

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 July 2016
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

- 77.16 Members Present:** Edmund Strainge – ES (Chairman)
Adrian Armitage – AA
Richard Border - RB
John Dunsdon - JD
David Duthie - DD
Peter Godwin - PG
Catherine Maddison – CM
- In Attendance:** Richard Brown - Clerk
Ben Woodruff – West Oxfordshire District Councillor - 83.16 only
- 78.16 Members' Apologies:** Simon Bradshaw -SB

James Mills – OCC
- 79.16 Minute silence**
The Council held a minute silence in memory of Andrew Fisher
- 80.16 Member of Public – Matthew Barker: Witney Road Traffic**
Mr Barker had been previously granted permission to address the Councillors at this meeting. Mr Barker began by recounting that as a resident of Witney Road he is witness to the high number of vehicles parking in the road that makes it difficult for himself and his wife to safely exit their driveway as they obscure their view. The situation is exacerbated by far too many vehicles exceeding the speed limit and they appear not to take any notice of the signs erected recently by the Parish Council. He is of the opinion that some of these vehicles create a permanent type parking arrangement and are often of a commercial type. Mr Barker said that he could support his view with photographs which he explained he had already shown the local police as he is concerned that a serious accident will occur if nothing can be done. The Police suggested that he contact the local Parish Council. Ben Woodruff (WODC) suggested that if the photos were forwarded to himself and James Mills his aim would be that they would make further enquires using all the information to ascertain whether, via the County Council, further road markings or signs could be made available to slow traffic and via planning at the District Council, to ensure that if any commercial activities are present that they are appropriately regulated. Mr Barker thanked the meeting and left.
Carried forward.
- 81.16 Minutes of meeting held on 1 June 2016**
The minutes of the above meeting were approved by the Council and signed by the Chairman as a true record.
- 82.16 Thames Valley Police**
No representation

83.16 County/District Council Matters

Ben Woodruff (WODC) commented that the planning application to discuss the proposed village development being put forward by Strutt & Partners was to be held on 18 July if anyone wanted to attend and asked if Councillors had any further comments that they wished him to make. RB commented that Section 106 comments on web site already were suggesting, among others, expenditure on Schools.

Ben also commented that Sir Barry Norman had been made an Alderman.

84.16 Parish Councillors – Disclosure of interests on agenda items

ES declared an interest re the request from Ducklington & Hardwick Produce Association
Minute number 86.16 b)

AA declared an interest with regard to the planning application from Mrs Wootton, minute Number 89.16.

85.16 Matters Arising from Previous Meetings

a) *Container movements*

Council heard that the ground had now been levelled and that concrete planks had been supplied and laid in position. Container movements can now follow in due course.
Carried forward

b) *Web Cam - PA*

Carried forward

c) *Car park alterations*

Martin Layer of Smiths was requesting a working party meeting on 7 July to identify all points that need to be covered before the alterations to the car park start around the 25 July. These could be any matters raised by the various interested parties, but Martin tabled the marking out of the car park, fencing, safety barriers, drainage, lighting and recycling bins.

The Parish Council discussed Martin's comments and set out their position. DD kindly agreed to attend the meeting.

Carried forward

d) *Church broad band and cost sharing.*

Councillors considered the costs quoted in Jane Dines proposal being circa £500 one-off costs and £40 per month running costs.

After discussion of the benefits to the Parish Council and the village versus these costs, Councillors resolved that they would not take the matter any further at this time. The Clerk was asked to inform Jane and thank her for her work on this project.

e) *Movement of defibrillator*

Carried forward

f) *Allotments & working party visit to allotments.*

The Clerk reported that only one plot remained to be let, but that all Ducklington residents that had requested a plot had now been offered one.

Councillors discussed the matter and resolved to put a standing entry in the village newsletter starting with the next August edition to attract possible further interest before moving onto requests for plots from outside the village.

Carried forward

Matters Arising from Previous Meetings (continued)

- g) *Allotment trough – ES (budget around £120)*
Carried forward.
- h) *Clerk's hours appraisal date (1) and hours (2)*
(1) Councillors discussed why it was taking so long to inform the Clerk of a mutually agreed date for this meeting. RB then suggested, and Councillors agreed, that to speed matters up he ask the Clerk to make his suggestions to him by email for time/date of meetings he could make in August.
Carried forward

(2) Clerk's Hours
Carried forward
- i) *Web Administrator.*
Sarah Powling has now received sufficient training from Councillors to enable her to make a start on entering new articles onto the Parish Council's web site.
- j) *Primary school ditch clearance & weed spraying and similar weed spraying for the Parish Council*
The Clerk reported that he awaits a confirmation from Max Everett that both sets of work have been completed.
Carried forward.
- k) *Ditch investigation – Standlake Road*
After discussion it was resolved that DD would obtain a quote to clear the debris that the County Council require before they can start their work.
Carried forward.
- l) *Equipment container Risk Assessment - DD*
Carried forward
- m) *Bartholomew Close – quotes to remove trees in water*
The Clerk reported that this work had been completed.
- n) *Sports Club lease*
The Clerk reported that he was awaiting an update from the Solicitors following the last review of the draft by Councillors.
Carried forward
- o) *Moles in churchyard*
After discussion, it was resolved that no action was now required on this issue.
- p) *Posts for Peel Close green - SB*
The Clerk reported that 10 posts had been agreed between SB and Dick Rudd. The cost will be £260. It was resolved to ask Dick Rudd to proceed. Councillors also asked the Clerk to contact SB to establish what financial contribution he proposed to make towards these works, as offered by him when he first proposed this item.
Carried forward

Matters Arising from Previous Meetings (continued)

q) *Tesco equipment grant/ new equipment*

The Clerk reported that the Parish Council's bank account had been credited on 5 July with 75% of the total grant as promised by Tesco - £9000.00.

Peter Harrod of Streetscape, the suppliers of the equipment, had replied to the Clerk's invitation to meet with Councillor(s) to agree the site layout of the three new pieces of equipment and it was resolved that DD would meet him for that purpose. The Clerk agreed to arrange the mutually acceptable time/date for the parties to meet.

Carried forward

r) *Pot holes – Curbridge Road (OCC ref:741896)*

The Clerk reported, and Councillors noted, that he had been advised by the County Council that the work on the above had been completed.

86.16 New Business

a) *To consider village hedge trimming*

DD asked to be considered the request from a householder that, from Lovell Close going towards Peel Close, the 1st and 4th trees (both needing clearance from the District Council) are currently in need of trimming.

The Clerk also described an email he had received from a householder in Bartholomew Close that stated that the hedge on the left hand side looking towards the play area has grown so quickly this year that it now obscures the view of children using the area.

After discussion, it was resolved that the Clerk obtain a quote from Bowards to review the trees and, if necessary, supply a quote to trim them after consulting the District Council. With regard to Bartholomew close, it was resolved to accept DD's offer to review the issue by his visiting the site.

It was also resolved to agree with DD's suggestion that a quote be obtained to trim the hedges from the Rectory to Mill cottages.

Carried forward

b) *To consider a request form Ducklington & Hardwick produce Association*

The Council was asked to reconsider a request from the Association to grant "for life" an agreement to their use of the Sports field for the flower show, as opposed their needing to apply each year. The main reason given was to help reduce the Association's work load and that of the Parish Council.

After discussion it was resolved not to offer use for the life-time of the Association on the basis that, under the terms of the Council's insurance, it is necessary for anyone that uses the sports field to prepare risk assessments to cover current eventualities and to produce to the Parish Council evidence that their own insurance is in place for the date of each event to cover their events specific risks.

c) *Wood Green School, Witney - walk through Ducklington on Friday 8 July.*

The Clerk had been made aware of this walk by the school by some 700 students.

The arrival of students would be staggered and the object of the walk is to raise money for school equipment.

The school had asked the Clerk, to which he agreed, to put the further information the School has supplied on a Parish Council Notice Board.

The School asked also that the Parish Council be informed.

Councillors noted the matter.

New Business (continued)

d) Invitation to Stagecoach Bus Stop meeting – 6 July

The Clerk had forwarded an email to Councillors from OCC Highways & Transport inviting representatives from Burford, Carterton, Black Bourton, Clanfield, Bampton and Ducklington to various site meetings with Stagecoach. JD was therefore able to attend the meeting in Ducklington.

JD reported to Councillors that the meeting was to discuss possible new locations for 2 bus stops in the village.

Stagecoach wished to discuss new bus stops in the various areas that will serve their Routes 19 and 233 to be effective from 21 July. Those identified in Ducklington for Route 19 are on Standlake Road looking towards the village and just before the Wesley Barrell entrance on the right hand side of the road. The stop for the run in the opposite direction is suggested to be slightly across the road, in between two properties. Their owners will receive letters on the proposition and will have the option to formally object within 28 days if they so wish to do so.

Councillors thanked JD for his report and asked for the Route 19 route timetable he had been given to be published as a “pull-out” sheet in the August village newsletter..

87.16 School Report

No report – RB reported that the next school governor’s meeting is to be 11 July.

88.16 Playgrounds/Sports field

a) Monthly Playground Inspections and litter picking reports

The Clerk reported in Clerk’s Briefing Notes that he had received a June playground inspection report from Dick Rudd that stated no faults found apart from the need to re fix the roof on the slide at the Chalcroft site. Dick quoted £50 plus the cost of bolts etc to repair the slide roof and the Council resolved to accept the quote.

The 6 cradle swings and the 4 flat swings previously identified as needing repair have now been fully replaced.

Other matters raised by Dick was the need to clear the ditch behind the pavilion and the repair to the Chalcroft site goal mouth. Dick quoted £50 labour to fill and re seed the goal mouth, but said that he also needed sufficient earth. Councillors resolved to accept the quote for the goal mouth work, but to ask Dick for quote to clear the ditch. DD suggested that he obtain a tonne of earth and ES agreed to store it. This will then be used for repairing the goal mouth and the remainder for kept for other tasks. It was resolved to accept both offers.

Councillors asked that the Clerk send an email to the Secretary of the Sports Club asking that the Club ensures that all items for waste collection at the sports field are stored internally to avoid them getting into the ditch.

There was no litter picking report.

b) Borehole for sports field - DD

DD reported that he had contacted Andy Dixon of Groundwater Monitoring and Drilling Ltd. and had decided, as previously agreed with the Parish Council, to opt for the £340 test. With regard to the necessity to contact the utility companies before work can commence, Councillors resolved to ask Andy to contact all the utility companies on their behalf at the cost of £185 + VAT.

Carried forward

New Business (continued)

Playgrounds/Sports field (continued)

c) *Village grass cutting.*

The Clerk reported that he had contacted the District Council who had assured him that the village open space grass cutting was now up to date.

However, it was to be noted that any future collection of grass cuttings by the District Council would result in a charge.

Councillors noted this information.

d) *Selective weed control*

DD reported that the previous option using Cokethorpe School to weed and feed the sports field was not now available.

However DD had obtained a quote (reproduced in Clerk's Briefing Notes) from Complete Weed Control Ltd for the same work at £380+ VAT.

After discussion, Councillors resolved to accept this quote.

e) *Sports Club*

The Clerk had received an email report from the Secretary of the Club on 27 June saying that a boy had suffered a serious cut to his knee whilst playing on the grass outside the pavilion when attending an end of season party on 26 June.

SB and DD visited the Club site on 27 June and determined that no further action was needed by the Parish Council.

Councillors noted this advice.

89.16 PLANNING

PLANNING APPLICATIONS GRANTED:

- 16/01083/HHD Dr. & Mrs M. Proctor, 2 Bartholomew Close: Replacement of existing timber framed windows and doors with those of a composite material.

NEW PLANNING APPLICATIONS:

- 16/01890/FUL
- 16/02802/FUL Shell Retail UK, Ducklington Service Station, firstly to add additional car parking spaces on the periphery of the forecourt and secondly to extend the Sales Building and erect an external dekit-refuse area.

No comments - both above applications

- 16/02140/HHD, Mrs L. Wootton, 11 Park Road: Demolition of existing conservatory and construction of single storey extension

No comments

90.16 FINANCE

- a) *Account Balances, bank reconciliations and Debts due to Council – Clerk’s Briefing Notes page 2 - tabled were the 3 month Accounts to 30 June 2016.*

Balance on Current Account	£14,822.75
Bonus saver	£22,912.10
Total Cash Holding 25 May 2016	<u>£37,734.85</u>

ES checked and agreed the bank reconciliations

Debts £NIL

- b) *Interim Accounts for the three months to 30 June 2016 and Reserve balances.*

The Clerk tabled to all Councillors the above Accounts that showed the Income and Expenditure of the 3 months, the budget remaining for the year and actual results for last year.

Reserve balances showed the brought forward position for last year, the purchase of the Mower at £11,202 and the budgeted transfer to reserves in this year of £4,000.

The Clerk commented that both expenditure and income appeared in line with the budget and answered Councillors questions.

Councillors noted the position.

- c) *Appointment of replacement internal auditor*

The Clerk reported that he had received an email from the current internal auditor informing him that he has now retired after the 2016 audit.

The Clerk enquired if the Councillors wished to appoint a new auditor themselves or to ask the Clerk to lead the process.

After discussion, it was resolved to leave the matter in the

hands of the Clerk, but DD suggested contacting Andrew Borrows of Burrows and Edwards in Witney and obtaining a quote.

Carried forward.

FINANCE (continued)

d) JUNE INVOICES DUE FOR APPROVAL and PAYMENT

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		381.58	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage 76 mls @ £0.45p		£34.20	LGA 1972 s111
Mobile contract & calls:		£30.60	LGA 1972 s111
TOTAL	£446.38		
Post Office Ltd - HMRC - PAYE RTI		220.00	LGA 1972 s111/2
Will Hutchinson Litter picking 4/4-3/7		195.00	LGA 1972 s214
Margaret L Johnson -Photo copies/colour May and June and ink cartridge		136.16	LGA 1972 s111
Boward Tree Management - as quote remove trees fom river etc		264.00	LG(MP)A1976 s19
Dick Rudd - P/G report June £60 + fixing new swings £30		90.00	LG(MP)A1976 s19
J. Miles - mow cemetery and 2 pieces 7/6,13/6 and 27/6		128.00	LGA 1972 s214
ABS Accounting - Bill Haire internal audit 2015/16 Accounts		130.00	LGA 1972 s111
JE Strange & Sons -Digger earth mound £250 + tidy allotments £150		480.00	LG(MP)A1976 s19
Mr.D.Duthie - fuel for mower grass cutting		19.70	LG(MP)A1976 s19
The Mill Academy - print newsletter 190 June/ July		105.90	LGA 1972 s111
Helen Strange - Edit newsletter 190 June/ July		45.00	LGA 1972 s111
Helen Strange - replace cheque 22557 lost		45.00	LGA 1972 s111
Southern Electricity - 1/4 to 26 May Contract to 30/4/17		621.36	LG(MP)A 1976 s19
Bryant Land & Property -1/4 from 25/6 Due for 5 year review 29 July 16		102.50	LG(MP)A 1976 s19
TOTAL		3,029.00	

Cheques signed by : CM and PG

91.16 Parish Councillors' reports from meetings attended since last meeting
None

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

DD explained that he could not attend the next Urgency Council meeting on 3 August and RB offered to take his place.

Other members of the appointed Urgency Committee for this year are ES, CM and SB

The Clerk said that he had had a request from Mr Hicks, a resident of Ducklington, to inspect the Parish Council's Books of Accounts for the year ended 31 March 2016 as was his legal right. The Clerk has arranged a meeting with himself and Mr Hicks for 3pm Friday 8 July 2016 at the Village Hall.

93.16 Date of next meeting

Urgency meeting of the Parish Council

Wednesday 3 August 2016 – Lilac Room, Village Hall, 7.30 pm

Signeddated.....