

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 14 September 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

108.16 Members Present: Edmund Strainge – ES (Chairman from 8.15pm)
Richard Border -RB
Simon Bradshaw - SB
John Dunsdon - JD
David Duthie – DD (Chairman to 8.15pm)
Peter Godwin - PG

In Attendance: Richard Brown - Clerk
James Mills – OCC 112.16 only.

109.16 Members' Apologies: Peter Almgill – PA
Catherine Maddison - CM

Ben Woodruff – WODC

110.16 Thames Valley Police
No representation

111.16 Minutes of the meetings held on 6 July 2016 and the Urgency meeting held on 3 August.

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

112.16 County/District Council Matters

James Mills (OCC) commented that the planning application by Strutt & Partners for additional dwellings in the village had had the extended footpath requested by the Parish Council accepted.

James also updated the Council on the current position with regard to the possible re organisation of the various Councils in Oxfordshire. A bid to abolish Oxfordshire County Council has been proposed by the county's five district council leaders. Plans to create four unitary councils are part of a devolution bid that would give the authorities greater powers. Two councils in Gloucestershire and Northamptonshire would also join the new structure under the proposals. However, with a new Prime Minister and new Secretary of State now in place, it is sensible to take the time to understand how the government intends to take forward devolution and local government reorganisation in Oxfordshire and other areas before presenting further proposals for reforming public services and changes to council structures in the County. Following discussions with civil servants, all the Oxfordshire councils have agreed to work together to discuss areas of common ground, assess potential options and establish whether a way forward can be agreed, building on the work done to date. It was agreed to postpone publication of both the Grant Thornton and PWC studies and pause plans for consultation until these plans have been jointly developed.

RB asked about the Boundary Report and was told that it appears (only currently) that Witney will remain unchanged in the bid to equalise populations in all areas.

RB also enquired if there was any further news on the matter that any property development cash arising in Ducklington was likely to go first to education enlargement in West Witney as opposed to Ducklington School. James replied that it was still the principle that various monies from around the region would go first to the place of greatest need.

With no further pressing questions James left the meeting.

113.16 Parish Councillors – Disclosure of interests on agenda items

DD declared an interest regarding the request to trim trees in Lovell/Peel Close – Minute ref: 114.16 (m)

114.16 Matters Arising from Previous Meetings

a) *Container movements*

Council heard that the final 2 containers had now been moved to the sports field site. However, half of one container allocated for the use of the Parish Council was now to be used by the Sports Club. The Clerk reminded Council of its original decision to have all 3 containers painted a suitable green to blend in with the surroundings.

RESOLVED: That DD and SB determine the correct shade of green and its necessary communication to other interested parties. DD would speak to the Head of School before the next DPC meeting and the Clerk to the Sports Club.

Since the Club had the use of an additional half container, the Clerk was requested to ask the Club to completely vacate the shed by 31 October this year. However, the Club would be offered storage of their roller in the shed at the end of the season.

Carried forward

The Clerk also reminded the Council of another matter that remained outstanding with the Club, being the pavilion water testing results for Legionella.

Resolved: That the Clerk would again write to the Club secretary stating that results were now required as soon as possible to avoid further action.

Carried forward

b) *Web Cam – PA*

Carried forward.

c) *Car park alterations*

Martin Layer formally advised the Council that the car park alterations had been completed by Smiths Bletchingdon ready for the start of the new school term on Monday 5 September. Actual completion was at the end of the previous week as it had been requested that it be available for the annual Flower Show. Martin trusted the final product met with the approval of the Parish Council and the school.

The school Head had supplied certain comments to RB which Councillors considered.

Following discussion such as the benefit of the marking out of vehicle bays and other road markings for example, the following was agreed.

RESOLVED: to accept RB and DD's offer to bring suggested layouts/ markings to the October Parish Council meeting for further consideration. The Clerk to write to Martin to express the Council's sincere thanks to Smiths Bletchingdon for financing the project and to Martin and his team for the planning and execution of the task. Also to record this thanks in the next Village newsletter.

Carried forward

d) *Movement of defibrillator*

The Clerk reported that Steve Townsend had removed the defibrillator from its former location and had fixed it up again in the forecourt of his workshop at 69 Witney Road.

RESOLVED: Councillors noted the matter and asked the Clerk to write expressing their thanks and appreciation to Steve Townsend.

114.16 Matters Arising from Previous Meetings (continued)

e) *Allotments*

JD reported that all plots had now been let, which included plot 13 now divided into 3 parts called a, b and c.

The Clerk reported that no reply had been received from the plot holder of 4a, which had fallen into an untidy state and had been the subject of several complaints from fellow allotment holders. The plot is to be re let.

f) *Allotment trough – ES (budget around £120)*

ES reported that the trough and associated parts had been purchased and fitted. The Clerk reported that since fitting had been carried out free of charge the total cost was £119.

ES was thanked for this work.

g) *Clerk's hours appraisal date (1) and hours (2)*

(1) The appraisal had occurred on 4 August. The Clerk was requested, by mutual agreement, to reply to the subsequent email from PA no later than one month from the date of this meeting.

Carried forward

(2) Clerk's Hours: After discussion, it was resolved that this matter was not part of the appraisal, had already been discussed and mutually agreed at 50 hours per month.

h) *Primary school ditch clearance & weed spraying and similar weed spraying for the Parish Council*

The Clerk reported that Max Everett had recently commented that some persistent weeds need reviewing before he is prepared to send his invoice - Noted
Carried forward.

i) *Ditch investigation – Standlake Road- DD*

DD reported that Mr D.Maddocks had verbally quoted £550 to clear the ditch, although the Clerk had not yet received this in writing. The County Council requires clearance before they can start their work. After discussion, it was resolved to accept the verbal quote and for the Clerk to accept the written quote on that basis when received.

Carried forward.

j) *Equipment container Risk Assessment – DD*

The Parish Council will not now occupy the container- Minute 114.16(a).

Action no longer required.

k) *Sports Club pavilion lease*

The Clerk reported that the basis of charges to the Sports Club for the use of the sports field was needed for the lease document.

RESOLVED: DD and SB agreed to bring proposals to the October Parish Council Meeting.

l) *Posts for Peel Close green – SB*

Dick Rudd had reported to the Clerk that posts cannot be installed due to the presence of the kerb foundations.

114.16 Matters Arising from Previous Meetings (continued)

m) Tree pruning at Peel Close

With regard to the Bartholomew hedge, DD suggested waiting until Autumn- RESOLVED: agreed.

The Clerk reported further on the quote of £210+ VAT to trim the 1st and 4th trees at Peel Close. Boward explained that the level of work planned was that allowed by the District Council and in which case was not low and correct for the work allowed.

RESOLVED: That the Clerk ask Boward to forward the WODC advice. DD's proposal that the Clerk ask Dick Rudd for a current quote for the Lovell/Peel Close hedge trimming as carried out last year.

Carried forward.

n) New playground equipment – Curbridge Road

The Clerk reported that the installation was now complete and that he will apply for the final £3,000 instalment of the grant.

RESOLVED: That the Clerk write and thank Tesco Bags of Help for their generous £12,000 grant that will pay in full for this project and record this in the next Village Newsletter.

o) Village housing development - Working Group to determine village requirements

Carried forward.

p) Lease renewal : Sports field extension – Agents: Bryant Land & Property

The Clerk updated the Parish Council in Clerk's Briefing Notes on the current developments in this renewal.

RESOLVED: That as the Clerk suggested, he discuss the new requirements made by the Agents and their solicitor with the Parish Council's solicitor as soon as possible.

Carried forward

115.16 New Business

a) Council Tax support scheme 2017/18 questionnaire

Clerk's Briefing Notes contained the questionnaire.

RESOLVED: That the Council consider this form requires replies to certain questions that are only applicable to individuals and is therefore not applicable to the Parish Council.

b) Parish Survey of services and facilities questionnaire

Councillors noted that responses were required by 12 August 2016.

c) Bartholomew open space

Mr Postles sent the Clerk an email asking that Councillors to consider the erection of a Notice at the site that states "NO FIRES or BONFIRES". This was due to recent events that the Police had attended.

Carried forward

d) Allotment fee increases – year commencing 1 September.

After discussion and considering low RPI at May of only 1.4% - the annually based reference point used to determine increases.

RESOLVED: To leave fees at the previous year's level – that is no increase.

115.16 New Business (continued)

- e) *Quote for weed control to kerbs and back edges*
Quote received for 2 applications per year at £500 per year and the price held for the next 3 years OR £290 for one application just for this year.
RESOLVED: To accept the quote of £500 fixed for 3 years.
- f) *Tennis Court signage*
The Clerk indicated that current sign has out-of-date information and suggested that he obtains a new sign with the current details and the same level of information as currently displayed.
RESOLVED: Agreed that the Clerk proceed as above.

116.16 School Report

No report.
However, RB also suggested a new way of reporting school events in future. The suggestion arises as his appointment is no longer a direct result of his being a Parish Councillor. RB suggested that he asks the Chair of Governors if it will be possible for him to send reports directly to the Clerk in future. This will allow reporting to the Parish Council by the Clerk so that it remains abreast of developments.
RESOLVED: Council agreed with RB's proposal.
Carried forward

117.16 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
The Clerk reported in Clerk's Briefing Notes that he had received an August playground inspection report from Dick Rudd that stated no faults found.
Dick did report a broken fence behind the pavilion ditch, and quoted £150 to remove a dying tree in the Sports Field, £50 to repair the Chalcroft goal mouth and £60 to re varnish 2 wooden benches in Sports Field
RESOLVED: The Report was noted and Dick's quotes were accepted for the removal of the dying tree and the varnishing of the 2 benches on the condition Sadolin was used. However, JD agreed to review the goal mouth and make repairs if practicable.
The Annual Independent Inspection of the Parish Council's playground equipment by John Hicks reported four matters classed as Low Risk. Dick had attended to these items.
- Litter picking report:*
No report – Noted
- b) *Borehole for sports field - DD*
Andy continues testing at intervals up until year end with the purpose of gathering additional results to inform whether a production well should be drilled.
Carried forward
- c) *Painting of the pavilion*
The Clerk reported a verbal quote of around £1,150.
RESOLVED: To obtain this quote in writing and seek 2 further quotes.

118.16 PLANNING

PLANNING APPLICATIONS GRANTED:

NONE

NEW PLANNING APPLICATIONS:

- 16/02781/HHD Mr C. Murphy, 29 Manor Road
Erection of single and 2 storey rear extensions and 1.7m high wall.
No Comments
- 16/02725/HHD Mr S. Kingston, 16 Starnham Road
Erection of single storey rear extension
No comments
- 16/02873/HHD Ms L. Edmonds, Pond Cottage, 27 Standlake Road
Insertion of roof lights
No comments

119.16 FINANCE

- a) *Account Balances, bank reconciliations and Debts due to Council – Clerk’s Briefing Notes page 2*

Balance on Current Account	£25,660.70
Bonus saver	£22,925.99
Total Cash Holding - 9 September	<u>£48,586.69</u>

ES checked the bank reconciliations with supporting paperwork and signed to indicate agreement.

Debts: NIL

External Audit of parish Council Annual Return – year ended 31 March 2016

The Clerk reported that he had received the above from BDO the external Auditors with a clean Audit Report. It concludes the audit process for this year. The Accounts on the Council’s web site will be changed from UNAUDITED to AUDITED and no issues found. RESOLVED: Council duly noted the above.

A VAT refund of £5,227 had been recently received and the Clerk reminded Council of the current position on project expenditure balances of the year.

Finally, Councillors noted that deposit account interest (Bonus Account above) at Santander will reduce from a current 0.30% to 0.10% from 1 November 2016.

- b) *Appointment of replacement internal auditor*
Carried forward.

119.16 FINANCE (continued)

c) AUGUST INVOICES DUE FOR APPROVAL and PAYMENT

Name - Description		£ p - inc VAT	Relevant lega statute
Clerk / RFO Net Salary & working from home allowance £18		478.00	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage mls @ £0.45p		£0.00	LGA 1972 s111
Photocopy DPC August papers and 18 first class stamps		£31.52	
Mobile contract & calls:		£23.76	LGA 1972 s111
TOTAL	£533.28		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking		0.00	LGA 1972 s214
Helen Strainge - Edit August/ September newsletter		45.00	LGA 1972 s111
Dick Rudd- P/G report August £60 + zip wire lub £40.00+ditch clear £150		250.00	LG(MP)A1976 s19
J. Miles - mow cemetery 22/8 and 2 pieces 8/8 and 30/8		128.00	LGA 1972 s214
Thames Water Pavilion £35.09: allots £10.13		45.22	LG(MP)A1976 s19
AK Timms & Sons Ltd - grease gun + £33.51 plumbing trough parts £50.66		84.17	LG(MP)A1976 s19
WODC Open spaces grass cutting 16/6, 14/7 and 22/7		468.44	LGA 1972 s214
Margaret L Johnson Ltd - 3 printer inks/ old file storage rack/ minute file		83.04	LGA 1972 s111
Simon Bradshaw - diesel for mower		22.24	LG(MP)A1976 s19
SSE (Southern Electric) - pavilion - actual readings to 25/8/16		1,715.22	LG(MP)A1976 s19
Streetscape products and services Ltd - 3 pieces p/ground equip		14,400.00	LG(MP)A1976 s19
JE Strange & Sons Ltd - 6ft water trough/ service box for allotments		92.95	LG(MP)A1976 s19
TOTAL		17,982.56	

RESOLVED: To pay all the above.

Cheques signed by: DD and PG

120.16 Parish Councillors’ reports from meetings attended since last meeting

None

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

The Clerk informed Councillors of an accident in April only conveyed to him by the Sports Club in September, which was very late. This involved a broken collar bone sustained at the Sports field whilst playing sport.

The parents were told by the Club to contact the Clerk. The Clerk has never received a communication to date. However, this is Sports Club matter as it occurred during a “Club organised” event.

PG noted that certain village pot holes, previously circled, have been filled.

SB reported vehicles driving on the sports field.

DD suggested that he obtain quotes for a concrete floor for the shed at the sports field and lockable doors, together with a quote for repeat verti-draining of the sports field surface circa October/ November.

It was suggested by RB that DD and SB send the Clerk an email when they mow the grass at the sports field. This will allow a record to be compiled of the dates of such cutting and any other observations thought necessary.

RB gave his apologies for the October Parish Council meeting

122.16 Date of next meeting

Meeting of the Parish Council

Wednesday 5 October 2016 – Lilac Room, Village Hall, 7.30 pm

Signeddated.....