

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

**87.17 Members Present:** David Duthie – DD (Vice Chairman)  
Peter Almgill – PA  
Richard Border – RB  
Simon Bradshaw - SB  
John Dunsdon - JD  
Peter Godwin- PG  
Catherine Maddison - CM

**In Attendance:** Richard Brown - Clerk

Ted Fenton – Councillor OCC Minute 91.17 only.

**88.17 Members' Apologies** Edmund Strainge (Chairman) – ES  
Adrian Armitage - AA

**Apologies:** Ben Woodruff (WODC)

**89.17 Minutes of meeting held on 7 June 2017**

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

**90.17 Thames Valley Police**

No Police representation.

**91.17 County/ District Council Matters**

Ted Fenton County Councillor for Witney West & Bampton.

Ted Fenton addressed the Parish Council saying that the local refuse disposal pit – Dix Pit – along with the other OCC pits – will be kept open for now.

Other matters referred to by Ted included speeding within his area – but he commented that he had not received any direct complaints from Ducklington residents. However, Speed Watch - local volunteers taking speed readings with the aid of Police loaned equipment - was proving popular in deterring some drivers from speeding.

**92.17 Parish Councillors – Disclosure of interests on agenda items**

None

**93.17 Matters Arising from Previous Meetings**

a) *Ditch investigation- Flood issues on Standlake Road*

The Clerk reported that he had received a recent email from Kevin Jack (WODC) explaining that, before he ventures further in correcting the height of the culvert or incorporating periodic ditch clearance into his own maintenance programme, he needs to carry out a “level survey” along the length of the ditch. He cannot do this while colleagues are on holiday, but will email again when he can do this work.

Carried forward

**93.17 Matters Arising from Previous Meetings (continued)**

- b) *S.106 (CIL) Working Group – village requirements re housing planning application for 24 homes*  
*Quote for pitched roof for the pavilion at the sports field –DD*  
Carried forward
  
- c) *Car Park below tennis court -DD*  
DD reported that he is expecting to receive 2 further quotes.  
Carried forward
  
- d) *Additional parking at the allotment site*  
Ground to be levelled first – DD  
Stones/ scalping's then to be supplied by ES  
Carried forward
  
- e) *Tea shed - pavilion*  
The Clerk reported that he had not yet received WODC planning agreement from the Sports Club – the precursor to any work being carried out by the Club.  
Carried forward
  
- f) *Community Speed Watch*  
The Clerk reported that Thames Valley Police (Tracey Waller) was checking to see when the Parish Council could borrow the necessary equipment. Additionally, she said that she wished Ducklington residents to be involved in the speed watch and be trained by herself on how to use the equipment and record results.  
Councillors resolved to ask the Clerk to place details in the forthcoming village newsletter inviting applications from villagers.  
Carried forward.

**94.17 New Business**

- a) *Inspection of Accounts request for the year ended 31 March 2017*  
The Clerk reported that Brian Hicks had inspected the Accounts and other records on 14 June 2017 2PM at the Village Hall, Lilac Room, as he had requested. Brian left after confirming to the Clerk that he had had access to all the records that he had wished to review.

**94.17 New Business (continued)**

*b) Allotment charges for 2017/18*

The Clerk provided in the Agenda for this meeting the directly attributable income and expenditure for the allotments - year ended 31 March 2017. Councillors were reminded that these items, as shown in the Annual Accounts, did not include administrative and labour costs – all items necessary in the smooth operation of the allotments.

Councillors considered the information and also heard from JD that the removal of the taps from the site when the trough was installed last year, is now causing problems for some allotment holders. This is because some have difficulty, or it is awkward, in carrying water to sites located at a distance from the trough.

After discussion, Councillors resolved the following:

- No increase in allotment fees for the coming year 2017/18. All rates will be held at last year's level.
- That the taps will be re installed as soon as is possible, but on two conditions. Firstly that no sprinklers or continuous running water is to be connected to the taps by allotment holders. Secondly, if Councillors or any allotment holders note that the above condition is being abused, the Parish Council, once more, will have the right to immediately remove the taps.  
Councillors requested that the Clerk inform all current allotments holders of these decisions by post.

*c) Guideposts- request for donation*

The Clerk provided Councillors with a pamphlet on the work carried out locally by this organisation.

After discussion, Councillors resolved to donate £50.

**95.17 Playgrounds/Sports field**

*a) Monthly Playground Inspections and litter picking reports*

Clerk's Briefing Notes reported that he had received a June playground inspection report from Dick Rudd that confirmed "No faults found" other than the two points he raised the previous month. This was the "gapping" in the tiles under the play equipment at both sites and the rust on the slides at both sites.

The Annual Independent Playground check had been carried out by John Hicks & Associates (JH) on 22 June. The Clerk met JH on site and asked for their independent view on the two matters raised by Dick.

The JH report concluded that the playground equipment was in good shape, but small matters such as the zip wire needing lubrication, the zip wire tightening and the bark replacing in the pit should be attended to as soon as possible. With regard to the matters raised by Dick, JH suggests a watching monthly brief on both items to detect changes from the current position as there was no structural problem at present.

After discussion, Councillors resolved to inform Dick of the JH comments and ask him to continue monitoring the two items in his monthly reports and make the suggested repairs to the zip wire and pit as soon as possible.

*b) Litter picking report.*

The Clerk reported that he had received a report this month with an invoice for 13 weeks work. The report contained no comments that needed the Parish Council's attention.

**95.17 Playgrounds/Sports field (continued)**

c) *Sports Club – Legionella testing*

The Clerk informed the Councillors that he had received an email from the Club Secretary saying that DD had agreed the test schedule and the periodic recording of water temperature with the Sports Club and that the signed results would be kept behind the bar for inspection by Parish Councillors at any time.

DD confirmed the above arrangements to Council and that he was happy with them.

After discussion, Councillors resolved to accept the position and close this matter. However, as to inspections of the records, Councillors asked the Clerk to suggest to the Club Secretary that this and any other matters, be reviewed annually each March as a formal "Landlord's Inspection", with the first to be in March 2018.

Carried forward.

d) *Sports Club questions*

- *When will the pavilion be painted-* not to be considered until Tea Shed is work is finished.
- *Weeds taking hold around the pavilion and perimeter of sports field –* Weeds around the pavilion is a matter to which the Sports Club should attend. Perimeter of the sports field to be put on the Agenda of the next joint meeting.
- *Damaged guttering downpipe at the front of the pavilion –* DD will attend to this matter.
- *Facia of pavilion by Aunt Sally is rotten-* This matter will be attended to when larger items like the roof can be afforded, eg. grant funding.

e) *Borehole at sports field - DD*

DD agreed to obtain another quotation for bringing the new bore hole into use.

Carried forward

f) *Painting of pavilion*

The quote from Jim Chivers is still awaited, but it was decided to leave any painting until after the Tea Shed is completed – see d) above.

Carried forward

g) *Service of mower £250 budget*

No invoice has been received to date.

SB agreed to approach an alternative company to service the mower .

Carried forward

**96.17 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

- 17/00594/HHD Mr N. Eaton, 23 Witney Road  
Alterations and erection of single storey extension
- 17/01666/HHD Mrs K. Gill, 17 Park Road  
Single storey rear extension
- 17/00520/OUT Erection of industrial units and associated park – land north of New Close Lane.
- 177/01421/HHD Mr E. Strange, Ducklington Farm Course Hill Lane  
Single storey side extension.

**96.17 PLANNING (continued)**

**NEW PLANNING APPLICATIONS:**

- 17/01869/PN42 Mr B. Hicks, 24 Park Road  
Erection of conservatory

*No comments*

**97.17 FINANCE**

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

|                                    |                   |
|------------------------------------|-------------------|
| Balance on Current Account         | £12,198.02        |
| Bonus saver                        | £22,956.11        |
| Total Cash Holding at 29 June 2017 | <u>£35,154.13</u> |

ES checked and agreed the bank reconciliations

|       |           |
|-------|-----------|
| Debts | £2,528.29 |
|-------|-----------|

- b) *Accounts for the 3 months to 30 June 2017*

Clerk's Briefing Notes pages 5-7 contained the income and expenditure for the first 3 months, together with the Annual budget. The Clerk explained the make-up of the material items and those that did not follow a monthly pattern and said that nothing appeared to be untoward.

Councillors reviewed the pages together with the explanations and resolved that both income and expenditure appeared reasonable to budget at this stage in the financial year.

**97.17 FINANCE (continued)**

*c) June invoices for approval and subsequent cheque signing by 2 Councillors*

| <b>Name - Description</b>  |                | <b>£ p - inc<br/>VAT</b> | <b>Relevant<br/>legal statute</b> |
|--|----------------|--------------------------|-----------------------------------|
| Clerk / RFO Net Salary & working from home allowance £18             |                | 478.00                   | LGA 1972 s111/2                   |
| <b>Clerk / RFO expenses:</b>   |                |                          |                                   |
| Mileage: 55 miles @ £0.45p   |                | £24.75                   | LGA 1972 s111                     |
| Printing of June Council papers                                      |                | £21.00                   | LGA 1972 s111                     |
| Mobile contract & calls:   |                | £29.59                   | LGA 1972 s111                     |
| 12 First Class stamps  |                | £7.80                    | LGA 1972 s111                     |
| <b>TOTAL</b>   | <b>£561.14</b> |                          |                                   |
| Post Office Ltd - HMRC - PAYE RTI                                    |                | 115.00                   | LGA 1972 s111/2                   |
| Will Hutchinson Litter picking 3/4 to 2/7 - 13 weeks @ £15           |                | 195.00                   | LGA 1972 s214                     |
| Dick Rudd- P/G June report   |                | 60.00                    | LG(MP)A1976<br>s19                |
| Pascoe & Waite Ltd - Pavilion wiring re shed : switch for Aunt Sally |                | 186.00                   | LG(MP)A1976<br>s19                |
| West Oxfordshire District Council - mow open spaces 15/5/17          |                | 181.16                   | LG(MP)A1976<br>s19                |
| Margaret L Johnson -paper/files                                      |                | 7.74                     | LGA 1972 s111                     |
| Simon Bradshaw - Diesel for mower 20/6/17                            |                | 21.73                    | LG(MP)A1976<br>s19                |
| J. Miles - mow cemetery and 2 open spaces 5/6 and 21/6               |                | 236.00                   | LG(MP)A1976<br>s19                |
| Southern Electricity - 1/4 to 1 June 2017 Pavilion                   |                | 1,266.96                 | LG(MP)A1976<br>s19                |
| Ducklington Sports Club - contribution to DSC legal fees             |                | 2,250.00                 | LGA 1972 s111                     |
| John Hicks & Associates - Annual independent play equipment check    |                | 112.32                   | LG(MP)A1976<br>s19                |
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|  |                |                          |                                   |
|  |                |                          |                                   |
|  |                |                          |                                   |
| <b>TOTAL</b>   |                | <b>5,193.05</b>          |                                   |

Cheques signed by PA & CM

**98.17 Parish Councillors’ reports from meetings attended since last meeting**

RB reported that the Pre-school building, currently under construction on the Primary School site, hopes to be open and ready for use around October 2017.

**99.17 Other matters for discussion- for information or as items for the next Agenda**

SB asked that white lines near the school be placed on the September Agenda for discussion

SB said that he had been approached by Mr Coggins of 9 Peel Close to say that a tree behind his property needed pruning - September Agenda.

PG said that he had noticed that certain hedges needed pruning as they were interfering with the use of pavements in Standlake Road and Witney Road.

PA asked if other Councillors had seen a black Audi often parked by the sewage plant - he wondered why it was there – no comments were received from other Councillors.

The Clerk reported that he had received an email regarding dogs barking in the village and had replied that this was not a matter that the Parish Council could help with.

**100.17 Date of next meeting**

**2 August 2017 – Lilac Room, Village Hall, 7.30 pm**

**Urgency meeting of the Parish Council**

*All other Councillors are welcome to attend*

Signed .....dated.....

Chairman