

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2 November 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

139.16 Members' Present: Edmund Strainge – ES
Peter Almgill - PA
John Dunsdon - JD
David Duthie – DD
Peter Godwin - PG
Catherine Maddison - CM

In Attendance: Richard Brown - Clerk
James Mills – 143.16 only.

140.16 Members' Apologies: Adrian Armitage – AA
Simon Bradshaw – SB

Ben Woodruff - WODC

141.16 Thames Valley Police
No representation

142.16 Minutes of the meetings held on 5 October 2016
The minutes of the above meeting were approved by the Council and then signed by the Chairman as a true record.

143.16 County/District Council Matters
James Mills (Leader WODC) referred to the recent approval by WODC Councillors of an updated version of the draft housing Local Plan that opened for public consultation on Wednesday 26 October. This gives the green light to the building of almost 16,000 homes in the area by 2031. It follows the suspension of the first draft in January when a Government planning inspector raised concerns that it did not take into account an assessment of the county's housing market or the housing need in Oxford. Under revised proposals out of the total of 15,950 homes, 2,750 have been allocated to the district's contribution to Oxford's unmet housing need. Key sites include 2,200 homes at the proposed Garden Village to the north of Eynsham along with an urban extension to the west of Eynsham adding a further 1,000 new homes. Other major sites will include an increase in North Witney homes from 1,000 to 1,400 and new allocations in Woodstock adding 670 properties and increasing the development area of Tank Farm in Chipping Norton from 600 to 1,400. A further 570 homes have been earmarked at three sites in Carterton, in addition to 1,000 homes in and around the town. Having been approved by WODC, the plan will undergo a six-week consultation before being re-submitted to the inspector. It is expected that the examination of the plan will reconvene in spring 2017.

144.16 Parish Councillors – Disclosure of interests on agenda items
None

145.16 Matters Arising from Previous Meetings

a) *3 Containers at sports field – painting green*

Council had last month received one quote obtained by DD to paint 2 containers (the number agreed to be the responsibility of the Parish Council) costing £800 for each container. DD offered to determine the colour code of an appropriate shade of green and obtain further quotes.

Carried forward

Legionella water testing at pavilion

The Clerk reported that test results has still not been received from the Sports Club.

RESOLVED: That the Clerk would again write to the Club secretary stating that only two types of report were required in accordance with the Club's own risk assessment- not the results of water testing by an outside contractor. Check required are:

- The recording of the water temperature in the pavilion each week.
- Confirmation that the shower heads are regularly cleaned (eg. each week) together with requesting that these results are now required for the next Parish Council meeting on 30 November.

Carried forward

b) *Web Cam – PA*

After discussion, it was resolved that the Clerk ask Martin Dines to return the web cam to the Parish Council.

c) *Car park vehicle spacing - white lines on surface*

The Clerk reported that he had met at the car park with Martin Layer at Martin's request to ensure that the Councillors request for white lines on the car park surface are carried out as envisaged.

Councillors and the Clerk reported that this has now been completed as requested and finishes this project.

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

The Clerk reported that Max Everett has now billed his work and that the Clerk will now invoice the Primary School with their agreed share of these costs at £425.00+ VAT.

e) *Ditch investigation – Standlake Road- DD*

The Clerk reported that this work was to be carried out soon and a Councillor reported that it was likely to be 5 November.

Carried forward.

f) *Sports Club pavilion lease/ service agreement*

After discussion, Councillors resolved to not to pursue the service agreement and that the Clerk should inform the Parish Council's solicitor accordingly.

DD and SB agreed to propose any additional details for inclusion in the draft lease already supplied by the solicitor.

Carried forward

145.16 Matters Arising from Previous Meetings (continued)

- g) Tree and Hedge trimming at Peel Close
SB agreed to contact Johann of Boward regarding the proposed extent of work envisaged prior to accepting his quote for £210+VAT.
However, Dick Rudd has now trimmed some trees.
The Clerk is obtaining a quote for the trimming of the hedge between Lovell and Peel Close.
Carried forward.
- h) *Village housing development 16/00758/OUT - Working Group to determine village requirements*
- The Clerk reported that he had obtained two quotes for playground equipment at £10k and £25k + VAT from Streetscape as requested.
- DD had obtained two quotes for a garage door at the pavilion from Garage Door Specialists at £1,248 and £1,440+ VAT.
- DD is still to obtain a quote for installation of a pitched roof for the pavilion.
Councillors noted the quotes received, together with Ben Woodruff/ Catherine Tetlow (WODC planning) Head of Agreement provided in Clerk's Briefing Notes and resolved to wait until Spring 2017 when planning permission is likely to be determined before proceeding any further at present.
Carried forward
- i) *Lease renewal : Sports field extension – Agents: Bryant Land & Property*
The Clerk updated the Parish Council in Clerk's Briefing Notes which also contained DD's email of advice from the District Council.
The Clerk had received another email from Bryant Land & Property that stated that unless an undertaking was given by the Parish Council to pay the Landlord's solicitors on-account costs by close of business on Friday 4 November, the current Tenancy at Will then will be brought to an end and the Parish Council will not be granted occupation of the area until a new lease has been completed.
After discussion of the above and noting that the Sports Club wish to continue to use the extension even though they had not attended the meeting as invited, Councillors decided the following:
RESOLVED: Not to provide the undertaking to pay the fees. Councillors had already resolved not to continue with the lease at the previous October meeting, but had wished to help the Sports Club where they were able and postponed informing solicitors until DD had consulted the Sports Club.
The Clerk was now asked to advise the Council's solicitor of this decision and for him to advise the Landlord solicitors. This was the method that the Landlord had requested information be communicated.
Carried forward
- j) *Tennis Court signage*
The Clerk reported that the replacement sign was now in place.
Noted

146.16 New Business

a) *Verti drain - quote*

Councillors reviewed the ALS Contract Services quote at £1540+ VAT and £200 haulage. This was to service the whole sports field.

RESOLVED: To accept DD's offer to go back to ALS asking for a quote that excludes the Sports Field extension.

Carried forward

b) *Sports Club request*

The Sports Club had requested the Parish Council's permission to host a small wedding reception with music and a marquee against the pavilion on 7 October 2017.

RESOLVED: To agree this request provided all usual Parish Council's previous terms were agreed to be observed, which includes not using the field after adverse weather conditions.

c) *Email complaints - road traffic in the village*

Councillors reviewed two complaints from Mr Reeves and Ms Hussain.

Both centred on a common theme of inconsiderate parking of cars near the school and vehicles travelling too fast and above the speed limit in the village. Such actions are increasingly likely to cause accidents.

Councillors also noted another complaint forwarded to the Clerk from the church Rector where Mr Girling described inconsiderate parking on Church Street and the road by the duckpond during certain church services. The Church Rector Reverend Paul Boddam-Whetham had already replied saying that he was most willing to talk directly with Mr Girling and inviting him to forward his address so he could visit.

RESOLVED: That Councillors ask the Clerk to again raise these concerns and other matters such as the three recent accidents on the A415 where the delimited speed restriction around the village was considered to be a major contribution to these accidents, with the Highways department of the County Council. This to suggest that speed limits be reduced both inside the village and along the A415 from the Four Pillars roundabout to past Cokethorpe School and that parking on both sides of the narrow roads within the village are restricted.

Carried forward

147.16 Playgrounds/Sports field

a) *Playground Inspections and litter picking reports*

The Clerk reported at the meeting that he had received an October playground inspection report from Dick Rudd that stated no faults found.

Litter picking report:

The Clerk reported at the meeting that he now had had a recent telephone conversation with Will Hutchinson. Will confirmed that he was still litter picking in the village and that he did not have any current concerns. However, he agreed he had not sent reports for the last three months, nor his invoice for his work.

b) *Borehole for sports field – DD*

No further update until later in the year when results will be supplied.

Carried forward

c) *Painting of the pavilion- additional quotes*

Carried forward

- d) *Request by allotment holder 3A& 3C to erect 6*6 Greenhouse*
RESOLVED: agreed so long as it is removed when not in good repair or not required.

148.16 PLANNING

PLANNING APPLICATIONS GRANTED:

NONE

NEW PLANNING APPLICATIONS:

NONE

149.16 FINANCE

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

Balance on Current Account	£20,557.98
Bonus saver	£22,937.46
Total Cash Holding at 27 October 2016	<u>£43,495.44</u>

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

Debts: NIL

The Clerk reported that the second half of the Precept had been received.

- b) *Appointment of replacement internal auditor*

CM agreed to join and the Clerk in continuing the search for a replacement.

Carried forward.

- c) *To discuss the Council’s financial objectives and Precept requirement 2017/18*

The Clerk tabled copies of a financial paper that contained line-by-line the type of income / cost in the 2016/17 budget. In a separate column was the projection of those costs by 2%. Councillors were asked to review those costs and suggest alterations/ additions to cost or savings for the next meeting. Budget 2016/17 was used as a background to this discussion as Councillors had previously agreed that actual incomes and costs to date compared to this budget appeared reasonable at the Parish Council meeting in of 5 October 2016.

Conclusions at the next meeting will determine the Precept request to the District Council to be submitted in early January 2017.

RESOLVED: To review the above for the next meeting.

149.16 FINANCE (continued)

Cheque Payment schedule

Invoices : October 2016

Meeting of 2 November 2016

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 75 mls @ £0.45p		£33.75	LGA 1972 s111
Photocopy DPC October papers and 12 second class stamps -alltment renewals		£44.60	LGA 1972 s111
Stamps 1st class -12		£7.68	LGA 1972 s111
Systems & Solutions- DPC email issue not opening PDF's on change to Outlook		£59.00	LGA 1972 s111
Timpson Ltd - revised Tennis Court plaque- new details		£131.99	LGA 1972 s111
Mobile contract & calls:		£24.26	LGA 1972 s111
TOTAL	£779.28		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking		0.00	LGA 1972 s214
Helen Strainge - Edit newsletter 192 - October/ November		45.00	LGA 1972 s111
Dick Rudd- P/G report October £60 +		0.00	LG(MP)A1976 s19
J. Miles - mow cemetery and 2 pieces 5/10		113.00	LGA 1972 s214
M. Everett - ditch clearance DPC £287.50 School £287.50 +VAT		690.00	LGA 1972 s214
Complete Weed Control -weed and feed sports field 2/9		456.00	LG(MP)A1976 s19
WODC Open spaces grass cutting 5/8 and 16/8		0.00	LGA 1972 s214
Margaret L Johnson Ltd - paper and black ink cartridge		21.07	LGA 1972 s111
David Duthie - diesel for mower		39.75	LG(MP)A1976 s19
Simon Bradshaw - diesel for mower		22.38	LG(MP)A1976 s19
Dick Rudd- P/G report October £60 + £60 Tree Lov/ Peel + £75 2 benches		195.00	LG(MP)A1976 s19
TOTAL		2,476.48	

Cheques signed by : PA & CM Cheque 665 cancelled

RESOLVED: To pay all of the above

136.16 Parish Councillors' reports from meetings attended since last meeting

None

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

DD suggested that he obtain a quote to service the mower for the next meeting.

PG reported that the step to the bridges across the Moors needs repairing

PG suggested that a free standing wall be erected in the churchyard upon which name plaques could be displayed when plots in the cemetery become full.

It was wondered if dog poo bags were available from the District Council to stick to the bins. Subsequently the Clerk reply from WODC is that no such item is available.

138.16 Date of next meeting

Meeting of the Parish Council

Wednesday 3 November 2016 – Main Room, Village Hall, 7.30 pm

This meeting to replace the December meeting

Signeddated.....