

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 MAY 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.00 PM**

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

In Attendance: Richard Brown - Clerk
James Mills – Oxfordshire County Council - 51.16 only

47.16 Members' Apologies: Peter Almgill
Adrian Armitage

Ben Woodruff – WODC

48.16 Annual Meeting of the Parish Council

- **Election of Chairman**
Edmund Strainge was unanimously re elected as Chairman.
- **Election of Vice Chair**
David Duthie was unanimously elected Vice Chair.
- **Members of the Urgency Committee**
Catherine Maddison, Edmund Strainge, David Duthie and Simon Bradshaw were elected.
- **Election of Transport representative**
John Dunsdon was elected.
- **Election of Village Hall Representatives'**
Peter Godwin and Edmund Strainge were re elected.
- **Confirmation of representative on Ducklington with Hardwick and Yelford Charity**
David Duthie was re confirmed.
- **Confirmation of Councillor for allotments**
John Dunsdon was confirmed.

49.16 Minutes of meeting held on 6 April 2016

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

50.16 Thames Valley Police

No representation

51.16 County Council Matters

James Mills (County Councillor) announced that the County Council will be making some key decisions at the Cabinet meeting on 24 May 2016. This will include the future arrangements for Children's Social Care and Investing in the A40 – A long Term Strategy. In addition, full details of the Supported Transport Update will be available on their website from 17 May 2016.

James was pleased to give a progress report on the reconstruction work on the Cuttleslowe and Wolvercote roundabouts and connecting road. The contractor Skanska have identified an opportunity to save six weeks meaning that the works should now be completed by mid October.

The Oxfordshire roads were kept clear this year by the gritters dispensing some 6,374 tonnes of salt and travelling 39,907 miles in so doing.

Finally, James reminded everyone that their votes will be welcomed on 5 May for the election of the Police and Crime Commissioner, where polling stations will be open from 7am to 10pm.

52.16 Parish Councillors – Disclosure of interests on agenda items

CM disclosed an interest with regard to the Sports Club's request to use the playing field on 14 May as she has been invited as a guest to the event- see 56.16 (d) last paragraph.

53.16 Matters Arising from Previous Meetings

a) *Container movements*

The Clerk reported that RB had received an email that he had forwarded to the Clerk from Millie Fellows saying that 4 concrete planks had been obtained upon which the two containers could be sited. Emma Pratley emailed the Clerk with the same news saying that they are to be laid on level grass and requesting that the Council mark out where they are to be placed. She explained that this was an urgent matter as the offer had a time limit of circa a month. Emma offered to help to the Council if that would assist. After discussion, Councillors agreed to accept ES's offer to clear down the mound so as to create level ground and DD to liaise with Emma and Millie of Pre School - help would not be necessary. The Clerk agreed to respond to Emma accordingly.

b) *Web Cam PA*

Carried forward

c) *Car park plans*

Carried forward.

d) *Church broad band and cost sharing.*

DD agreed to email the Clerk with Martin Dines email address to enable him to enquire as to when the camera will be put up.

e) *Movement of defibrillator*

The Clerk reported that he had not yet had a response to last month's enquiry.
Carried forward

f) *Allotments working party date 14 May 2016*

After discussion it was agreed to start at 9am and DD agreed to supply useful equipment from the Council's store.

Carried forward

53.16 Matters Arising from Previous Meetings (continued)

g) Allotment trough – ES

It had been previously agreed that ES would supply and fit a six foot trough at circa £120
Carried forward.

h) Clerk's hours and appraisal date

CM reported that the necessary papers were being requested from PA
Carried forward

i) Web Administrator applications.

After discussion that the candidate appeared not to have been contacted, it was resolved to accept DD's offer to progress this matter. DD agreed to make contact with the candidate and asked the Clerk send him the appropriate details.

Carried forward

j) Primary school ditch clearance/ weed spraying and Parish Council's ditches weed spraying

The Clerk reported that he awaited a reply from the school to the offer of the Parish Council paying Max Everett the contractor for the above work and then recharging the sum to the school as suggested by RB. The school's quote for clearing and spraying is £425 + VAT. ES requested that the quote to spray the Parish Council's ditches included within Max's quote for the school be accepted at £150+ VAT, so that all the work could be carried out at the same time. It was resolved to accept this quote and for the Clerk to make the necessary order for both works assuming he receives a positive reply from school.

Carried forward.

k) Ditch investigation – Standlake Road

RB reported that he had, by chance, met with Kevin Jacks who came out to view the problem. They met by the culvert near the sub-station and both agreed that as it was blocked with debris. Kevin indicated that this debris needed clearing before he could investigate further.

After discussion, DD and SB agreed to look at this matter and the Clerk was requested to contact Kevin for the next steps.

Carried forward.

l) Annual Parish Meeting 26 May 2016, starting at 7PM

The Clerk reported that a response from one invitee was still outstanding.

Councillors reviewed the arrangements and after discussion agreed to the request to ask AA to make arrangements for the refreshments to follow the close of the meeting.

Councillors asked the Clerk to email this request to AA and for the Clerk to also remind PA by email that he had agreed to provide the necessary IT equipment for PowerPoint and other display facilities as had been requested by speakers.

m) Equipment container Risk Assessment - DD

Carried forward

n) Varnishing of Parish Council benches

The Clerk was requested to obtain a quote to re varnish the benches from Dick Rudd
Carried forward

53.16 Matters Arising from Previous Meetings (continued)

- o) Bartholomew Close – quotes to remove trees in water- ES*
Councillors reviewed three quotes for the above work and resolved to appoint Boward Tree Management to remove all necessary trees for their quoted price of £220+VAT
Carried forward
- p) Sports Club Lease*
The Clerk reported that he had visited the Parish Council's solicitors John Welch & Stammers – Jeremy Briars - with the draft alterations to the current lease and awaits a revised draft lease for the Council to consider.
Carried forward

54.16 New Business

- a) To consider the insurances - renewal / mower and with effect from 1 June 2016*
The Clerk reported that he had insured the mower from the date of acquisition on 11 April 2016 to 31 May 2016 at a cost of £25.
The insurances renewal for the year beginning 1 June 2016 included the mower that amended the assets covered under the current 3 year Long Term Agreement that concluded 31 May 2018. The premium this year is £1,141.50 (last year £1,041.33)
The detailed insurance schedule was shown in Clerk's Notes.
After discussion it was resolved to accept the additional cost of the mower and the cost of insurances for the following year.
- b) OCC emergency Plan 2016/17 and tool kit*
Councillors considered the request to update the plan and considerably extend local facilities.
After discussion, Councillors resolved ask the Clerk to reply stating that details had not changed since last year and that Ducklington was only a small village near to Witney.
- c) Request for posts in green a Peel Close*
SB explained, as a resident, that this land owned by the Parish Council was being driven over by delivery vehicles that resulted in churning-up the grass.
After discussion, Councillors resolved to request a quote for installation of a suitable number of posts from Dick Rudd. SB agreed to liaise with Dick on the matter.
Carried forward.
- d) Community transport*
Clerk's Notes contained details of community transport supplied by Cotswold Friends.
After discussion this valuable scheme was not thought suitable for Ducklington due to the number of planned trips and the associated costs.
- e) Big Lunch – request to use sports field on 12 June 2016*
Councillors considered this request and resolved to grant the use of the field for that purpose.

55.16 School Report

No report

56.16 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

The Clerk reported in Clerk's Briefing Notes that he had received an April 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 had provided Dick with a parts schedule to update the equipment and Dick identified that the following replacements were required:

- Cradle swings: 6 units at £137.55 per unit £825.30 +VAT and labour costs of £150.00. A total of £975.30.
- 4 Flat swings: Labour costs of circa £100 with no costs for seats as they are already in stock. Other sundry items may also be needed.

After discussion it was resolved to accept this quote and for the Clerk to order the replacement parts from Wicksteed.

SB agreed to look at the moss growing on the rubber mats and report back to the Council's next meeting.

Councillors also resolved to ask Dick Rudd to apply weed killer to the tennis court as last year.

b) *Litter picking report.*

No report

c) *Borehole*

It was resolved that the Clerk accept the quote to sink the test for the borehole and that it be carried out at a time when DD is able to attend.

d) *Sports Club requests:*

- *Permission requested to put up a sign – design submitted*

It was resolved to agree this request

- *Use of the sports field for a football tournament on 27 August Bank Holiday together with the erection of a tent and use of a BBQ*

It was resolved to agree this request so long as weather conditions permitted, but that the Parish Council, in view of the experience of last year, would retain the final decision if bad weather arises.

- *Request to put up a marquee on 14 May for a birthday party*

It was resolved to agree this request.

e) *New mower and cutting of grass at the sports field.*

DD and SB reported that the mower was performing as planned and that the grass had been cut. Councillors noted this report and it was resolved not to prepare a timetable for future grass cutting as proposed by DD and SB as they were prepared to cut the grass as and when necessary.

57.16 PLANNING

PLANNING APPLICATIONS GRANTED:

- 16/00371/HHD Mr. P. Cassell, 11 Witney Road: internal and external alterations.
- 15/04525/HHD Shell PLC, Ducklington Service Station: Site re development.

NEW PLANNING APPLICATIONS:

- 16/01601/HHD Mr. P. Farr, 27 Feilden Close: single storey rear extension and first floor extension over garage
No comment
- 16/01083/HHD Dr. and Mrs Proctor, Manor Farm Barn, 2 Bartholomew Close
Replacement of existing timber windows/ doors with composite material
No comment
- 16/01022/|FUL Smiths Bletchington, Extension of car park at sports field
The Parish Council fully support this application

58.16 FINANCE

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

Balance on Current Account	£33,501.50
Bonus saver	£22,894.93
Total Cash Holding at 28 April 2016	<u>£56,396.43</u>

ES checked and agreed the bank reconciliations

Debts £NIL

b) *Budget 2016/17, transfer to and from Reserves for that year and the Accounting Statements for the year ending 31 March 2016.*

The Clerk had tabled this budget for 2016/17 in draft and actual results for the years ending 31 March 2016 and 2015 for comparison at the April meeting. The same information was again included in the May’s Clerk’s Briefing Notes.

The Clerk and Responsible Financial Officer (RFO) explained the reason for the £4000 transfer from Reserves in the 2016/17 budget as being to prepare a reserve fund for the mower purchase over three years and answered other questions raised by Councillors on the budget and the Accounting Statements.

After discussion, Councillors resolved to approve the budget, the transfer to Reserves and decided, at the request of DD, to carry forward the budgeting of 2016/17 Expenditure from Reserves. The Accounting Statements were approved and then signed the Chairman. The RFO signed and both were dated 4 May 2016.

c) *Section 1 of the Annual Return – Annual Governance Statement 2015/16*

The Clerk led Councillors through each of the questions 1-9.

After consideration, Councillors resolved to answer YES to questions 1-8 and not applicable (N/A) to question 9 and for the Chairman to sign the Annual Return.

The Clerk signed the Annual Return and both signatures were dated 4 May 2016.

58.16 FINANCE (continued)

d) *Section 2 of the Annual Return – Accounting Statements 2015/16*

The Clerk and RFO had completed Section 2 from the Accounting Statements presented and approved in 58.16b)

The RFO answered questions on the Accounting Statements in Section 2.

After discussion, Councillors resolved to approve the Annual

Return Section 2 summary and for the Chairman to sign the Annual Return.

The RFO signed the Annual return and both were dated 4 May 2016.

e) MARCH INVOICES DUE FOR APPROVAL and PAYMENT

Name - Description		£ p - inc VAT	Relevant legal statute
Turney Ground force - Used Ransome Jacobsen AR3 mower		13,442.40	LG(MP)A1976 s19
Clerk / RFO Net Salary & working from home allowance £18		404.40	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage 39 mls @ £0.45p		£17.55	LGA 1972 s111
Norton internet security		£49.99	LGA 1972 s111
Mobile contract & calls		£35.42	LGA 1972 s111
TOTAL	£507.36		
Post Office Ltd - HMRC - PAYE RTI		96.60	LGA 1972 s111/2
Will Hutchinson Litter picking - no report		0.00	LGA 1972 s214
Margaret L Johnson - April packs/ print cartridges		87.38	LGA 1972 s111
Oxon. Playing Fields Assn. - RoSPA p/ ground train Dick Rudd 7 May 16		40.00	LGA 1972 s214
Oxfordshire County Council - donation to school outdoor shade		250.00	s.137
Dick Rudd - Equipment checks April and £60 Repairs £150		210.00	LG(MP)A1976 s19
The Mill Academy - print newsletter 187 - December/ Jan 16 (H.Box)		141.00	LGA 1972 s111
J. Miles - mow cemetery and additional strips 18/4		113.00	LGA 1972 s214
Oxfordshire County Council allotment rent - year to April 2017		315.00	LGA 1972 s214
Came & Company -Insurance (Long Term Agreement to 31/5/18)			
This includes £25 for mower for this year and annual prem. To 2018		1,166.50	LGA 1972 s111
Big Lunch - donation		250.00	s.137
TOTALS		£16,619.24	

The payments were approved by the Council and the cheques were signed by CM and DD.

59.16 Parish Councillors' reports from meetings attended since last meeting

None

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

- a) SB informed Councillors that a resident has advised him that a tree in front of 12 Peel Close and suggested the need for a review by Boward to ascertain if any action was needed by the Council.
- b) SB reported that he needed to buy 3 five litre mower fuel cans to re fuel the mower.
- c) ES reported that the boundary hedge at Manor Farm cottage again is in need of trimming to prevent it overlapping the pathway and suggested a letter be written to the owner.

61.16 Dates of next meeting – 1 June 2016 – Lilac Room, Village Hall, 7.30 pm

Monthly meeting of the Parish Council

Signeddated.....