

**MINUTES OF DUCKLINGTON PARISH COUNCIL URGENCY MEETING
HELD ON WEDNESDAY 3 August 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

94.16 Members Present: Edmund Strainge – ES (Chairman)
Peter Almgill - PA
Adrian Armitage – AA
Richard Border – RB
Simon Bradshaw- SB
John Dunsdon - JD
Peter Godwin - PG
Catherine Maddison – CM

In Attendance: Richard Brown - Clerk
Ben Woodruff – West Oxfordshire District Councillor - 97.16 only

95.16 Members' Apologies: David Duthie - DD

James Mills – OCC

96.16 Thames Valley Police
No representation

97.16 County/District Council Matters

Ben Woodruff (WODC) commented that the planning application to the District Council's Lowland Area Planning sub-committee on 18 July concerning the proposed village development being put forward by Strutt & Partners had been supported conditionally by the Planning Officer and on being put to the vote of the sub-committee the recommendation was carried. Ben suggested that Community Infrastructure Levy (CIF) monies ought to be available to the Parish Council on such a project and he mentioned, to be best prepared, that the Parish Council should immediately set about preparing a schedule of necessary improvements required in the village to accommodate the proposed housing development. Such a list to have good impact, Ben advised, is best produced with the backing of Ducklington villagers.

RESOLVED: That the Clerk retrieve any details he could find of the volunteers who offered help to the Parish Council when it last set up a playground development committee under the guidance of a former Councillor. See also 99.16 (p)

Carried forward

98.16 Parish Councillors – Disclosure of interests on agenda items

ES declared an interest regarding the request from Ducklington & Hardwick Produce Association - Minute number 100.16 (b)

99.16 Matters Arising from Previous Meetings

a) *Container movements*

Council heard that its container, currently situated within school grounds, needs to be emptied before it can be moved to the sports field. As SB has the keys to the container, he offered to contact Martin Layer currently working on site.

RESOLVED: to accept this offer.

Carried forward

Matters Arising from Previous Meetings (continued)

- b) *Web Cam – PA*
PA agreed to contact Martin Dines.
- c) *Car park alterations*
Councillors heard that work was progressing well, with kerbs are being currently installed near the tennis court. RB commented that the school was concerned that the Parish Council had asked the contractor to leave the marking out of parking spaces at present, but that he helped ease the school concerns by explaining why this had been requested.
ES agreed to take up the matter of the widening of the car park entrance with Martin Layer.
Carried forward
- d) *Movement of defibrillator*
The Clerk reported that the current owners of the former Strickland Arms had requested that the Council defibrillator be moved from the front of their building as soon as possible.
RESOLVED: Councillors accepted JD's offer to meet with Steve Townsend to progress this matter.
Carried forward
- e) *Allotments*
The Clerk had previously reported that only one plot remained to be let, but that all Ducklington residents that had requested a plot had now been offered one. A notice of allotment availability had been put in the latest village newsletter, but to date this had not elicited any applications. JD asked the Clerk whether contact has been made with the holder of plot 4A which is over grown. An email was sent on 19 July with no response to date - the holder has been known to be on 3 month military service assignments at times.
RESOLVED: That JD would try to visit the address of plot holder 4A and the Clerk send invitations to applications from Witney residents. JD will also consider the size of Plot 13 and its division into smaller plots.
Carried forward
- f) *Allotment trough – ES (budget around £120)*
Carried forward.
- g) *Clerk's hours appraisal date (1) and hours (2)*
(1) The appraisal has now been fixed with all participants for 3pm 4 August 2016.
(2) Clerk's Hours
Carried forward
- h) *Primary school ditch clearance & weed spraying and similar weed spraying for the Parish Council*
The Clerk reported that this work has mostly been completed. - NOTED
Carried forward.
- i) *Ditch investigation – Standlake Road- DD*
The Clerk awaits quotes (DD agrees to organise) to clear the debris that the County Council requires moved before they can start their work.
Carried forward.

Matters Arising from Previous Meetings (continued)

- j) *Equipment container Risk Assessment - DD*
Carried forward
- k) *Sports Club pavilion lease*
The Clerk reported that he had received the 2nd draft from the solicitor, correcting the previous errors. The clerk suggested that, having recently billed the fees for the Club's use of the sports field for 2015/16 year, the Council should now move to incorporate the rights and responsibilities and fee basis for the Club's right to use the field in 2016/17 into a legal document called a licence. The current year billing is due in October 2016.
The Clerk also raised the question of a wicket licence that appeared to have lapsed.
RESOLVED: Council accepted the 2nd draft lease and asked the Clerk to obtain from the solicitor a draft licence to possibly use as suggested above. Council decided not to renew the wicket licence as this was no longer necessary.
- l) *Posts for Peel Close green - SB*
The Clerk reported that the installation of 10 posts was still to be completed.
SB confirmed that his donation will be £100.
Carried forward
- m) *Village hedge trimming*
The Clerk reported a quote of £210+ VAT to trim the 1st and 4th trees at Peel Close.
RESOLVED: That the Clerk seek clarification of the level of work suggested.
Carried forward
Trimming at Bartholomew Close:
RESOLVED: DD had reported to ES that trimming could wait until the autumn.
Carried forward.
- n) *New playground equipment – Curbridge Road*
The Clerk reported he had been advised that installation is planned for mid-August.
NOTED
- o) *New bus stops*
It was reported to Council that one bus stop sign is in place - in between the properties "Ashbrook" and "Touchwood" – inbound to the village.
Councillors commented that the Routes 19 and 15 appear to provide a good bus service to the village that was feared to be reduced/lost following County Council cuts.
- p) *Strutt & Parker proposed housing development in the village*
A proposal was put to the Lowands Area Planning sub-committee on 18 July.
See proposed action at 97.16.
NOTED

100.16 New Business

- a) *Lease – Sports field extension – Bryant Land & Property (MF Feilden, JA Cave, JK Kidgell)*

The Clerk reported that he had received an email from the landlords of the above asking if the Parish Council wished to continue the lease for another 5 year period from 29 July 2016. A draft lease would not be provided until confirmation that a new lease is required. However the Clerk was assured that the terms of the new lease would be materially the same as currently applicable, that the new rent per annum would still be at the below market rate of £500, increasing by £90 from a current £410. Costs of preparing the new lease are to be borne by the Parish Council at an estimated cost of £950- £1,175 + VAT. RESOLVED: That the Clerk reply to the landlord that a new lease is required at the terms set out above.

Carried forward

- b) *To consider a further request from Ducklington & Hardwick produce Association (DPHA)*

The Council was originally asked to reconsider a request from the Association to grant them the use of the Sports field for the annual flower show “for life”, as opposed to their needing to apply each year. This request had been denied with stated reasons, but a further letter had been received asking that Councillors re consider the issue again with DPHA now suggesting terms that could apply.

RESOLVED: That the Clerk reply to the Secretary of DPHA, materially using their suggested wording as follows:

The Parish Council grant DPHA permission to use the recreation ground for the purposes of the annual show on Bank Holiday Monday under the following conditions:

- 1) The term of this permission is for five years beginning this year.
- 2) The Parish Council reserve the right to withdraw permission at any time they feel it is required.
- 3) The Parish Council require that the Clerk receive the following documents before each show:
 - A copy annually of the insurance certificate covering all the risks in running the show and any particular risks determined by the annual Risk Assessment for the show.
 - A copy annually of Risk Assessment signed off by the person responsible for organising the show.
- 4) The Parish Council reserve the right to amend the terms of the permission over the five years to keep in line with health and safety and other legislation.

- c) *Brian Hicks – letter following his inspection of the Parish Council books of Account for 2015/16 with the Responsible Financial Officer/Clerk*

Councillors considered the letter from Mr Hicks. The main comment in the letter was that a surplus of allotment income over expenditure had arisen in the year of £179 when fees had risen by 33%, mostly prompted by need to cover the increase in the site rental charged by the County Council that had risen by some 50%.

RESOLVED: That the Clerk reply to Mr Hicks describing how this surplus only arose when considering direct costs. Other costs also occur, for example the salary of the Clerk, time and stationery in producing the annual allotment fee demand letters and associated postage costs.

Mr. Hick's also made other points which Councillors duly noted.

101.16 School Report

RB reported to Council as follows:

- David Godwin had retired as Chair of Governors after 10 years sterling service. Sarah Varnom was unanimously elected as Chair and Laura Edwards as Vice Chair for the coming year.
- The newly appointed NQT's will be on temporary contracts, initially for one year.
- Overall progress across the school, together with results in EYFS & KSI SATS are very good. Comparing the school's KS2 SAT results in the wider country and national context is more complex. The target is that every pupil should be working at least at the expected standard in reading, writing, maths, grammar, punctuation and spelling. The new judgements bands are: less than expected standard, expected standard, or working at greater depth. On an analysis of progress from the end of KSI, a significant majority of pupils in the cohort had made expected or above expected progress.
- English will be given a strong focus and intensity in the coming year and a plan is being prepared.
- Academy status is still under discussion and consideration.
- The school end of term production of Charlie & the Chocolate Factory at Cokethorpe was a sell out and enthusiastically received by all – a great production.

102.16 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

The Clerk reported in Clerk's Briefing Notes that he had received a July playground inspection report from Dick Rudd that stated no faults found apart from the need to repair the Chalcroft goal mouth for which he quoted a labour cost of £50.

RESOLVED: Dick's quote was accepted, but SB and JD would confer with him before he starts work.

The Clerk also reported that the Annual Independent Inspection of the Parish Council's playground equipment by John Hicks had been carried out on 2 June 2016. The Clerk had not been informed in advance of this event and only obtained the Certificate of Inspection when enquiring when the check was to be carried out.

John Hick's had materially given a clean bill of health, but reported four matters classed as Low Risk. The Clerk has requested that Dick provide quotes to repair these low risk items.

On other matters, Dick had quoted for clearing the ditch behind the pavilion at £150.

RESOLVED: to accept the quote of £150.

Dead tree in sports field: the Clerk was asked to obtain an additional quote from Boward for its removal.

Litter picking report: The Clerk reported that he has been informed of the dumping of rubbish around the car park recycling bins.

b) *Borehole for sports field - DD*

Test drilling had been carried out on 26 July with DD in attendance, producing a log of findings. Andy will continue testing at intervals up until year end with the purpose of additional results informing whether a production well should be drilled.

It was suggested that this information log be shared with Martin Layer of Smiths.

RESOLVED: Councillors noted the progress and agreed to share this information with Martin Layer.

Carried forward

Playgrounds/Sports field (continued)

c) *Selective weed control*

The Clerk reported that Will Pryse's had informed him that the grass is too stressed to receive weed/ feed treatment at present - he will organise another suitable treatment date. Carried forward.

d) *Sports Club*

The Clerk reported an email from the Sports Club saying that the grass was growing up around the perimeter of the field and that it was poking through the benches. In addition, it was felt that the benches need re varnishing.

Quotes are still being sought to re paint the exterior of the pavilion

RESOLVED: SB has the matter of the perimeter grass in hand and that the Clerk be asked to obtain a quote to re varnish the benches.

Carried forward

103.16 PLANNING

PLANNING APPLICATIONS GRANTED:

NONE

NEW PLANNING APPLICATIONS:

- 16/02218/FUL Mr B. Cade, Ducklington Baptist Chapel, 36 Witney Road
Conversion of chapel to dwelling.

Comments – That this application appears to be materially a repeat of the application 16/01203/FUL made in May 2016.

The comments made previously unfortunately still stand, being the lack of any parking within the front boundaries of the property meaning parking on the already busy Witney Road and no parking at the rear. There appears to be a large doorway at the rear (a garage?), but this would mean approaching over a ditch, where there is no room in the lane behind to maneuver. The rear wall comes right up to the lane boundary.

The planning statement acknowledges issues re noise -the building is very close to other properties – not a problem when a chapel.

104.16 FINANCE

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

Balance on Current Account	£21,062.67
Bonus saver	£22,920.17
Total Cash Holding 27 July	<u>£43,982.84</u>

ES checked and agreed the bank reconciliations

Debts: £37.50 (The Clerk received this payment at the meeting)

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

FINANCE (continued)

c) JULY INVOICES DUE FOR APPROVAL and PAYMENT

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 65mils @ £0.45p		£29.25	LGA 1972 s111
Photocopy DPC July papers and 3 months to June DPC Accounts		£13.50	
Mobile contract & calls:		£23.76	LGA 1972 s111
TOTAL	£544.51		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking 4/7- 31/7 and litter pick tool £19.90		79.90	LGA 1972 s214
Margaret L Johnson -Photocopies and black cartridge		24.50	LGA 1972 s111
Dick Rudd - P/G report July £60 + paint Barh benches £70 slide roof £55		185.00	LG(MP)A1976 s19
J. Miles - mow cemetery and 2 pieces 8/7 and 26/7		201.00	LGA 1972 s214
John Hicks - Annual Inspection of Playground equipment		101.52	LGA 1972 s111
Micks Skipps - allotment clearance and Plot 13 - 10 June		222.00	LG(MP)A1976 s19
WODC Open spaces grass cutting 3/4,7/5,24/5 and blow off mats		394.09	LGA 1972 s214
TOTAL		1,867.52	

RESOLVED: To pay all the above.

Cheques signed by: PA and CM

105.16 Parish Councillors' reports from meetings attended since last meeting

None

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

Councillors: None

The Clerk: To appoint a transport representative for a meeting on 3 August – no rep. needed.
RAF Brize Norton meeting 7 September 2016 – PA to attend
PSCO email: small fire at Bartholomew Close, soon put out - noted

107.16 Date of next meeting

Meeting of the Parish Council

Wednesday 14 September 2016 – Lilac Room, Village Hall, 7.30 pm

Signeddated.....