

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 7 OCTOBER 2015  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**142.15 Members**

**Present:** Edmund Strainge – Chairman – ES  
Adrian Armitage - AA  
Richard Border - RB  
Simon Bradshaw - SB  
Peter Godwin – PG  
Catherine Maddison - CM

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

**143.15 Members'**

**Apologies:** David Duthie - DD

**144.15 Minutes of meeting held on 2 September 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 public meetings to discuss the various options to improve the traffic flow along the A40 into Oxford are to be held at Eynsham Village Hall on 10 October 10.30am – 4pm and at Cassington Village Hall on 9 October 12am – 7pm. The next County Council meeting will be 13 October where budget savings will continue to be explored such as the closure of certain refuse centres.

Ben Woodruff - District matters - Ben updated Councillors on local planning activity saying that the Inspection of the District Councils latest proposals that were due to start on 6 October 2015 have been put back to the end of November and that an exhibition of plans is expected to be held in February 2016. Collection dates for local refuse collection are now on the District Council's web site. Ben then addressed concerns over cards put through the doors of Ducklington villagers by Strutt & Parker acting for someone hoping to make planning proposals to build houses at the far end of the village. An exhibition is planned to further explain the issue at the sports field pavilion on 13 October.

**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 action and container*

The Clerk reported that he had received an email on 5 October from the Club Secretary stating that the heavy roller had now been removed from the sports field as had been directed by the Parish Council. In addition, the Club's container had now been delivered to the field, but it was felt unlikely that it could be painted green until better weather conditions prevail.

Councillors noted this report.

b) *Web Cam - PA*

Carried forward

c) *Sports Club pitch maintenance – DD*

Carried forward

d) *Report on history of historic anvil*

Report awaited

Carried 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 Government's 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
<b>Clerk / RFO expenses:</b>		
Mileage : 69 miles @ 45p	£31.05	LGA 1972 s111
Windows 10 upgrade to PC	£49.00	
Mobile contract & calls:	£24.96	LGA 1972 s111
<b>TOTAL</b>	<b>£583.01</b>	
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
<b>TOTAL</b>	<b>1,630.44</b>	

Councillors reviewed the above schedule and resolved to pay all items.  
Catherine Maddison and Edmund Strainge 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

Signed .....dated.....