

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 MAY 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

60.15 Members

Present: Edmund Strainge (Chairman)- ES
Adrian Armitage – AA
Richard Border – RB
David Duthie - DD
Peter Godwin - PG
Catherine Maddison - CM

In Attendance: Richard Brown - Clerk
Ben Woodruff – West Oxfordshire District Council (WODC) – BW
(66.15 only)

**61.15 Members’
Apologies:** Peter Almgill - PA
Sarah Stanley - SS

62.15 Annual Meeting of Parish Council

- Election of Chairman - Edmund Strainge was re-elected to act as Chairman and signed the Declaration of Acceptance of Office and witnessed by the Clerk.
- Election of Vice Chairman – Adrian Armitage was re-elected to act as Vice Chairman
- Members of Urgency Committee – re-elected Edmund Strainge, David Duthie, Adrian Armitage and Catherine Maddison
- Representative on Ducklington with Hardwick and Yelford Charity – David Duthie
- School Governor – No longer applicable from this year due to change in legislation.
- Election of Transport Representative – representative to be agreed as and when required
- Election of Village Hall Representatives – Edmund Strainge and Peter Godwin
- Allotments - representative to be agreed as and when required

After discussion, Councillors resolved to propose that a Councillor be elected to liaise with the Sports Club, if acceptable to the Club. If agreed, it was further resolved that David Duthie be appointed as the representative and he agreed to the nomination.

63.15 Minutes of meeting held on 8 April 2015

The minutes of the above meeting were approved and signed by Edmund Strainge as a true record of the meeting.

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

65.15 Thames Valley Police Matters
No representation

66.15 County/ District Matters

BW (WODC) commented on the grant application submitted by SS to the District Council. It had produced a response that requested much additional information from the Council before it could be further considered. BW was reminded that the application had been put forward in outline at his suggestion to meet the deadline and to register an interest. BW agreed to take the matter up with WODC the following week.

BW then alluded to the local and national elections to be held the next day on 7 May that will determine a County Council representative for the Ducklington area.

67.15 Parish Councillors – Disclosure of interests on Agenda Items

None

68.15 Matters Arising from Previous Meetings

a) *Movement of containers - SS*

Provision of vehicle to move to sports field site
Carried forward

b) *Web Cam - PA*

Update
Carried forward

c) *Sports Club pitch maintenance – DD and ES*

After discussion, Councillors resolved to inform the Sports Club within the recent IOG report of which they have a copy, amongst other suggestions to improve the pitches, was also made the recommendation that the heavy roller sited at the sports field should not be used. This is because at it compacts the ground and the report is quite clear that its use will negate any other improvement measures.

Councillors asked the Clerk to write to the Secretary of the Club to inform them of this decision before any further improvement works are agreed and stating that if the request is not agreed, then the Council will not be in a position to fund any additional maintenance/ treatments other than the current programme already in place with the District Council.

Pitch Fees and Annual rent of pavilion

The Clerk reminded Councillors that the pitch fees and pavilion rent had not yet been billed as usual in October to the Club for the year that ended 31 March 2015. This was due to the on-going meetings during the year between the delegated Councillors and the Club being unable to arrive at a revised value for ground use based on the new proposals for grounds maintenance/ improvements.

Councillors reviewed the matter and resolved to bill the charge immediately and on the following basis and for the Clerk to write to the Secretary informing the Club of these decisions:

- Rent: as previously, £1 peppercorn rent. The current lease renewal of the pavilion is still under discussion with the Club and therefore it has been agreed by both parties to be currently operating on the basis of the old lease.

- Pitch fees: 50% of the actual grass cutting costs in the year ended 31 March 2015 of £1580, being £790.
However, this cost was lower than planned as the District Council took over the contract early in 2014 grass cutting year, which was not a full year.

69.15 c) Pitch Fees and Annual rent of pavilion (continued)

To add certainty for the Sports Club budgeting, Councillors also resolved that the fees due in October 2015 will be on the same basis, but using the current budgeted costs. However pitch fees will increase further if any additional improvements costs are agreed at a later date.

d) *Keep Clear road markings*

The County Council have now made the markings on the bend opposite the Bell Inn requested last year by the Council.

This will improve the safety of all heading out of the village where, if vehicles were parked on the bend, would cause motorists to have to move into the middle of the road on the outside of the bend into the path of on-coming traffic, inviting an accident to occur.

e) *Replacement of refuse bins at the pavilion and the top of Moors Close.*

Both bins ordered by the Council are now fitted and functional.

f) *History of historic village anvil*

Carried forward

g) *Upload of Council minutes to web site - DD*

DD reported that his training is now complete and he has now loaded the current Minutes to the web site.

h) *Car Park at sports field survey - ES*

ES reported that he will remind Marin Layer of Smiths of Bletchingdon that the survey is still awaited.

Carried forward.

Signage at car park – SS

Will follow any improvements to the car park.

Carried forward

i) *Handrails and decking of bridges across the Moors – OCC Countrywide Access team.*

The Clerk reported that he had not heard from the team despite reminders to them and ES reported that handrails had now collapsed and had contacted the team with that information.

j) *Risk Assessment from Sports Club for pavilion*

The Clerk reported that he still awaited the electrical PAT testing certificate and confirmation that the Legionella testing has started. The Clerk will remind the Club of these important matters need to be finalised as soon as is possible.

k) *Plaque for Jubilee Tree*

DD reported that he had obtained two quotes and tabled copies for Councillors to view. After discussion, it was resolved to accept the quote from Allsports Trophies Ltd for a 2" by 8" plaque in polished brass, diamond engraved with the following words:

To commemorate the Diamond Jubilee of the Coronation of Queen Elizabeth 11

2 June 2013

Cost £40 including VAT

PG agreed to supply the base onto which the plaque will be screwed.

l) Annual Parish Meeting – 21 May 2015 – 7pm at the Village Hall

The clerk confirmed that the notices of the meeting, that incorporates details of how to apply for the casual vacancy for the role of Parish Councillor, had been printed and widely distributed by SS within the village. Confirmation has also been received from the invited Speakers, with the exception of a representative from RAF Brize Norton who cannot attend. It was discussed that PA had already agreed to ensure the provision of projection/ powerpoint equipment at the hall and SS had agreed to provide the refreshments.

ES gave notice that he may not be able to chair the meeting due to a possible forthcoming medical appointment and AA as Vice Chairman also gave apologies for the meeting. After discussion it was resolved to gratefully accept the offer of DD to chair the meeting if ES could not attend.

m) Caravan overhanging pavement

DD reported that he had had a very pleasant conversation with the owner of the caravan concerned, who understood the Council's safety concerns and agreed to re position the caravan.

70.15 New Business

a) Allotment holders request to house hens on site.

The Clerk informed the Council that there can be no legal objection to this request. After discussion and review of the safeguards that the tenant had offered, Councillors resolved to ask the Clerk to write to the tenant agreeing to his request.

b) Request from Sports Club

Councillors reviewed the request from the Club seeking permission to put up play equipment and a marquee together with a pig roast, for their football tournament on 29 and 30 August.

After discussion it was resolved to grant this request with the usual caveats and ask the Clerk to reply to the Secretary accordingly.

71.15 School Report

RB reported to Council that School Governors are currently looking at how they can better support the school. RB gave the example that he had agreed to liaise with the Mathematics Co-Ordinator to assist in formulating a report to the Board of Governors. Similarly, other people would produce reports on other subjects such as phonics to reach the new Government standards.

72.15 Playgrounds/sportsfield

a) Volunteer Co- Ordinators report and inspection of equipment report for April.

Both reports were circulated in the Clerk's Briefing Notes and Councillors noted that no repairs were found to be necessary to the equipment.

The Volunteer Co-ordinator's report highlighted that during the first session of ditch clearance on 11 April, it was noted that rubbish from the Club put out for collection by the District Council had found its way into the ditch.

After discussion it was resolved to ask the Clerk to write to the Club Secretary advising them in future to secure all removable rubbish so that it cannot be picked up by vandals and dumped.

b) Litter Pickers Report

None

c) Consideration of playground development

Grant application to partially fund replacement playground equipment

As recorded in the first paragraph of minute 66.15

Carried forward

73.15 Planning

Applications granted:

15/0430/HHD Mrs Y. Hussell, 72 Witney Road

Two storey rear extension

15/00674/HHD Mr N. Clack, 9 Back Lane

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

New applications:

15/01042/FUL Mr J. Hook, Barley Park Farm

Erection of grain store and implement shed at the former site of Dudley's Motor Homes

Comments: That the store should not include a grain dryer as it would cause a noise nuisance to those residents nearby.

15/00786/FUL Mrs D. Deternant, 14 Witney Road

Conversion of garage to form one-bed self-contained flat

Comments: That the conversion should preclude it being sold as a separate entity to the house.

74.15 Finance

Account balances, bank reconciliation and debts due at 22 April 2015

As circulated in the Clerk's Briefing Notes

Current Account: £22,904.02

Bonus Saver: £22,766.57

Debts due: £ NIL

The Clerk informed the Council that cheque 22448 £310.00 issued last month had been reported as not arrived and thought to be lost in the post. That cheque was therefore re-issued this month and will be cancelled at the Bankers Santander so that it cannot be presented in the future.

The reconciliation was signed by Edmund Strange as Chairman.

a) Budgets for 2015/16 and the following years

The budget 2015/16 papers had been presented to Council at the December 2014 meeting had been updated as requested at the last meeting, to extrapolate the information for the next 3 years, leaving Councillors the role of setting in the future years in due course.

Due to the size of those plans, the Clerk emailed Councillors with the Excel spreadsheets in advance of the meeting on 30 April 2015 for their detailed review and to enable amendments at the meeting if required.

74.15 Finance b) (continued)

After discussion, Councillors resolved to accept the budget for 2015/16 and the next years as prepared by the Clerk without alteration and for Councillors to complete the remaining 5 year plans in due course.

Carried forward

- b) Accounts for year ended 31 March 2015 – Section 1 of the Annual Return – as circulated in the Clerk’s Briefing Notes

It was resolved to approve the return covering the financial accounts in Section 1 of the Local Councils Annual Return to the external auditors appointed by the Audit Commission. Councillors reviewed the Accounts presented and authorised the Chairman and the Clerk as Responsible Financial Officer to fill in Section 1 of the Return outside the meeting with the same information and sign the Return.

- c) Annual Governance Statement – Section 2 of the Annual Return

The Statement required to be completed by the Parish Council and a copy was contained in the Clerk’s Briefing Notes. The Council reviewed the statements to be made and resolved that the answer in each case was “Yes”, except question 9 which is not applicable as it concerns Trust Funds. The Chairman completed and signed Section 2 of the Return as did the Clerk.

- d) *2015 Asset register review*

The Clerk tabled the 2014 Asset Register as a basis to produce the Register for 2015. After discussion, it was resolved to accept DD suggestion that the Clerk email him the Asset form to enable the physical check as assets to commence.

74.15 e) April Invoices

The Clerk presented at the meeting a schedule that included additional invoices that were received after the Agenda has been prepared. However, only those on the Agenda were authorised for payment as agreed in the 2015 review of Internal Controls.

Chq. No	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 : 68 miles @ 45p		£30.60	LGA 1972 s111
	Postage - unpaid postage from RAF Brize Norton		£2.19	LGA 1972 s111
	Mobile contract & calls:		£35.82	LGA 1972 s111
460	TOTAL	£546.61		
461	Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours		114.75	LGA 1972 s111
462	Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
463	West Oxfordshire District Council - Election expenses 2014		91.38	LGA 1972 s111
464	Margaret L Johnson - Postage stamps 4 books 2nd class 2 books 1st class		40.32	LGA 1972 s111
465	Dick Rudd - Peel/ Lovell Close hedge 7'6 £200 and fix 2 bins @£34= £70		270.00	LG(MP) A 1976 s19
471	D. Rudd - replacement cheque for lost cheque no. 22448 £310	£310.00		
	TOTAL		1,178.06	

Councillors reviewed the payments and resolved to authorize the schedule. The cheques were signed by ES and CM.

75.15 Parish Councillors' reports from meetings attended since the last meeting

None

76.15 Other matters for discussion – for information only

- a) The Clerk raised the matter of where the defibrillator should be sited on the closure and advertisement for the sale of the Strickland Arms.
- b) Proposed sale of Strickland Arms – PG raised the issue of its future use and whether the Clerk could obtain further information re its sale from the Brewery and from the District Council's planning department as to any proposed change of use. Whilst enquiring with the Planning department, to also enquire with regard to the Baptist Chapel if there were any applications for a change of use.

- c) DD commented on outline plans to alter the internal layout of the pavilion and that more information would be available shortly in his Minutes of joint meeting with the Sports Club to be forwarded shortly to the Clerk.

77.11 Date of next meetings: Thursday 21 May 2015 – main room, Village Hall, 7.00pm

Annual Parish Meeting

Adrian Armitage, Richard Border and Sarah Stanley have given apologies for this meeting.

Wednesday 3 June 2015 – Lilac Room, Village Hall, 7.30pm

Monthly meeting of the Parish Council.

Signeddated.....