

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 April 2017
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

44.17 Members

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

In Attendance: Richard Brown - Clerk

Ben Woodruff –WODC - 48.17 only.

45.17 Members'

Apologies: Peter Almgill- PA

Adrian Armitage- AA

James Mills – WODC

46.17 Minutes of the meetings held on 1 March 2017

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

47.17 County/District Council Matters

Ben Woodruff informed the meeting that Ted Fenton is putting up for election as a County Councillor for the area due to James Mills stepping down.

Also, it appears, that Robert Courts is in opposition to the Unitary Council proposal of the County Council as are WODC. All comments will now cease during the period of purdah.

48.17 Parish Councillors – Disclosure of interests on agenda items

DD declared an interest in the request of the Big Lunch to use the Parish Council's playing field on 18 June 2017.

49.17 Matters Arising from Previous Meetings

a) Painting of containers at sports field

To be carried out in Spring 2017. DD to be informed of actual date by Ricky in due course.
Carried forward

b) Legionella water testing at pavilion- Sports Club

A revised Risk Assessment is still awaited from Sports Club Secretary.
Carried forward

49.17 Matters Arising from Previous Meetings (continued)

- c) *Ditch and flooding investigation – Standlake Road- Fitting of non-return valve to culvert by OCC*

DD, RB and PG met and with WODC (Kevin Jacks) and OCC (Wayne Barker) on 14 March 2017 at 2.30PM and reported the following:

Councillors were informed that the ditch culvert has been set too high in the ground which has the effect of reducing the rate of water flow so that silt drops down to the bottom of the ditch, especially on bends. The only choices available to stop this happening are to either continually dredge the ditches of this silt to avoid flooding or to have the culvert re set correctly.

RESOLVED: To ask the Clerk to try and contact the NHBC and Banner Homes who built the culvert when constructing the homes at Fritillary Mews, with a view to correcting the above problem.

Carried forward.

- d) *Sports Club pavilion lease*

A response to the draft lease is awaited from the Sports Club.

RESOLVED: The Clerk was requested to ask the Secretary to the Sports Club to return their signed copy of the lease for the next Parish Council meeting on 3 May 2017.

Carried forward

- e) *Annual Tree survey – November 2016- remaining items.*

Willow trees overhanging the river – Matt Appleton £100

JD commented that the trimming of the Ash tree appeared minimal and wondered what work had been performed on the Elm tree situated behind the Ash. The Clerk agreed to investigate the matter.

Carried forward

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

1. *Progress on pavilion shed door replacement*

DD reported that on 16 March Garage Door Specialists had satisfactorily installed the garage door.

DD quote for installation of a pitched roof for the pavilion.

Carried forward

- g) *Verti drain quote from ALS Contract Services £1740+VAT – sports field*

DD reported that he will ensure this work is completed before the start of the cricket season.

Carried forward

49.17 Matters Arising from Previous Meetings (continued)

h) Car park signage

The Parish Council resolved at the last meeting to explore suitable signage for the car park to warn users to exercise extreme caution when entering during icy conditions. The Clerk met with Complete Presentation Ltd - Ian Scammel - who assist the District Council with suitable signage. Complete Presentation's suggestion was shown in Clerk's Briefing Notes.

RESOLVED: After discussion, Councillors decided to order one A2 sign to be mounted on the car park fence at a cost of £118.85. This sum includes art work costing £45 which can be used again if additional signs are required and the sign will be collected from their premises.

i) Guests invited to the Annual Parish Meeting – Thursday 25 May 2017.

The Clerk confirmed that all invited guests had accepted.

ES agreed to check with PA that he would source the presentation equipment.
Carried forward

j) Annual inspection of DPC external assets

The Clerk accepted completed returns confirming the continued existence of assets from PG and JD. The Clerk added his confirmation of the assets in his home office. The Clerk agreed to supply ES with another copy of the schedule of assets that he had agreed to verify.

Carried forward

JD reported that the lower section of the spiral slide at the Chalcroft site appeared to have come partially loose. The Clerk agreed to have this checked and repaired as necessary.

Carried forward

50.17 New Business

a) Ducklington Pre School – request for right of way over car park

The Clerk reported that he had received a letter from the Parish Council's solicitor saying that he was now acting for the Pre School and that part of that work involved an application to the Parish Council requesting that Pre School be given a temporary Right of Way over the Parish Council's car park. This is to allow access for the builders constructing the Pre School's new premises situated within the Primary School's grounds.

In addition, the Parish Council's solicitor asked whether the Parish Council wished to use another solicitor in the same firm for the Parish Council business to avoid any conflict of interest.

RESOLVED: After discussion it was agreed that the requested temporary Right of Way be granted on the condition that all costs involved were to be charged to the Pre School. In addition, that the Parish Council were happy to continue with the existing solicitor as they did not consider there was a risk of conflict of interest.

50.17 New Business (continued)

- b) *Traffic speeding on the Witney Road – an update email from Matthew Barker*
Clerk's Briefing Notes contained the email which provided details of the work that Mr Barker had done on the above subject by enlisting the help of Police and local WODC and OCC Councillors since he last met with the Parish Council. He was disappointed with the lack of possible action.
RESOLVED: After discussion and reading the letter, that the Clerk respond to Mr. Barker with the action of the Parish Council in the intervening period as reported in the Minutes of various parish Council meetings.
- c) *Membership opportunity to join Community first Oxfordshire*
Councillors reviewed the benefits associated with the annual cost of £70.
RESOLVED: Not to join at this time.

51.17 Playgrounds/Sports field

- a) *Playground equipment Inspections and litter picking reports*
The Clerk reported that he had received a March playground report from Dick Rudd that stated no faults found.
The only matter that Dick Rudd wished to bring to the attention of the Council was his view that the condition of the Chalcroft site goal mouth could be improved.
RESOLVED: That Dick be asked to quote to move the goal posts forward and to the left way from the road to provide a clean goal mouth.
Carried forward

Litter picking report:

The Clerk reported that he had received a March report and catch-up invoice. No matters of concern were raised.

- b) *Sports Club matters*
The Clerk reported the following communications from the Club Secretary:
- *Sports Club would like their padlock back*
DD said he had arranged the return.
 - *Sports Club space heaters*
RESOLVED: The matter was considered to be satisfactory.
 - *Electric power needed for Aunt Sally and request to add additional flag stones in that area*
RESOLVED: Power source agreed and DD will discuss with Sports Club Secretary. Adding additional flag stones was agreed.
 - *Request to have the sports field cut for Club tournament on Sunday 16 July 2017*
RESOLVED: DD and SB agreed this would be done.
- c) *Borehole installation at sports field- £1500+VAT*
DD reported that installation had now been agreed to occur between 24-26 April and asked the Clerk inform the Sports Club Secretary.

51.17 Playgrounds/Sports field (continued)

- d) *Tennis Court – new lock for gate requested*
RESOLVED: Agreed and that the Clerk would obtain a new lock and 2 keys
Carried forward
- e) *Painting of the pavilion*
The Clerk reported that the third quote from Mr Chivers was still awaited.
Carried forward
- f) *Servicing of the mower*
DD and SB reported that the mower had been serviced. However, it had broken down shortly afterwards which was very disappointing. In DD and SB's opinion the subsequent repair took too long and held up agreed grass cutting schedules with the Sports Club.
- g) *Weed / feed sports field*
RESOLVED: That Will Pryse of Selective Weed Control to carry out this task at the same price as last year - £380+VAT and inform DD of the proposed date.

52.17 PLANNING

PLANNING APPLICATIONS GRANTED:

- None

NEW PLANNING APPLICATIONS:

- *17/00520/OUT Mr. M. Saddiq*
Erection of industrial units and associated parking on land north of Close Lane

No comment other than the request to place “no parking lines” at the front of the premises.
 - *17/00794/HHD Mr P. Evans 17 Witney Road*
Erection of single storey extension

No comment
 - *17/00652/FUL Mr A. Asher Thames Water Sewerage Treatment Works, Ducklington Lane* – Construction of enclosed generator

No comment
- Pond cottage roof replacement material – DD*
Meeting with Jane Fray.
- Carried forward

53.17 FINANCE

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

Balance on Current Account	£11,945.93
Bonus saver deposit account	£22,950.32
Total Cash Holding at 29 March 2017	<u>£34,896.25</u>

Debts: £Nil

ES stated that he had checked the bank reconciliations and signed the supporting paperwork shown in Clerk’s Briefing Notes.

- b) *Draft Annual Accounts for the Year to 31 March 2017 – Clerk’s Briefing Notes page 10*
RESOLVED: Councillors accepted the Accounts following their review and questions.

c) Cheques presented for review and signature

Invoices : March 2017

Meeting of 5 April 2017

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: 41 miles @ £0.45p		£18.45	LGA 1972 s111
Printing of 1 March meeting packs and tabled documents at meeting		£50.00	LGA 1972 s111
Mobile contract & calls:		£23.33	LGA 1972 s111
TOTAL	£569.78		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking 2/1/17-2/4/17- 13 weeks @£15/week		195.00	LGA 1972 s214
Dick Rudd- P/G report March £60 + Replace 3 posts around pond @ £26		138.00	LG(MP)A1976 s19
The Mill Academy - Print newsletter April/ May no.195		69.60	LGA 1972 s111
Maddocks Property Services Ltd - clear ditch s/ field per DD		210.00	LG(MP)A1976 s19
Matthew Appleton Gardening - Boward annual tree inspection work		730.00	LG(MP)A1976 s19
Boward Tree Management - Annual inspection work (partial) as agreed		648.00	LG(MP)A1976 s19
John Teuton - 50% due on completion of pavilion shed door replacement		624.00	LG(MP)A1976 s19
J. Miles - mow cemetery + 2 village pieces £15 -27/3/17		118.00	LG(MP)A1976 s19
Oxfordshire Playing Fields Association - annual subscription to 31/3/18		50.00	LGA 1972 s111
Paragon Internet Group balance of Domain .gov.uk annual fee to £70 pa		55.62	LGA 1972 s111
Margaret L Johnson Ltd - envelopes and black printer cartridge		31.73	LGA 1972 s111
TOTAL		3,554.73	

Cheques signed by : CM and DD

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

55.17 Other matters for discussion – for information / items for next Agenda

DD and SB reported that they needed two 1 tonne bags of soil for the delivery to the sports field.

PG reported important elements of the bridge across the Moors continue to break-up.

56.17 Date of next meetings:

Wednesday 5 May 2017 in the Lilac Room, Village Hall at 7.30 PM

Monthly Meeting of the Parish Council

Thursday 25 May 2017 in the Village Hall at 7.30PM

Annual Parish Meeting

Signed.....

dated