

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 8 JULY 2015
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

100.15 Members Present: Edmund Strainge – Chairman - ES
Peter Almgill - PA
Simon Bradshaw - SB
David Duthie - DD
Peter Godwin - PG

In Attendance: Richard Brown - Clerk
County Council Councillor – James Mills minute 104.15 only.
District Councillor – Ben Woodruff minute 104.15 only.

101.15 Members' Apologies: Adrian Armitage – AA
Richard Border – RB
Catherine Maddison – CM
Sarah Stanley - SS

The Chairman, together with the other Councillors, welcomed Simon Bradshaw to his first meeting following his co-option as a Parish Council member.

102.15 Minutes of meeting held on 3 June 2015

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

103.15 Thames Valley Police Matters

No representation

104.15 County/District Council Matters

James Mills commented on the current County Council's "Staying Put" initiative that requires the Council to recruit more local foster carers and keep young people close to their schools, friends and support network. This will also reduce reliance on fostering agencies and save costs. The County Council is looking for support in this project from local organisations and employers.

James also agreed to meet with DD in Ducklington to further view and discuss the strip of land between the A415 and the sports field fence raised at the Parish Council meeting in June.

Ben Woodruff - District matters- announced that the Council had recently introduced a review of their Shared Services cost saving arrangements. The purpose is to give everyone the chance to say how it is effecting them and put those views on the Council's web site. An example may well be the apparent slowing of response to planning applications and Ben agreed to look into the Parish Council's concern in that it has not yet heard whether planning permission is necessary for the proposed alterations to the sports field car park.

Finally, Ben asked if the Council had been able to hold its first meeting with the Group that will consider playground developments and was informed that this was still a work in progress.

105.15 Parish Councillors – Disclosure of interests on agenda items

None.

106.15 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*
Carried forward

- b) *Web Cam*
PA reported that the camera is now in the hands of the Church to fix to the roof.
Carried forward

- c) *Sports Club pitch maintenance*
DD reported that Cokethorpe School grounds man had now made contact with him and the good news is that they are able to assist the Council in feeding, spiking and fertilizing the sports field. DD said he will meet with them again to develop a plan of action.
Carried forward

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

- e) *Car park survey by Smiths of Bletchingdon*
DD reported that he and Martin Layer of Smiths had met with the school to agree access to the Council's land currently occupied by the school to carry out the survey that is necessary before plans to re incorporate it into the car park can be finalised.
The Clerk reported that Martin Layer had contacted him to say that the survey had been completed and to ask whether he had had a reply from WODC Planning department as to whether planning permission is necessary before work commences. The Clerk is to reply that he has not heard, but that he will keep Martin updated.
Carried forward

- f) *Handrails and decking of bridges across the Moors*
The Clerk reported that he had heard from the County Council that they have reviewed the situation and have created a job record to attend to 5 of the 7 bridges in due course.
Carried forward

- g) *Risk assessments - pavilion*
The Clerk informed the Council that he had received a certificate that confirmed that a recent legionella test had been carried out at the pavilion which indicated all clear and that a copy was in the Clerk's Briefing Notes.
After discussion, Council noted the good news but resolved that the Clerk should again write to the Secretary of the Club informing him that the Club's own Risk Assessment states that regular tests must be carried out and the results recorded by Club staff to confirm the absence of Legionella on an on-going basis and that the Council may wish to see these records from time to time.
Carried forward

- h) *Plaque for Jubilee Tree*
DD reported that he has not yet collected the plaque.
Carried forward

- i) *Church broad band and cost sharing.*
PA indicated that no further information was available
Carried forward

106.15 Matters Arising from Previous Meetings (continued)

j) *Site for defibrillator*

After discussion, Council resolved to ask villagers via the next newsletter where they suggest it should be sited. The Council will offer its own idea in the newsletter that it could be placed at the Council's bus shelter on Witney Road. Here it would be protected, have an electricity supply and be a well-known spot to easily describe to emergency services such as the ambulance service.

k) *Report on issues at the Council's allotment site*

DD reported that he, with an expert, had visited the site and had noted asbestos material amongst other rubbish that could be cleared from certain areas on the site. However, the expert informed DD that the asbestos was not constituting a health hazard.

After discussion, Council resolved to look further at what can be done and SB agreed to undertake this review. The Clerk offered to supply a map of the allotment that he has to assist SB and also for PA to load onto the Council's website.

107.15 New Business

a) *Sports Club requests*

- *To position a 20 foot container on the sports field site*

After discussion Council resolved to reply that this could only be agreed if the Council first received confirmation from the Club on the following matters:

- Firstly that the pavilion toilets are to be refurbished (at the Club's expense) as the Club agreed to do following the Council's replacement of windows and doors so time ago.
- Secondly, and what will be the third container on the site when the other two are delivered, must be put in a common line and all be painted a colour green to be agreed with the Council, with their access doors pointing outwards to the field. If possible, a space should be made between some or all of the containers to form additional storage. All such measures are to ensure that the containers are not unsightly and merge into the background as much as is possible.

- *LED lighting at Sports field site*

Council, after discussion, resolved that when light bulb units fail, they will be replaced with the more expensive LED units. These are known to be more cost effective in the long run as they last longer and use less electricity than the current type.

b) *District Council appeal for members*

The Council noted the appeal for members.

c) *SuperMum Oxfordshire application*

The Council noted the application from Michelle Aston to advertise in the village Newsletter. After discussion, it was resolved that the Clerk reply saying that it supported help to young Mums. Usually the Council only allows adverts for local activities and this is an Oxfordshire-wide organisation. However, the Council will allow it to advertise free of charge if any advert is solely to do with Ducklington and will allow an advert at the newsletter's normal cost rates for adverts if it relates to the whole County.

In the meantime it will place the service on its web site.

110.15 School Report

No report.

111.15 Playgrounds, Sports field and Open Spaces

a) *Volunteer Co-Ordinator Report and playground inspection report for June*

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 has dealt with any other repairs that are necessary under the power given in the Council's current Financial Regulations where costs do not exceed £250.

Councillors discussed the fact that nobody appeared for the two sessions of ditch clearance in June and resolved to ask the Volunteer Co-Ordinator to write a piece for the following newsletter and include photograph of himself to promote this valuable activity.

The Clerk distributed the recent Sports Club minutes that included the complaint made by the Parish Council to the Club of the cuttings found in the ditch at the sports field. The minutes explained to Club members that care must be taken by the Club to ensure that any cuttings they make to trees etc must be disposed of immediately, so that nobody has the opportunity to push them into the ditches for fun, thereby wasting the previous work by the Council.

b) *Litter picking report*

Clerk's Briefing Notes noted that he had received a report from the Litter picker that indicated that no particular problems have occurred in the village during the month, but that Dick Rudd had been asked to remove the weeds growing up around the tennis court.

c) *Annual Independent Inspection of playground equipment*

Clerk's Briefing Notes indicated that the inspection on 23 June 2015 concluded that, although most of the equipment did not meet current requirements as was the case everywhere in the country, other matters were rated as "low risk". Examples of low risk are where the Clerk has asked Dick Rudd to carry out a small repair to the wall that contains the bark at the zip wire and check the lubrication of the zip wire gear. However, the Clerk urged Councillors to read the full report in this month's document folder.

d) *Consideration of playground development – brought forward*

At the previous meeting SS had agreed to set up a date to meet the people that had already volunteered to assist with the project. As SS was not able to attend this meeting, Councillors discussed how to further promote development and after discussion resolved the following. That the Clerk put another article in the current village newsletter inviting additional volunteers to assist SS, saying that at the Council's 3 September meeting a slot will be made available from 7.30PM to 8.00PM where the sole purpose will be deciding the way forward and to give all interested villagers, together with those that have already volunteered their assistance, the opportunity to contribute to the decision making process.

111.15 Playgrounds, Sports field and Open Spaces (continued)

e) *New Lease with Sports Club- brought forward*

After discussion, Councillors resolved to make final decisions on the content of the new lease at the next Council meeting on 5 August. This meeting is traditionally kept to housekeeping matters and consequently shorter in duration. However, this presents an opportunity to discuss this single matter and all Councillors are to be encouraged to attend so as to bring to a close this long outstanding matter.

It was also decided to ask any Councillor who could not attend to send the Clerk their thoughts to be included.

The Clerk commented that every Councillor has had a copy the current lease and that he has given SB a copy before his first Council meeting.

112.15 PLANNING

PLANNING APPLICATIONS GRANTED:

15/01541/FUL Mrs P. Cassell, Strickland Arms , 11 Witney Road.
Change of use from A4 Public House to Dwelling house

NEW PLANNING APPLICATIONS:

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

After discussion Councillors resolve to reply:

No comment

113.15 FINANCE

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

Balance on Current Account	£24,452.44
Balance on Bonus Saver Account	£22,804.63
Total Cash Holding at 30 June 2015	<u>£47,257.07</u>

Debts due to Council	NIL
----------------------	-----

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

PA informed the Council that notes from the meeting held with four Councillors and the Clerk will be made available to the next meeting.

c) *2015 Asset Register – brought forward*

DD informed the Council that the review to update the current register had not yet taken place.

Carried forward

d) *Parish Accounts for the three months to 30 June 2015*

Council reviewed and noted the Accounts tabled by the Clerk.

113.15 FINANCE (continued)

e) *Cheque signatories*

The Clerk reported that he had given SB an application form and that two already received from Councillors now needed the signature of two currently authorised Councillors. These signatures were duly applied to the form.

f) *Report on the Parish Council Accounts – year to 31 March 2015.*

Clerk's Briefing Notes.

Council were pleased to note the clean internal audit report from ABS Accounting. The Clerk stated that he had now sent the signed Annual Return to the External Auditors BDO for their review and signature.

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

22

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 : 89 miles @ 45p	£40.05	LGA 1972 s111
	Mobile contract & calls:	£40.80	LGA 1972 s111
	APM refreshments	£50.00	
484	TOTAL	£608.85	
485	Craig Warner - Volunteer Co-ordinator Net Pay @ 15 hours	114.75	LGA 1972 s111
486	Post Office Ltd - HMRC - PAYE RTI	115.00	LGA 1972 s111/2
487	Will Hutchinson - litter picking 1/6-28/6 - 6wks @£15	60.00	LGA 1972 s214
488	Margaret L Johnson -Copies etc inc APM and June meetings / grass cut etc	101.31	LGA 1972 s111
489	Jim Miles - strim cemetery 4/6 @ £95	95.00	LGA 1972 s214
490	Ox Assn Local Councils (OALC) annual subscription 2015/16	294.78	LGA 1972 s143
491	Ox Rural Community Council (ORCC) annual subscription 2015/16	65.00	LGA 1972 s143
492	John Hicks - Annual playground Inspection	101.52	LG(MP)A 1976 s19
493	ABS Accounting - Bill Haire Annual Internal audit of Accounts - y/e 31/3/15	125.00	LGA 1972 s111
494	SSE Southern Electricity - pavilion	620.82	LG(MP)A 1976 s19
495	Thames Water 17/2 -27/5 : pavilion	349.57	LG(MP)A 1976 s19
496	Helen Strainge editing newsletter 184 June/ July edition	45.00	LGA 1972 s111
497	Mrs F. Bryant rent of extension to sports field - qtr in advance from 24/6	102.50	LG(MP)A 1976 s19
498	R. Rudd - various repairs	245.00	LG(MP)A 1976 s19
	TOTAL	3,044.10	

499 **Lost cheque number 022473 Craig Warner**

127.7

113.15 FINANCE (continued)

The Council resolved to pay all items and agreed to the replacement cheque 499 as cheque 473 had been lost in the post.

PA and ES signed the cheques.

114.15 Parish Councillors' reports from meetings attended since last meeting

None

115.15 Other matters for discussion – for information only

- a) DD raised the following matters:
 - Grass cutting of the bank of land in Church Street - quote
 - The monthly document file to be promptly distributed amongst Councillors to allow all to see the articles in good time.

- b) PG reported what appeared to be a dead tree at the rear of Pond Cottage and near the bench on the pond site.

- c) SB raised the matter of placing planters for flowers to improve the appearance of the entrance to the village at both end. SB offered to look into the matter to see if this could be achieved at no cost to the Parish Council.
In addition, SB also thought that the village should have a Christmas tree and offered to look into the possibility of arranging sponsorship to cover the cost.

- d) ES raised the concern of cars parking on the edge of the road in front of the path that leads down the side of the Church which has the effect of blocking the use of that path. ES wondered if a post like those that line the road through the pond site could be placed so to prevent this parking.

116.15 Date of next meeting – 5 August 2015 – Lilac Room, Village Hall, 7.30pm

Urgency meeting of Parish Council, but to include finalising the content of the new lease with the Sports Club. All Councillors are therefore invited to attend, not just the four members of the Urgency Committee.

Signeddated.....