

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 1 June 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

62.16 Members Present: Edmund Strainge – ES (Chairman)
John Dunsdon - JD
David Duthie - DD
Peter Godwin- PG

In Attendance: Richard Brown - Clerk
James Mills – Oxfordshire County Council - 66.16 only

63.16 Members' Apologies: Richard Border-RB
Simon Bradshaw- SB
Catherine Maddison- CM

Ben Woodruff - WODC

64.16 Minutes of meeting held on 4 May 2016

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

65.16 Thames Valley Police
No representation

66.16 County/District Council Matters

James Mills conveyed the apologies of Ben Woodruff to the meeting and said that he would include any salient District matters in his overall report as follows:

With regard to the proposals for a Unitary Council, whilst Oxfordshire's District Councils have appointed PwC to report later in June and OCC have appointed Grant Thornton to report in July, all Councils will then follow with a period of Public Consultation including OCC's decision to "call for evidence" from all stakeholders using the web address www.surveymonkey.co.uk/r/oxfordshire-evidence, prior to their submitting their proposals to Central Government in the autumn.

In addition, town and parish councils are invited to attend workshops to discuss issues on various dates in June, with the Witney meeting being Thursday 9 June. Names of delegates should be sent to "ask@oxfordshire.gov.uk".

With regard to the ending of bus subsidies on 20 July, further information on the launch of a new pilot scheme can be obtained at www.oxfordshire.gov.uk/subsidisedbuses, which will also show the bus routes effected.

Councillor Michael Waine, Bicester Division, has been elected by OCC to be the new Chairman for 2016/17 and was formerly was the Head at Glory Farm School for 27 years.

A decision has been taken by OCC to solve the transport problems on the A40 between Witney and Oxford. The long-term strategy will focus on the dueling of the carriageway between Witney and a new Park and Ride at Eynsham and priority bus lanes onwards to Oxford. Government funding will then be sought to enable the plan to progress.

66.16 County/District Council Matters (continued)

Oxfordshire's Adult Social Care services were ranked 6th out of 152 upper tier authorities and Oxfordshire's Sandford Care Home has won a rare "outstanding" rating.

A £2M boost has been announced to the future of children's services and the number of delayed transfers to care homes from the NHS has reduced by 30%.

67.16 Parish Councillors – Disclosure of interests on agenda items

None

68.16 Matters Arising from Previous Meetings

a) *Container movements*

DD reported that he had been in contact with Pre School and that he was going to rake over the ground to allow the containers to be moved.

Carried forward

b) *Web Cam - PA*

Carried forward

c) *Car park alterations*

Martin Layer of Smiths had suggested that a working party for this project be set up. It was suggested that it be comprised of himself, his colleague Martin Walker, the Head of the Primary school Sarah Nesbitt and Parish Councillors.

After discussion, it was resolved to agree this request and nominate David Duthie and Peter Almgill to represent the Parish Council.

Carried forward

d) *Church broad band and cost sharing.*

Jane Dines is currently dealing with the matter.

Carried forward

e) *Movement of defibrillator*

Carried forward

f) *Allotments & working party visit to allotments.*

Councillors reported that rubbish had been collected from the site ready for pick-up and that this included plot 13 that had had the top soil replenished. The site was now tidy and after discussion it was resolved that plot 13 was too large and would be split into 2 parts becoming 13a and 13b and could now be let. The clerk was asked to organise a skip and JD agreed to meet it on site.

g) *Allotment trough - ES*

Carried forward.

h) *Clerk's hours and appraisal date*

The Clerk presented in Clerk's Briefing Notes the hours that he had recently worked in excess of hours currently agreed with the Council.

After discussion, the Chairman proposed that the Clerk would charge 50 hours per month pending the arrangement of the appraisal meeting by Councillors. This proposal was voted as agreed by 3 Councillors and DD voted against the proposition.

Consequently it was resolved to accept the Chairman's proposal.

Carried forward

68.16 Matters Arising from Previous Meetings (continued)

- i) *Web Administrator applications.*
It was resolved and agreed with DD that he contact the applicant for Web administrator role - Carried forward
- j) *Primary school ditch clearance & weed spraying and similar weed spraying for the Parish Council*
The Clerk reported that he had contacted Max Everett. Max had commented that he had started the work, but had been ill for some time. However he was now ready to continue with both jobs, but would have to wait for dry weather for spraying to be effective.
Carried forward.
- k) *Ditch investigation – Standlake Road*
The job is logged with OCC under reference 734501. However, their initial investigation revealed that before they go any further it is necessary that any blockages are first removed. DD and SB had agreed to review the ditch for any such causes.
Carried forward.
- l) *Equipment container Risk Assessment - DD*
Carried forward
- m) *Varnishing of Parish Council benches*
Dick Rudd had quoted that varnishing of the two tables and the sports field would be £70 and the two at Bartholomew Close £40 – total £110.
After discussion it was resolved to accept the quote of £110.
- n) *Bartholomew Close – quotes to remove trees in water*
Boward, who are carrying out this work, are currently awaiting clearance from the District Council before they can proceed.
Carried forward
- o) *Sports Club lease*
The Clerk had forwarded the solicitor's full draft lease by email to Councillors with the suggestion that Councillors review this for the meeting and the accompanying letter of queries from the solicitor. Papers were also tabled by the Clerk at the meeting. These queries were discussed item by item at the meeting for a reply. One issue raised in the letter was a reminder that the lease was only that of the pavilion. The Clerk had pointed out in his meeting with the solicitor that the notes prepared by the Council in amending the current lease contained certain matters relating to the use of the sports field. The Clerk had asked that he suggest ways of incorporating those notes in a legal document. The solicitor, in his letter, suggested the need for a separate lease or license for the field.
It was resolved that the Clerk should ask for further advice as to the difference between a lease and a license when responding, using the Councillors replies, to the solicitor's other questions.
Carried forward
- p) *Moles in churchyard*
DD agreed to follow up this quote.
Carried forward

68.16 Matters Arising from Previous Meetings (continued)

q) *Posts for Peel Close green - SB*

The Clerk had requested Dick Rudd to complete this task and SB agreed to meet with him to establish how many post were required. Dick's quote at £26 per post was accepted by the Council.

Carried forward

69.16 New Business

a) *To consider the District Council request to identify Brown Field land in Ducklington and reply to their Economic Land availability schedule*

Clerk's Notes contained the letter request and notes to identify such land.

After discussion it was resolved to reply that Councillors could not identify any such land and that Councillors believed that this was also the WODC position from previous correspondence.

The Clerk tabled another document received that day from the District Council.

It listed Economic Land Availability in the area. Councillors reviewed the schedule and noted the sites put forward by developers for consideration, none of which, the form disclosed have received previous Parish Council comments. It was resolved to reply that they awaited formal planning applications, but noted that the site listed as Dudleys American Motor Homes had already been sold and was currently in use as farming storage.

b) *To consider the opportunity to acquire a TESCO Bags for Help grant of £12k and a quote to purchase 3 new pieces of playground equipment.*

Clerk's Briefing Notes contained papers confirming the offer of grant from Tesco of £12k and a quote from Streetscape to supply and install three pieces of new equipment for £12k.

The Grant and quote had been obtained by the work of the Clerk over a number of weeks and the Clerk now required to know whether the Council wished to accept the two offers.

Councillors considered both documents and after discussion resolved to accept the grant under the conditions stated and to accept the equipment quote from Peter Harrod of Streetscape. Peter is already known to the Parish Council as he supplied the zip wire.

The Clerk was requested to continue this work and accept the thanks of the Council.

Carried forward

c) *Oxfordshire Countryside Access Forum*

The Clerk was requested to make Councillors aware of the advice from this document.

It concerned the protection of rights of way and footpaths in each Parish and useful ways of ensuring they were not lost

The document, recorded in Clerk's Briefing Notes, was duly noted by Councillors.

70.16 School Report

No report

71.16 Playgrounds/Sports field

a) Monthly Playground Inspections and litter picking reports

The Clerk reported in Clerk's Briefing Notes that he had received a May playground inspection report from Dick Rudd that confirmed that no additional faults had been found other than those identified in the previous month. The Clerk reported that he had received the replacement Wicksteed cradle swings and was storing them pending Dick Rudd's return from holiday, whereupon he would deliver them to Dick's address for installation. At the same time Dick would replace, as necessary, the flat swings from the Council's stock. This would complete the outstanding work.

Carried forward

The Clerk informed Councillors that in his report Dick had also mentioned that the ditch at the rear of the pavilion needs clearing out and goal mouth at Chalcroft needs filling and re seeding.

Rubbish and other waste materials were also being stored at the rear of the pavilion and some items were finding their way into the pavilion ditch.

b) Grass cutting – village Open Spaces

Complaints had been received at the 26 May Annual Parish Meeting of 26 about the grass cutting of the village Open Spaces by the District Council

The Clerk the next day had arranged a meeting with the Head of Services of the District Council and, after walking around the areas with him, had received an undertaking to immediately address the problems.

The Clerk tabled an email of the work proposed by the District Council.

This was noted and appreciated by the Councillors.

Carried forward.

c) Litter picking report.

None

d) Borehole for sports field - DD

The Clerk reported that, at the request of the Parish Council, he had contacted Andy Dixon of Groundwater Monitoring and Drilling Ltd. to progress the testing for this project.

Andy had replied with two options for DD that the Clerk had forwarded to him.

Councillors, after discussion and the agreement of DD, resolved that DD would contact Andy to discuss both options and that DD should proceed with the most appropriate option where the first option would cost £195+VAT and the second £340+VAT.

Andy's proviso with both options is that the utility companies must first be approached to check for the presence of underground services prior to any work commencing.

Carried forward

72.16 PLANNING

PLANNING APPLICATIONS GRANTED:

- 16/00961/HHD Mrs. J. Luker, 18 Park Road: single storey extension
- 16/01601/HHD Mr. P. Farr, 27 Feilden Close: single storey rear extension and first floor side extension over existing garage
- 16/01022/FUL M. Layer, Smiths Bletchingdon, extension to existing car park at sports field.

NEW PLANNING APPLICATIONS:

16/01023/FUL Mr. B. Cade, Ducklington Baptist Chapel, 36 Witney Road: conversion of Chapel to one bedroom dwelling and addition of new first floor, together with new roof lights and window.

Comment is that this is a listed building in the Conservation Area. The proposed erection of a privacy screen supports the view that the conversion would be out of context with the area. There is also no access to what appears to be a door for a garage.

13/0530/P/CM (MW.0050/13 Oxfordshire County Council – Gill Mill continuing Permissions to existing works 62/16-88/16.

Noted

73.16 FINANCE

a) Account Balances, bank reconciliations and Debts due to Council – Clerk's Briefing Notes

Balance on Current Account	£16,912.26
Bonus saver	£22,903.37
Total Cash Holding 25 May 2016	<u>£39,815.63</u>

ES checked and agreed the bank reconciliations

Debts £NIL

b) Accounts and Annual Return for year to 31 March 2016

The Clerk reported that he had answered all the queries from the Internal Auditor. Consequently the Annual Return had been signed by the auditor and the books and records had been collected from his office.

This completes the first audit, with the External audit now to follow.

73.16 FINANCE (continued)

c) MAY INVOICES DUE FOR APPROVAL and PAYMENT

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		509.40	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage 74 mls @ £0.45p		£33.30	LGA 1972 s111
Mobile contract & calls:		£25.84	LGA 1972 s111
TOTAL	£568.54		
Post Office Ltd - HMRC - PAYE RTI		0.00	LGA 1972 s111/2
Will Hutchinson Litter picking		0.00	LGA 1972 s214
Margaret L Johnson - 2 paperand blue ink cartridge		25.96	LGA 1972 s111
Wicksteed - 6 new cradle swings		976.50	LGA 1972 s111
Dick Rudd - P/G report May £60 +Weed kill around tennis court £30		90.00	LG(MP)A1976 s19
J. Miles - mow cemetery and 2 pieces 4/5 and 23/5		226.00	LGA 1972 s214
WODC grass cutting May - second		128.82	LGA 1972 s214
AK Timms - Fuel can and funnel for mower		39.80	LG(MP)A1976 s19
Mr.S.Bradshaw - fuel for mower grass cutting sports field		43.34	LG(MP)A1976 s19
TOTAL		2,098.96	

Cheques signed by : DD and PG

74.16 Parish Councillors' reports from meetings attended since last meeting
None

75.16 Other matters for discussion – for information and items for next Agenda

a) The Parish Council's property deeds

The Clerk informed the Council of the schedule of Parish Council property deeds held by the solicitors. Some with registered title and others not.

- b) ES commented on the Flower Show letter where a reply had not been received from the Clerk.
- c) JD commented on the grass cutting.
- d) The Clerk commented that he had just received the District Council's Strategic Plan Housing Enquiry
- e) The Clerk reported that Matthew Barker was coming to the July meeting – as invited by Councillors at their January meeting.

76.16 Date of next meeting

Monthly meeting of the Parish Council

Wednesday 6 July 2016 – Lilac Room, Village Hall, 7.30 pm

Signeddated.....