

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 JUNE 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

78.15 Members Present: Adrian Armitage (Acting Chairman) - AA
Peter Almgill - PA
Richard Border - RB
David Duthie - DD
Peter Godwin - PG
Catherine Maddison - CM
Sarah Stanley – SS from 7.45PM

In Attendance: Richard Brown - Clerk
County Council Councillor – James Mills 81.15 only.
District Councillor – Ben Woodruff minute 81.15 only.
3 members of the public

79.15 Members' Apologies: Edmund Strainge (Chairman) - ES

80.15 Minutes of meeting held on 6 May 2015
The minutes of the above meeting were approved by the Council and then signed by AA as a true record.

81.15 County/District Council Matters

James Mills presented his report on County Council projects. Firstly the organising of a Child Safety Week from 1-7 June and supporting the Low Carbon Week on 13-21 June. The Council is also working with the Sylva Foundation to ascertain the needs of woodland owners to maximise output and supporting internships to hopefully find suitable work for people with special educational needs or disabilities. Finally a series of public information events that will run from 1 to 14 June to encourage and inform prospective Foster Carers. James noted the Council's grant application to seek funds to improve the village play areas and said he would help where he was able.

Ben Woodruff commented on District matters. Firstly the Parish Council's recent Grant application. Ben had made enquires at the District Council's department that dealt with applications and had learned that substantial additional information was required, not just the brief application submitted by the Council. Ben also explained that grants were only available up to a maximum of £50,000 and that 75% of the total project cost had to be provided from sources other than the District Council. Ben discussed how this information could be gathered, said he would also liaise with James Mills, and would try to identify the basis for the scoring matrix used by the Council in reviewing completed grant applications.

On a separate matter, DD asked Ben to ask James Mills to investigate the County Council's current view on the strip of land (ransom strip) where the Parish Council's sports field runs along the A415. To assist, DD suggested that he forward the earlier correspondence with the County Council held on the matter. If the width of the strip could be reduced, the size of the sports field could possibly be increased.

82.15 Parish Councillors – Disclosure of interests on agenda items
None.

83.15 Matters Arising from Previous Meetings

a) *Movement of containers -The preparation of the sports field site and provision of suitable transport to move from the current school site*
SS did not have any additional information.
Carried forward

b) *Web Cam*
PA reported that the camera had now been set up and the next task was its fixing the Church roof.
Carried forward

c) *Sports Club pitch maintenance*
DD reported that he awaited a reply from Cokethorpe School grounds man.
Carried forward

d) *Report on history of historic anvil*
Report awaited
Carried forward

e) *Car park survey by Smiths of Bletchingdon*
The Clerk reported that Martin Layer had asked that a Councillor attend the school with him to enable a survey of that part of the sports field car park that is currently loaned to the school.
DD agreed to attend.
The Council decided that matter of road markings and signage at the car park raised by SS would be reviewed within the work of the car park.
Carried forward

f) *Handrails and decking of bridges across the Moors*
The Clerk reported that, despite him sending several reminders, no report of the survey by the County's Countrywide Access Team had yet been received, but that he would continue to chase the matter.
Carried forward

g) *Risk assessments - pavilion*
The Council noted the PAT certificates that had been recently received from the Sports Club, but were concerned that the legionella assessments were still outstanding.
After discussion Council resolved that the Clerk should write to the Secretary of the Club informing that the assessments must be started so that a report will be available to the Council for its July meeting. However, to also inform the Club that if this does not occur, the Council will reserve the right to close the pavilion to use until this has been actioned.

h) *Plaque for Jubilee Tree*
The Clerk reported that the plaque was now ready for collection. DD agreed to collect the plaque (cheque was signed at the meeting) to hand to PG to mount on a wooden plinth ready for fixing at the site of the tree.
Carried forward

i) *Church broad band and cost sharing.*
PA reported that discussions were still on-going
Carried forward

84.15 New Business

- a) *Applications for the position of member of the Parish Councillor (Casual Vacancy)*
Council, after discussion, resolved at the meeting to exclude the public for this item. The reason for this was the confidential nature of the selection process that would not be in the public interest.

Written applications relating to this vacancy had been circulated prior to the meeting in the Clerk's Briefing Notes.

Councillors reviewed each application in the light of the requested information that had been published in the advertisement of the casual vacancy.

After discussion, it was resolved to offer the membership to Simon Bradshaw. The Acting chairman then recalled Simon to the meeting and informed him of the Council's decision. Simon accepted the position and thanked the Councillors present. It was agreed that Simon's first Parish Council meeting would be 8 July 2015.

- b) *Strickland Arms and defibrillator*

The Clerk reported that he had contacted the current owners of the property and sought permission to recover the Council's defibrillator sited on the wall of the property. Permission had been received and, after discussion, it was resolved that the Clerk write to the owners thanking them and saying that the Council planned to leave it where it is for the present whilst a new site was sought. It was decided to include villagers in this discussion and to put this question in the next village newsletter.

Carried forward

- c) *RAF Brize Norton Local Consultation Group*

The next meeting is 15 June 2015. A new Councillor was needed following the resignation of Glyn Rees and after discussion PA agreed his intention to attend.

- d) *Rotary Volunteers*

The clerk reported that the Rotary Club of Witney had sent an email dated 21 May 2015 offering their small group of volunteers to assist with local projects in the area.

After discussion, it was resolved to ask the Clerk to reply to the email thanking the Club for the offer and saying that the Council would like to register a request to assist the Council's Volunteer Co-ordinator with ditch maintenance work and the repainting of benches.

- e) *Issues regarding allotments*

The Clerk reported that he had received emails, together with supporting photographs, from an interested party concerned that certain plots had become overgrown.

After investigation by the Clerk, one plot holder agreed to surrender their plot due to very ill health.

The emails also suggested other issues may require action by the Council.

After discussion it was resolved that a Councillor should visit the site and report back to the next meeting. DD agreed to carry out this task.

84.15 New Business (continued)

f) Parishioner concern re parking in the village

It was reported to the Clerk that parking on the junction of Church Street onto Witney/ Standlake Road when leaving Bartholomew Close was becoming dangerous and needed a keep clear road markings like the one opposite the Bell.

Councillors considered the position and after discussion resolved to ask the Clerk to reply to the parishioner saying that the help and advice of the Police would first be sought and their suggestion would be placed in the next August/ September Village Newsletter.

85.15 School Report

Richard Border reported that a Governors and Parents meeting is due to take place on 10 June. It will concern the work of the Governors and the opportunity to participate in the forward plan of the school.

One teacher is leaving and will be replaced.

86.15 Playgrounds, Sportsfield and Open Spaces

a) Inspection Report of the playground equipment for May and general report.

A copy of the reports prepared by the Volunteer Co-ordinator had been circulated in the Clerk's Briefing Notes.

It was noted that no repairs were indicated as being necessary to the playground equipment.

Volunteer days to maintain the ditches are planned for 6 and 20 June and it was upsetting for the Council to learn that grass cuttings that had been collected before the Aunt Sally event in the sports field, had been deposited a ditch. Previously the Volunteer Co-ordinator and village volunteers had taken time to clear ditches under the programme to obviate village flooding and this work was partially negated by this action.

After discussion it was resolved to ask the Clerk to write to the Secretary of the Sports Club complaining about the above matter and seeking assurance that this would not re occur.

b) Litter picking report

The Litter picker reported that no particular problems have occurred in the village, but that he had noted that weeds are growing up around the tennis court and that certain recycling bins in the sports field car park have lost their lids.

After discussion it was resolved to ask the Clerk to ask Dick Rudd to attend to the weeds as soon as was possible.

c) Consideration of playground development

After discussion, SS agreed to set up a meeting with the volunteers who had agreed to help with drafting the necessary action to replace the current equipment.

Carried forward

d) Grass cutting complaints from the Sports Club

The Club had complained about the cuttings left on the service when the Council mowed the grass of the sports field.

Councillors discussed the matter and decided to note the matter.

86.15 Playgrounds, Sportsfield and Open Spaces (continued)

- e) *Pitch fees & Lease with Sports Club*
Carried forward to July meeting.
- f) *Community Facilities Grant*
See 81.15 and 86.15(c)

87.15 PLANNING

PLANNING APPLICATIONS GRANTED:

15/01042/FUL Former Dudleys American Motor Homes, Aston Road
Erection of Grain Store with implement shed for agricultural equipment.

NEW PLANNING APPLICATIONS:

15/01451/FUL Mr P. Cassell, Strickland Arms, 11 Witney Road
Change of use from Public House to dwelling.

No comment

15/01401/FUL Mrs S. Venn, 41 Witney Road.
Change of use of wooden log cabin from residential to business.

No comment

88.15 FINANCE

- a) Account Balances and Debts due to Council
Clerk's Briefing Notes

Balance on Current Account at 24 April 2015	£28,846.23
Balance on Bonus Saver Account 24 April 2015	£22,785.28
Total Cash Holding	<u>£51,631.51</u>

Debts due to Council	NIL
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- b) Budgets for the four years from 2016/17
Carried forward to an informal meeting on 30 June 2015 to draft suggestions to the next meeting in July.
- c) 2015 Asset Register
Carried forward

88.15 FINANCE (continued)

- d) Cheque signatories
The Clerk received completed documents from 2 Councillors
- e) Insurance renewal 2015 - with Aviva
Clerk's Briefing Notes described the current 3 year insurance contract and the premium for the final year 2015/16 of £1,096.14. However, the Clerk further described the information in the Clerk's Briefing Notes of an offer from Came & Co (the Council's brokers) for another year 3 contract that would reduce the current year premium by £54.81 to £1,041.33.
After discussion, Councillors resolved to enter a further 3 year contact to end in 2018.

f) MAY 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 : 88 miles @ 45p		£39.60	LGA 1972 s111
Mobile contract & calls:		£32.96	LGA 1972 s111
TOTAL	£550.56		
Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		114.75	LGA 1972 s111
Petrol for equipment	£127.70	12.95	LGA 1972 s111
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson - litter picking 30/3-31/5 - 9wks @£15		135.00	LGA 1972 s214
Margaret L Johnson -Copies etc inc March and April meetings budgets etc		84.35	LGA 1972 s111
Jim Miles - strim cemetry 26/3 and 16/4 @ £95		190.00	LGA 1972 s214
Jim Miles - strim cemetry 30/4 and 16/5 @ £95	£380.00	190.00	LGA 1972 s214
The Henry Box School - newsletter June/ July		105.75	LGA 1972 s111
The Henry Box School - Big lunch Flyer £10.50	£116.25	10.50	s137
Came & Co - 3rd year insurances contract to 31/5/16 "Broker Network Ltd"		1,041.33	LGA 1972 s111
Homestyle Plastics - replacement door at pavilion		995.00	LG(MP) A 1976 s19
West Oxfordshire District Council - supply 2 waste bins @ £259= VAT		621.60	LG(MP) A 1976 s19
Ducklington Village Hall - Big Lunch Contribution £250.00 less flyer £10.50		239.50	s137
Allsports Trophies Ltd - Jubilee brass plaque		40.00	LG(MP) A 1976 s19
TOTAL		4,446.29	

The Council resolved to pay all the above items and PA and CM signed the cheques.

89.15 Parish Councillors' reports from meetings attended since last meeting

None

90.15 Other matters for discussion – for information only

- a) PG asked the clerk to contact the District Council again regarding road pot holes and
- b) road sweeping in the village.

99.15 Date of next meeting – 8 July 2015 – Lilac Room, Village Hall, 7.30pm
Monthly meeting of Parish Council

Signeddated.....