

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 30 November 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

153.16 Members' Present: Edmund Strainge – ES
Richard Border- RB
Simon Bradshaw- SB
John Dunsdon - JD
David Duthie – DD
Peter Godwin - PG
Catherine Maddison - CM

In Attendance: Richard Brown - Clerk
Ben Woodruff – 157.16 only.

154.16 Members' Apologies: None

James Mills - WODC

155.16 Thames Valley Police

No representation. Ben Woodruff reported that he had recently asked the Police to attend each quarter. Whilst appreciating that they had a heavy work load, they had not attended for many months. Councillors noted this assistance with gratitude.

156.16 Minutes of the meetings held on 2 November 2016

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

157.16 County/District Council Matters

Ben Woodruff (WODC) referred to the updated version of the draft housing Local Plan that was open for comment until 23 December. JD commented that Planners apparently did not take account local comments. Ben commented that it was possible for any Council to draw up their own Local Plan, but advised that Inspectors were not bound by such plans.

158.16 Parish Councillors – Disclosure of interests on agenda items

DD declared an interest on the discussions of trimming hedges between Lovell and Peel Close – see minute ref.159.16e)

159.16 Matters Arising from Previous Meetings

a) *Painting of containers at sports field and Legionella water testing at pavilion*

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.

He had obtained another quote from Cotswold Décor to paint each container at a cost of £240 per container based on all 3 containers.

After discussion and given the difficulty in finding others to quote, it was resolved to accept this quote but to delay the painting until better weather such as Spring 2017.

The Sports Club would pay for their container and the Parish Council 2 containers.

Carried forward

Legionella water testing at pavilion

Clerk's Briefing Notes contained a copy of a Legionella Testing certificate from SafeWater Solutions addressed to the Sports Club, stating that no legionella bacteria were isolated in the sample provided by the Club dated 26 October 2016.

In an email to the Clerk dated 9 November 2016 with the certificate, the Club agrees to discuss testing at their next meeting and confirmed that shower heads get cleaned on an ad hoc basis, but that they will ask the cleaner to review them weekly.

After discussion, Councillors were concerned that a single test was not as required in the Club's own Risk Assessment on the subject.

DD agreed to supply the Clerk with that Risk Assessment which he had written whilst a Club official and for the Clerk to forward to the Club Secretary asking that they comply with the Risk Assessment or write a new Assessment which they give to the Parish Council for future reference.

Councillors also resolved to advise the Club that the existing or revised Assessment would form part of the new lease of pavilion with the Club.

Carried forward

b) *Web Cam – PA*

ES had had the web cam returned to him and brought it to the meeting.

c) *Ditch investigation – Standlake Road- DD*

The Clerk reported that Kevin Jacks had informed him that having viewed the ditch prior to their further investigations as he had agreed, he was surprised to find that the area around the entrance had not been cleared at all. After discussion, Councillors resolved to accept DD's offer to talk again with Darren Maddocks asking for additional ditch clearance to the entrance.

Carried forward.

d) *Sports Club pavilion lease and 2016/17 pitch fees*

- A draft lease had been issued by the solicitor in August following initial alterations made by the Parish Council to the existing lease document.

After discussion, it was resolved that further amendments should be made, such as discussed in minute reference 159.16(a) above. DD agreed to carry out further amendments on the draft lease for a future Parish Council meeting to examine.

Carried forward

- Pitch fees 2016/7

After discussion, it was resolved that the fees will be £800 and £1 peppercorn rent for pavilion and that the Clerk should now issue the invoice to the Sports Club.

159.16 Matters Arising from Previous Meetings (continued)

e) Tree and Hedge trimming at Peel Close

- Trees

Councillors discussed the matter and resolved that SB contact Johann of Boward and accept his quote for £210+VAT, but for SB to show Johann exactly the trees to be trimmed.

- Trimming of hedge

Councillors discussed a quote from Matt Appleton to cut backing back and clear away any overgrown hedge than spans Lovell and Peel Close in the sum of £250.

After discussion it was resolved to accept this quote and for the Clerk to inform Matt accordingly.

Carried forward.

f) *Village housing development 16/00758/OUT - Working Group to determine village requirements under S.106(CIL)*

- Clerk's Briefing Notes contained the following new quotes:

1. *Quote from Garage Door Specialists to replace the pavilion shed doors*

After discussion it was resolved to accept the quote from Garage Door Specialists for £1,040 +VAT to supply a Garador insulated sectional small ribbed 7ft 6 by 7ft 4 white woodgrain door, to include parts and fitting.

2. *Quote from Millhouse Construction Ltd to replace the pavilion shed base*

After discussion it was resolved to accept the quote of £1,894.22 to re-lay over the existing floor by shuttering and laying new concrete 150mm thick with inlaid reinforcing bars. To include labour and parts.

The Clerk was requested to place both orders

- The Clerk had previously obtained two quotes for playground equipment at £10k and £25k + VAT from Streetscape as requested.

- DD is still to obtain a quote for installation of a pitched roof for the pavilion.

Councillors has previously noted Ben Woodruff/ Catherine Tetlow (WODC planning) Head of Agreement provided in Clerk's Briefing Notes of 2 November where they had resolved to wait until Spring 2017 when planning permission is likely to be determined before proceeding any further at present.

Carried forward

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

The Clerk reported that the lease of this part of the sports field had ended on 11 November 2016 and the final rent charge was within the payments to be agreed at this meeting.

h) *Verti drain quote from ALS Contract Services £1740+VAT*

After discussion, it was resolved to accept this quote that covers the whole field.

The cost of the part of the field now rented by the Sports Club will be recovered by the Parish Council within the fees to be agreed with the Club for all services supplied in the field maintenance such a mowing, weeding, fertilizing and drainage.

Carried forward

159.16 Matters Arising from Previous Meetings (continued)

i) *Road traffic issues in and around the village*

Clerk's Briefing Notes contained the reply from the County Council to the complaint raised by the Parish Council concerning the many road traffic issues suffered within the village and the lack of a speed limit on the by-pass around the village. These matters have been raised many times by the Parish Council with the local Police, District and County Councillors. The issues were formed as a result of complaints from villagers and from the Parish Council's own deliberations.

Councillors were disappointed with the reply from the County Council and resolved to publish the document on the Parish Council website and to forward it to the District and County Councillors again seeking their support.

160.16 New Business

a) *Donation request from Pre-school*

Pre-school had requested £65 to put towards the costs of a flyer. The flyer is looking to raise donations for a new pre-school building within the Primary school grounds.

RESOLVED: Agreed to donate £65.

b) *Donation request from Oxfordshire Association for the Blind.*

RESOLVED: Agreed to donate £50.

161.16 Playgrounds/Sports field

a) *Playground Inspections and litter picking reports*

The Clerk reported that he had received a November playground inspection report from Dick Rudd that stated no faults found.

Litter picking report:

The Clerk reported that he had received a report that raised no particular issues apart from fly-tipping at the car park next to the WODC bins.

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 to March 2017.

d) *Request to service the mower*

RESOLVED: DD will seek quotes.

Councillors agreed to a sum of £250 without further authorization.

162.16 PLANNING

PLANNING APPLICATIONS GRANTED:

NONE

NEW PLANNING APPLICATIONS:

16/03606/HHD Mr T. Hunt, 23 Standlake Road. Alterations and erection of first floor extension.

No comment.

163.16 FINANCE

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

Balance on Current Account	£22,601.95
Bonus saver	£22,942.79
Total Cash Holding at 30 November 2016	<u>£45,544.74</u>

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

Debts: £141.84 allotments fees.

- b) *Appointment of replacement internal auditor*

CM agreed to join and the Clerk in continuing the search for a replacement. However, no acceptances have been received be either at present. Carried forward.

- c) *To agree the Precept required to be submitted to the District Council by 19 December 2016 as supported by the Parish Council’s budget*

The Budget paper tabled by the Clerk and Responsible Financial Officer at the last meeting of 2 November 2016 was reviewed by Councillors during the intervening period of the last meeting and at this meeting. Questions raised by Councillors were answered by the Clerk and resulted in no changes to the budget.

The 2017/18 budget requires a Precept of £29,015.

This budget provides a surplus of £7k of which £4k has already been agreed to provide funds to replace the mower, £1500 to the pavilion replacement fund and £1500 toward playground refurbishments.

RESOLVED: The budget was adopted and the Precept required authorised to be submitted to the District Council.

163.16 FINANCE (continued)

Cheque Payment schedule

Invoices : November 2016

Meeting of 30 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 53 mls @ £0.45p		£23.85	LGA 1972 s111
Photocopy DPC November papers		£31.70	LGA 1972 s111
Mobile contract & calls:		£26.33	LGA 1972 s111
TOTAL	£559.88		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking 1/8-4/1218 weeks @ £15		270.00	LGA 1972 s214
Helen Strainge - Edit newsletter 193 - December / January 17		0.00	LGA 1972 s111
Dick Rudd- P/G report November £60		60.00	LG(MP)A1976 s19
AK Timms & Sons Ltd - combination padlock for container		22.36	LG(MP)A1976 s19
Complete Weed Control -Village kerb & back edges 3 year contract of 2 applications per year- 1st application £250		300.00	LG(MP)A1976 s19
WODC Open spaces grass cutting 5/8 and 16/8		0.00	LGA 1972 s214
Margaret L Johnson Ltd - copy paper		5.03	LGA 1972 s111
David Duthie - diesel for mower		0.00	LG(MP)A1976 s19
Simon Bradshaw - diesel for mower		42.76	LG(MP)A1976 s19
Maddocks Property Services Ltd - clear ditch Standlake Road		660.00	LGA 1972 s214
Mrs F. Bryant - extension s/ field - final lease payment to 11 November		48.59	LG(MP)A1976 s19
The Mill Academy - print newsletter 193 Dec / Jan 17		139.20	LGA 1972 s111
Boward Tree Management - Annual Duty of Tree Care review		660.00	LG(MP)A1976 s19
J. Miles - mow cemetery and 2 pieces 29/10		113.00	LGA 1972 s214
Thames Water - allotments 10/8 - 17/10		84.25	LG(MP)A1976 s19
TOTAL		3,080.07	

Resolved: To pay all the above and cheques were signed by CM and PG.
Cheque 22690 was spoilt and cancelled and remains within the cheque book

164.16 Parish Councillors' reports from meetings attended since last meeting

None

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

The Clerk reported that he had received an email from Dan Weeks of the County Council regarding the rot on the step to the bridge across the Moors. Dan Weeks agreed that rot had set in, but that it was still fairly solid and not a danger. However, he agreed to have it replaced at some point, but emphasised that it is not a priority.

166.16 Date of next meeting: Wednesday 4 January 2017 in the Lilac Room, Village Hall

Monthly Meeting of the Parish Council

Signed.....

dated