cost sharing.

Carried forward

i) Report on allotment issues

SB reported that he and the Clerk had agreed on the modification of the soon to be issued allotment letters. The letter, inviting renewal or otherwise of existing plot leases for the coming year, would remind those renewing of their responsibilities in maintaining their plots in good order, so as not to interfere with the other holders' enjoyment of their plots. This was explained in Allotment Agreements clauses 3c and 3f. Also to be included is a reminder that the introduction of new equipment to the site such as the water pipe extension, could not occur without the prior approval from the Council.

SB reported that he had now found a stop cock for the extended water pipe. SB suggested that he turn off this stop cock when the clocks change back each autumn to prevent possible freezing and subsequent water leaks occurring.

Councillors discussed the above and resolved to accept the above advice and went on to consider the matter of old equipment/ substances left on site by plot holders.

Report on allotment issues 7 i) continued

It was finally resolved that when such items become identified the Council would arrange clearance with the holder, or failing that, the Council would intervene and carry out the task.

j) Co-option – Casual Vacancy for Parish Councillor

The Clerk reported that the vacancy for a Parish Councillor had now been advertised as required by law, but that the District Council has confirmed to him that no petitions to the Chief Executive requesting a local election had been received.

Consequently the Parish Council is now authorised to fill the Casual Vacancy.

After discussion it was resolved to first put a notice in the next Village Newsletter inviting suitable applications to be submitted to the Clerk for consideration by the Council at their October meeting.

134.15 New Business

a) New site for Council's defibrillator

The Clerk reported that Mr. Townsend, the local building constructor, had offered to re site the equipment from the former Strickland Arms forecourt to his own premises forecourt. After discussion, Council resolved that accept this offer to remove the machine to this central and well recognised site and to thank Mr. Townsend for his generosity.

b) Christmas Tree for the village

SB reported that he had obtained a sponsor to supply a tree free of charge for this year, with the condition that the business would be credited with the gift. The Council would need to supply the tree lights and a suitable supply of electricity. SB suggested that he look into solar lighting possibilities.

After discussion, Council resolved to accept this kind offer and to site it as near as possible to the centre of the village, possibly around the Chalcroft area and SB to continue to lead this project.

Carried forward

c) Tennis Court information plaque renewal

Councillors discussed the matter and resolved to replace the plaque in due course.

ES agreed to lead this project and discuss the necessary wording on the plaque with the Tennis Court Supervisor.

Carried forward

135.15 School Report

No report – school summer holidays.

136.15 Playgrounds, Sports field and Open Spaces

*a) Volunteer Co-Ordinator Report and playground inspection report for August
Councillors noted that:*

Clerk's Briefing Notes recorded that the Clerk had received the above reports that indicated that no repairs appear to be necessary to equipment.

The Clerk also reported that the Volunteer Co-ordinator had decided to cancel the planned Volunteer ditch clearance day of 29 August due to it being a Bank Holiday weekend, and instead will now send out invitations to attend for 13 and 26 September.

136.15 Playgrounds, Sports field and Open Spaces - continued

Councillors discussed Craig's report and resolved to ask the Clerk to request Craig to continue presenting a monthly timesheet, but from September onwards to record his actual hours of work against the 15 hours per month paid and for this record of hours to be continued on a cumulative basis into the future. In addition, Councillors also requested a summary on the same basis since the beginning of the calendar year to ensure that, on a cumulative basis, Craig's hours are broadly in line with paid hours. Councillors acknowledged the difficulty last winter and spring of working in bad weather and Craig's willingness to work longer hours in the summer and autumn to compensate.

b) *Litter picking report*

The report by the litter picker shown in Clerk's Briefing Notes was noted by the Council. The report stated that no particular issues arose during the month, but that he was pleased that his report of previous month indicating weeds growing up around the tennis court had now been cleared.

c) *Lease with Sports Club*

The discussion to finalise the summary of amendments to the current lease was agreed to be carried forward to October's meeting.

d) *Borehole for sports field*

As the quotes for the above work were not currently available, it was agreed to carry this matter forward.

137.15 PLANNING

PLANNING APPLICATIONS GRANTED:

- 15/02390/HHD Mrs S. Brooks, 10 Chalcroft Close
Single storey front extension to form a porch.

- 15/02583/HHD Mr C. Watts, 20 Church Street
Erection of first floor and single storey rear extension.

NEW PLANNING APPLICATIONS:

Gill Mill – 13 various applications from the existing planning agreement MW. 0050.

After discussion Councillors resolve to reply:

No comment

138.15 FINANCE

a) *Account Balances and Debts due to Council*

Clerk's Briefing Notes

ES reviewed and agreed the Parish Council's receipts and payment records with the bank reconciliation.

Balance on Current Account	£20,789.50
Balance on Bonus Saver Account	£22,826.25
Total Cash Holding at 28 August 2015	<u>£43,615.75</u>

Debts due to Council NIL

b) *Budgets for the four years from 2016/17*

Carried forward

c) *2015 Asset Register – brought forward*

Carried forward

d) *Increase in the number of cheque signatories to the Parish Council current account.*

The Clerk reported that he still awaited documents from certain Councillors to enable him to complete this task.

Carried forward.

e) **INVOICES PRESENTED FOR APPROVAL AND PAYMENT AT THE MEETING**

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 : 36 miles @ 45p		£16.20	LGA 1972 s111
Mobile contract & calls:		£28.72	LGA 1972 s111
TOTAL	£522.92		
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
J. Miles - Strim cemetery 26/6 and 13/8		190.00	LGA 1972 s214
Will Hutchinson - Litter picking 29/6 to 30/8/15		135.00	LGA 1972 s214
SSE electricity - pavilion for qtr. 29/5 to 19/8/15		621.24	LG(MP)A197 s.19
Helen Strainge - edit village newsletter 185 August/ September		45.00	LGA 1972 s111
Margaret L Johnson - 8 July meeting		34.62	LGA 1972 s111
WODC grass cutting Month of June and week 3/7 for sports field		1,284.07	LG(MP)A197 s.19
TOTAL		3,062.60	

Council resolved to authorise the above payments.

139.15 Parish Councillors' reports from meeting attended since last meeting

None

140.15 Other matters for discussion

None

116.15 Date of next meeting – 7 October 2015 – Lilac Room, Village Hall, 7.30pm

Meeting of Parish Council

Signeddated.....