

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 MAY 2017
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Richard Brown - Clerk

58.17 Members' Apologies: Peter Almgill

59.17 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 re elected Vice Chair.
- **Members of the Urgency Committee**
Catherine Maddison, Edmund Strainge, David Duthie and Simon Bradshaw were re elected.
- **Election of Transport representative**
Councillors resolved that any Councillor would act in this role as and when required.
- **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 is confirmed in this position for a period of 3 years.
- **Confirmation of Councillor for allotments**
John Dunsdon was re confirmed.
- **Councillor representative on the Committee of the Ducklington Sports Club**
This is the first creation of this role due to the signing by both parties to the new lease of the pavilion to the Sports Club dated 1 May 2017. It is a new condition incorporated into this revised lease to encourage greater understanding of the requirements of the Club and the ability for a Councillor to express any legal implications of the Landlord – the Parish Council.
Richard Border, Simon Bradshaw and David Duthie were elected.

60.17 Minutes of meeting held on 5 April 2017

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

61.17 Thames Valley Police

No Police representation.

However, Councillors discussed thefts that had occurred from sheds and nuisance being caused too often in the village by loud music and smoking occurring near the village centre. This was accompanied at times by what appeared to sound like cannon shots.

It was resolved to place an article to this effect in the next village newsletter, with the suggestion that sheds be kept locked.

62.17 County/ District Council Matters

No representation.

63.17 Parish Councillors – Disclosure of interests on agenda items

DD disclosed an interest with regard to the request for a donation from the Big Lunch Committee – minute reference 65.17(c)

64.17 Matters Arising from Previous Meetings

a) *Painting of the three containers at sports field*

Cotswold Decorators will carry out this work in the Spring (£720) and Sports Club have agreed to pay one third of that cost.

Carried forward

b) *Legionella water testing at the Pavilion – Sports Club*

Since the periodic water testing results had not been forthcoming after numerous requests, Councillors resolved to ask the Clerk to write to the Club Secretary and Chairman by Recorded Delivery stating that test results are now to be made available to the Council for their next Parish Council meeting on 7 June. Also to remind the Club that this requirement is a new condition in the Club's recently signed pavilion lease dated 1 May 2017. Failure to comply with any conditions of the lease allows the Parish Council to discontinue the lease to the Club.

Carried forward

c) *Ditch and flooding investigation – Standlake Road*

Following the WODC and OCC investigation of the above which concluded that the culvert in the ditch had been set too high, Councillors requested that the Clerk investigate with Banner Homes, the builders of Fritillary Mews and the NHBC, as to whether they could arrange to have the culvert re set at the proper height.

The Clerk reported that Banner Homes had now been taken over by Cala Homes and that they had not responded to his enquiry. NHBC informed the Clerk that their limit of responsibility to assist / pay for repairs rests solely with defects to buildings and consequently not to matters such as ditches.

After discussion, it was resolved to accept DD's offer that he have the ditch dug out again to receive the valve.

Carried forward

d) *Pavilion lease to the Sports Club*

The Clerk tabled at the meeting the Club's pages, signed by the Sports Club Representatives, of the new pavilion lease. The Club requested the lease be dated 1 May 2017.

After discussion, it was resolved that the Chairman and Clerk sign the lease on behalf of the Ducklington Parish Council and for the Clerk to pass the papers to its solicitor for copies to be produced.

Carried forward

64.17 Matters Arising from Previous Meetings (continued)

e) Boward Annual tree survey – work to Ash and Elm

JD had requested at the previous meeting that the Clerk establish what work done on the above trees.

At this meeting, the Clerk reported that Matt Appleton had informed him that he had worked on the trees to tidy them both as requested. JD commented that he had revisited the site and was now satisfied with the result.

f) Proposed village housing development 16/00758/OUT

The planning application for the above is still awaited, as is DD's first quote for the installation of a pitched roof for the pavilion.

Carried forward

g) Verti-draining of the Sports field

DD reported that the above work had been satisfactorily completed in late April.

h) Car park signage – care in icy conditions and tennis court padlock

The Clerk delivered the finished sign to the meeting. It was in accordance with the Council's specifications.

Councillors discussed the positioning of the sign and decided that it should be erected on the entrance to the car park. It was resolved to accept the kind offer of PG to fix it in place.

Carried forward

The Clerk handed CM the new tennis court padlock requested at the previous meeting.

i) Annual Parish meeting – 25 May 2017

ES confirmed that he had received PA's assurance that he would supply the presentation equipment for this meeting.

j) Annual physical inspection of Parish Council's external assets

The Clerk received the assets schedule checked by ES.PG and JS signed their forms that they had returned at the previous meeting without signature.

65.17 New Business

a) To consider the insurances – annual renewal with effect from 1 June 2017.

Since last year, the mower and the 3 new pieces of playground equipment had been added to the sums insured under the current 3 year Long Term Agreement that concludes 31 May 2018. The premium this year, effected by the above and inflation is £1,248.70 (last year £1,141.50)

The Clerk tabled the detailed insurance at the meeting for information.

After discussion it was resolved to accept the insured values and the premium charged.

b) Smiths Bletchingdon – quote for additional car parking below tennis court

Councillors considered the quote of £6,600 and the contribution offered by Smith's of £500.

After discussion, Councillors resolved ask the Clerk to reply thanking Martin Layer of Smith's for his quote and kind offer. However, they hoped that Smith's could hold the offer open whilst DD obtained 2 further quotes.

Carried forward

c) Big Lunch -request for donation

After discussion, Councillors resolved to make a donation of £250.

66.17 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

Clerk's Briefing Notes reported that he had received an April playground inspection report from Dick Rudd that confirmed "No faults found"

Dick provided a quote to move the goal posts at Chalcroft to eliminate the dip in the goal mouth at £175.00.

After discussion it was resolved to accept that quote.

b) *Litter picking report.*

No report

c) *Borehole at sports field*

Clerk's Briefing Notes contained the test results from the borehole that has been sunk on 26 April 2017. The conclusion was that the yield seemed fine.

After discussion, it was resolved to accept DD's offer to revisit the next steps with Argo Irrigation Ltd of Farringdon in installing the further equipment necessary to produce a usable water supply for use at the sports field and whether their quote ref: DCC-01 dated 8 April 2016 remains the same a year later and whether or not a tank is now thought to be necessary.

Carried forward

d) *Sports Club – answers requested by Club regarding the maintenance sports field surface.*

Overall, for Parish Council to supply the Club with the maintenance plan for the sports field surface including the items below:

- Whether/ when the field was to be raked/ chained / aerated/ levelled
- When the repair of the goal mouths/ centre spots and other bare patches would take place.
- Maintenance of the outer edges of the field and weed control

All above matters were agreed to be carried forward.

Carried forward

Other questions:

- *Power for the Aunt Sally following the shed repairs*
DD reported that the power had been restored.
- *Request for the grass to cut for Sunday 16 July tournament and to use the field*
SB reported that he had informed the Club that this would be done.
- *Tea shed update*
The Sports Club informed the Council that they had received confirmation that they would receive a £2000 grant from Tesco Bags for Help for this project. This meant the project was feasible. The Parish Council had previously agreed to support the project with a donation of £250.
After discussion, Councillors resolved to thank the Club for this news, but asked the Clerk to inform the Secretary that the £250 donation had already been effectively given by way of the Parish Council having to undertake work that was the Club's responsibility and not carried out as they had promised.

e) *Weed feed / fertilise of the sports field*

DD reported that he had agreed with Will Pryse of Selective Weed Control to carry out this work on 13 May and had informed the sports club.

67.17 PLANNING

PLANNING APPLICATIONS GRANTED:

- 16/000961/HHD Mr. J. Lucker, 18 Park Road - erection of single storey rear extension.

NEW PLANNING APPLICATIONS:

17/00594/HHD Mr. N. Eaton -23 Witney Road - alterations and erection of a single storey extension
No comments

17/01066/HHD – Mrs K. Gill, 17 Park Road – Single storey rear extension
No comments

17/00919/HHD- Mr & Mrs Cooke, 3 Back Lane - Demolition of single storey rear store and replacement with single storey rear extension
No comments

68.17 FINANCE

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

Balance on Current Account	£22,928.70
Bonus saver	£22,952.27
Total Cash Holding at 28 April 2016	<u>£45,880.97</u>

ES checked and agreed the bank reconciliations
Debts £NIL

- b) *To approve the Accounting Financial Statements & Notes to the Accounts for the year ended 31 March 2017.*

Clerk's briefing Notes pages 6-11

The Accounts in draft had been discussed at the April meeting and agreed.

These Accounting Statements now included Notes to the Accounts, but the body of the Accounts had not been altered.

The Clerk commented that the net surplus for the year, after movement on specified reserves, was £572.28 against a budget of £524.92 - a satisfactory position.

After discussion that included thanking the Clerk for his work on this matter, resolved to accept the Accounts/ Notes and authorise the Chairman and the Clerk as Responsible Financial Officer (RFO) to sign them.

The Clerk/ RFO informed Councillors that the Internal Audit had been concluded by the new Internal Auditor Mrs. K. Thiele who had issued a clean audit report and had signed the Annual Internal Audit Report on page 5 of the Annual Return. The Chairman read aloud out the audit letter addressed to the Chairman of the work done and the conclusion as above.

68.17 FINANCE (continued)

- c) *Section 1 of the Annual Return – Annual Governance Statement 2016/17*
The Annual Return form was presented to Council and the boxes ticked as appropriate. The Clerk led Councillors through each of the questions 1-9 which required Councillors to answer YES, NO or Not Applicable.
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/ RFO signed the Annual Return and both signatures were dated 3 May 2017.
- d) *Section 2 of the Annual Return – Accounting Statements 2016/17*
Clerk's Briefing Notes page 13.
The Annual Return was presented.
The Clerk/RFO had completed Section 2 from the Accounting Statements presented and approved in 68.17b) and reproduced on page 13 as above.
The Clerk/RFO answered any questions.
After discussion, Councillors resolved to approve the Annual Return Section 2 summary and for the Chairman to sign the Annual Return.
The Clerk/RFO signed the Annual return and both were dated 3 May 2017.

68.17 FINANCE (continued)

e) INVOICES DUE FOR APPROVAL and AGREEMENT TO PAY

Invoices : April 2017

Meeting of 3 May 2017

22 **Invoices to review and authorise for payment**

Chq. No	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: 4 miles @ £0.45p		£18.00	LGA 1972 s111
	Printing of April meeting and internal auditors papers		£27.00	LGA 1972 s111
	Mobile contract & calls:		£28.23	LGA 1972 s111
	Padlock		£4.95	LG(MP)A1976 s19
745	TOTAL	£556.18		
758	Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
	Will Hutchinson Litter picking		0.00	LGA 1972 s214
746	Dick Rudd- P/G report April £60 + faulty bolt £15 T/court lock £10		85.00	LG(MP)A1976 s19
747	Maxwell Amenity Ltd -Verti-drain 2 football pitches and cricket out field		2,088.00	LG(MP)A1976 s19
748	WODC Open spaces grass cutting 23/3/17- up 3.2% over last year		181.17	LG(MP)A1976 s19
749	Smith's Bletchingdon - soil for sports field		144.00	LG(MP)A1976 s19
750	The Flying Press Ltd - cheque payment compliment slips		37.85	LGA 1972 s111
751	R P Brown - Norton Internet security for laptop to 28/4/18		49.99	LGA 1972 s111
752	J. Miles - mow cemetery + 2 village pieces £15 -13/4/17		118.00	LG(MP)A1976 s19
753	Simon Bradshaw - Diesel for mower		23.71	LG(MP)A1976 s19
754	Margaret L Johnson Ltd - 3 printer cartridges and paper		58.31	LGA 1972 s111
755	Came & Company - 2017 insurance- 3 year contract to 31 May 2018		1,248.70	LGA 1972 s111
	was £1250.12			
756	Katie Thiele - Internal Audit of DPC Accounts for year to 31/3/2017		130.00	LGA 1972 s111
757	Complete Presentation Ltd - Ice sign for car park fence		142.22	LGA 1972 s111
	TOTAL		4,978.13	

Cheques signed by : DD and SB, apart from 753 signed by DD and CM and 758 by signed by DD and PG.

69.17 Parish Councillors' reports from meetings attended since last meeting

None

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

- a) SB informed Councillors that a resident has advised him that a tree had had its bark stripped by the WODC mower when cutting the grass in middle of Peel Close.
- b) JD reported that the 2nd bridge over Moors needed repairing
- c) JD commented that the Parish Council should regularly review allotment plots to ensure that they do not become untidy. This will mean taking action if current holders fail to attend to their plots in accordance with the Plot holder Agreements or become physically unable to do so during their current year tenancy.
This will keep all plots continuously tidy and allow people on the waiting list to take up a plots.

71.17 Dates of next meetings

25 May 2017 – Main Hall, Village Hall, 7.30PM

Annual Parish Meeting

7 June 2017 – Lilac Room, Village Hall, 7.30 pm

Monthly meeting of the Parish Council

Signeddated.....

Chairman