

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

142.15 Members

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

In Attendance: Richard Brown - Clerk
County Council Councillor – James Mills minute 146.15 only.

143.15 Members’

Apologies: Adrian Armitage – AA
Simon Bradshaw - SB

144.15 Minutes of meeting held on 7 October 2015

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

145.15 Thames Valley Police Matters

No representation

146.15 County/District Council Matters

James Mills- County matters - reported to the Parish Council that the County Council’s consultations on their budget had led to another £50m savings being required.

ES asked about the possible closure of refuse sites, especially the local Dix Pit. James replied that now was the time for all local parishes to lend support to his opposition to Dix Pit closure as opposed to other sites within the County. Various suggestions have been made such as small charges to householders to use pits that could keep them open. However, current legislation does not allow this to happen. Speeding along Witney Road was raised, together with the A415 turn into Curbridge Road and the matter of repeated parking on double yellow lines at the entrance to Fritillary Mews. James replied that he had asked the County Council to make a site visit.

District Council – No representation.

147.15 Parish Councillors – Disclosure of interests on agenda items

None declared on matters arising on the agenda.

148.15 Matters Arising from Previous Meetings

a) *Sports Club – container movements*

The Clerk reported that he had not received a reply to his email to the Friends of Ducklington School in relation to the Council's acceptance of their proposals in sharing costs in the movement of the two containers to the sports field (Minute 7 October 2015 151.15 (f)) The email had also asked for an estimated time of movement of the containers and an indication of the likely Parish Council costs.

Carried forward

b) *Web Cam - PA*

Carried forward

c) *Sports Club pitch maintenance – DD*

DD reported that that Simon of Cokethorpe School, acting on behalf of the Parish Council, had completed the application of weed spray to the sports field in October at a cost of £675.00. This forms part of the Council's undertaking to manage the condition of the site. After discussion, it was resolved that DD would contact Simon to enquire whether he would be able to cut the grass next season and the cost and to offer that the mower he and DD would use be sited at the sports field.

In addition, it was reported that the Verti drainage of the field agreed at the September Council meeting at £1,490 was due to take place on 24 and 25 November and that DD that had agreed to overview on behalf of the Council

Carried forward

d) *Report on history of historic anvil*

Report awaited and it was resolved not to carry this item forward.

e) *Car park plans and Councillors visit to car park re location of WODC bins*

The Clerk stated that he had not heard anything further from Martin Layer of Smiths. Councillors reported that they had visited the car park site and concluded that certain trees could be moved to create space for the bins off the car park surface. However, it was decided that the car park plans from Smiths should be seen before proceeding further with this idea.

ES agreed to talk with Martin Layer of Smiths.

Carried forward

f) *Church broad band and cost sharing- PA*

Carried forward

g) *Co-option – Casual vacancy for Parish Councillor.*

Councillors considered the applications that had been received. The position had been advertised on the village Notice Board and in the recent Village Newsletter.

After discussion, Councillors resolved to offer the role to John Dunsdon of Manor Road, Ducklington and asked the Clerk to reply to his application and to inform the District Council.

h) *Village Christmas Tree proposal – SB*

SB reported that he had met with the District Council who had informed him that it would cost £388 for them to provide a lamp post connection to power Christmas tree lights.

After discussion, Councillors agreed it would be difficult for the Council to justify this cost and that other ideas should be sought.

Carried forward

- i) *Tennis Court replacement information plaque- ES*
ES reported that he had held discussions with the Tennis Court volunteer supervisor as to suggested wording for the plaque which he produced at the meeting.
After discussion Councillors agreed the wording and the Clerk was asked to have the replacement plaque made up.

- j) *Movement of defibrillator*
Carried forward

149.15 New Business

- a) *Setting of allotment charges for the current year*
The Clerk supplied information detailing the previous year's income and expenditure and reminded the Council that the rent payable to the County Council had increased this year by £103 or 49%. This was due to the recent seven year lease renewal.
After discussion, Councillors resolved to increase the total rent charges over last year by 33%.
Councillors also asked the Clerk to remind all plot holders of their responsibilities, such as keeping the site weed-free and tidy, in renting plots as stated in the rent agreements between themselves and the Parish Council.
- b) *To consider the request from a parishioner for a Dog-Free Area - Bartholomew Close*
Councillors considered the request and the various issues that arose.
After discussion it was resolved that the Council would need to continue to rely on the Dogs (Fouling of Land) 1996 Act. This allows anyone to report persons who do not observe the law by providing evidence to the Police that can result in a heavy maximum penalty of £1000.
- c) *To consider the request for a donation from Oxfordshire Association for the Blind*
Councillors considered the request and, after discussion, resolved to donate £50 as last year.

150.15 School Report

No report – next meeting 12 October.

151.15 Playgrounds, Sports field and Open Spaces

- a) *Volunteer Co-Ordinator Reports*
The Clerk reported that he had received the Playground Inspection Report for September that indicated that no faults were found.

The Clerk also reported that he had received an email dated 30 September 2015 from the Volunteer Co- Ordinator tendering his immediate resignation.

After discussion and in view of the resignation, Councillors decided to perform the next monthly Playground Inspection themselves.

Repairs

Councillors noted that the jobs outstanding from Dick Rudd were not urgent and that they would be dealt with as soon as possible.

Councillors considered Jim Miles quote to cut an additional two strips of grass each time that he mows the cemetery for a total of £15 and resolved to accept that quote.

Councillors also considered the necessity to have certain trees pruned from the school down to the pumping station and resolved to obtain a quote. SB agreed to first contact Max Everett Tree Services.

Carried forward

b) Lease with Sports Club

Carried forward

c) Report - Councillors meeting with Sports Club 16 September 2015.

Carried forward

151.15 Playgrounds, Sports field and Open Spaces - continued

d) Sports Club requests

Councillors considered the Club's request for the Council to fund the material costs of laying a path at the pavilion, a concrete shed floor and erection of a porch over the tea bar window.

After discussion, Councillors resolved to offer £250 contribution to cover all requests.

e) Sports Club revised Legionella Risk Assessment

The Clerk provided copies of the revised assessment prepared by the Club in Clerk's Briefing Notes. The Council's review is necessary to determine whether this now meets their criteria and is acceptable for future use by the Club.

Carried forward.

f) Containers at Sports field – Friends of Ducklington School (FOD's)

Councillors considered an email from FOD's that proposed the following concerning the movement of FOD's two containers from the school site to the Council's Sports Field. The Council is to have the use of one container and FOD's the other.

- That FOD's will pay for the moving of both containers.
- FOD's will pay for the base of one container that they will use
- The Parish Council will pay for the base for the container that they use.

This suggestion is to be in lieu of FOD's paying rent to the Council to place their container at the Sports Field and in lieu of the Council paying rent to FOD's to use the other container.

After discussion, Councillors resolved to accept the offer, but to request that both bases are laid at the same time to avoid disruption and minimise costs.

g) Borehole for sports field

Carried forward

h) Salt bins and bags- order to County Council

Councillors discussed reserves of the above and resolved that it was only necessary to order one bag of salt.

152.15 PLANNING

PLANNING APPLICATIONS GRANTED:

None

NEW PLANNING APPLICATIONS:

No applications.

153.15 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	£17,779.40
Balance on Bonus Saver Account	£22,834.97
Total Cash Holding at 29 September 2015	<u>£40,614.37</u>

Debts due to Council £374.89

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) *Pensions Regulator – auto enrolment*

The Clerk provided in Clerk's Briefing Notes information on the Governments current requirements that all employers set up a Pension Scheme. In addition, the Pensions Regulator requires to be notified that it is the Council's intention to comply by 1 November 2015 and that its scheme will go live by 1 March 2016.

After discussion, Councillors resolved to set up a scheme and asked the Clerk to make the necessary arrangements and notifications.

f) *Parish Council's Six months Income & Expenditure Accounts and capital budget/ spend*

The Clerk provided in Clerk's Briefing Notes the above information and answered questions that arose, commenting that Income and expenditure for the six months was normal and within budget.

Councillors discussed the results and noted the information supplied.

g) *Council's Financial Regulations*

The Clerk provided within Clerk's Briefing Notes the current regulations, last reviewed

by Council on 3 February 2010.

After discussion, Councillors resolved that no regulations required amendment at this time and that the next review would be October 2016.

h) Councillors Travel Allowance Scheme

The Clerk provided the current scheme in Clerk's Briefing Notes.

After discussion, Councillors resolved that no changes were required at this time.

The next review would be October 2016.

153.15 FINANCE (continued)

i) External Audit Report from BDO for the year ended 31 March 2015.

The Clerk provided Councillors with a copy of the Audit Report letter from BDO in Clerk's Briefing Notes.

The letter required that it be presented to the Council and for them to note that no matters came to BDO's attention that required their issuing a separate "additional issues" report.

Councillors discussed the Report and were pleased with the conclusion.

j) INVOICES PRESENTED FOR APPROVAL 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 : 69 miles @ 45p		£31.05	LGA 1972 s111
Windows 10 upgrade to PC		£49.00	
Mobile contract & calls:		£24.96	LGA 1972 s111
TOTAL	£583.01		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson - Litter picking 31/8 to 27/9/15		60.00	LGA 1972 s214
Thames Water qtr 21/5-11/8 Pavilion £298.14 Allotments -£32.77		265.37	LG(MP)A197 s.19
Margaret L Johnson - Aug & Sept meeting/ lease & confid. destruct		77.34	LGA 1972 s111
The Henry Box School - Print newsletter 186 Oct/ Nov		84.72	LGA 1972 s111
Dick Rudd - dead tree by pond £40 weeding by Notice Board £20		60.00	LG(MP)A197 s.19
BDO LLP - External Audit year ended 31 March 2015		240.00	LGA 1972 s111
Oxfordshire Playing Fields Association - Membership fee Sept 2015		50.00	LGA 1972 s111
Jim Miles - strim/ mow cemetery 3/9		95.00	LGA 1972 s214
TOTAL		1,630.44	

Minutes of the Parish Council Meeting held on Wednesday 4 November 2015

Councillors reviewed the above schedule and resolved to pay all items.
Catherine Maddison and Edmund Strange signed the cheques.

154.15 Parish Councillors' reports from meeting attended since last meeting

None

155.15 Other matters for discussion

Councillors were made aware of a vehicle parking on double yellow lines in the village.

Councillors were made aware that the hedge at Manor Farm was protruding onto the pavement and consequently needs cutting back to the wall.

156.15 Date of next meeting – 4 November 2015 – Lilac Room, Village Hall, 7.30pm

Meeting of the Parish Council

Signeddated.....