

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 September 2017
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Richard Brown – Clerk
Ben Woodruff – WODC Minute 120.17 only
One member of the public

117.17 Members' Apologies: Adrian Armitage - AA
Richard Border - RB

Apologies: Ted Fenton - OCC

118.17 Minutes of the meetings held on 5 July 2017 and Urgency meeting of 2 August 2017

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

119.17 Thames Valley Police

No Police representation.

However DD reported that he had been informed that goods had been stolen from RMD builder's yard on 22 September whilst operating from part of the Council's car park. RMD are using it for easy access the school's site. The Police did not attend until 2 days after the event. The Clerk was asked to complain and seek an explanation.

JD reported too many vehicles passing through the traffic lights when "RED" on Ducklington Road/ Station Lane intersection and that this should also be reported.

120.17 County/ District Council Matters

Ben Woodruff addressed the Parish Council by firstly giving apologies from Ted Fenton. He continued by passing on a message from Ted saying that he was still pursuing the possibility of CCTV cameras being installed at the Parish Council's car park. The aim of CCTV is to provide security and prevent fly tipping around the WODC bins.

Ben explaining that he had recently been to a WODC meeting called in the wake of the Grenfell Tower fire disaster. Its purpose was to review their local disaster recovery plans. Ben asked if the Parish Council had their plans. ES replied that Ducklington had fire/ flood plans - the most likely events. The Village Hall would be used as the central point of assembly and that certain reliance is based upon Ducklington being close to the borders of Witney for other support. These plans are submitted annually to OCC. Ben informed Councillors that the law now allowed hotels to be utilised to house people, reminding them that the Four Pillars Hotel is within their area.

Finally, Ben reported that the Local Plan was still with the Inspector, but it is expected to be finalised before the end of this year.

121.17 Parish Councillors – Disclosure of interests on agenda items

PG declared an interest with regard to the planning application discussed at Minute 125.7 from Mr Hill living near him at 6A Tristram Road.

122.17 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 he will try to progress this matter with a colleague on 7 September and will then be in a position to report back to the Parish Council.

Carried forward

b) *S.106 (CIL) Working Group – 24 homes to be built in the village*

Councillors asked the Clerk to approach WODC planning dept. Martin Holland asking how the Parish Council should submit plans to use S.106 monies for village projects.

Councillors resolved to add the Car Park below the tennis court, where DD is expecting to receive 2 further quotes, to such projects.

Carried forward

c) *Re installation of allotment taps and additional parking at the allotment site*

JD reported that the taps have now been re fitted.

Car parking - awaiting completion of surfacing.

d) *Tea shed - pavilion*

Planning permission is currently being sought by the Sports Club to forward to the Parish Council.

Carried forward

e) *Community Speed Watch*

SB is shortly to be trained by Tracey Waller of Thames Valley Police in the correct use of a Speed Gun. Once trained, he will also try to recruit additional volunteers.

Carried forward.

f) *Two new Notice Boards*

The Clerk reported that he had received the 2 notice boards from the suppliers.

Councillors discussed where to site the new boards and resolved that one board would replace the one at the The Square. However, the one currently located on the Witney Road would be relocated to the Chalcroft Open Space and be situated on the corner of Curbridge Road and Witney Road to allow greater public access.

g) The Clerk was asked to obtain a quote fix the 2 new boards and remove the old ones. The Clerk agreed to keep the new boards in his garage for the time being.

Carried forward.

h) *Replacement Church Mower*

The Clerk reported and Councillors noted that he had received the first Church mowing bill increased by £10 per cut. This was agreed as the Parish Council no longer owns the equipment.

Matters Arising from Previous Meetings (continued)

i) Keep clear road markings opposite the school

The Clerk reported that he had not received a reply for the County Council as to the cost for such proposed lines or when/ if they could be installed.

Carried forward

j) Trimming of two trees at 9 Peel Close

The Clerk said that this work must have been completed as he had received an invoice. However, SB countered that while 3-4 meters had been trimmed from the circumference of the Norway spruce, little appeared to have been taken from the height. 3-4 meters had been assumed to be trimmed all round. After discussion it was resolved to ask the Clerk to go back to Boward with a request to trim the height. No concern was raised with the trimming of the other tree.

Carried forward.

123.17 New Business

a) Solar/electric speed display signs- SB

The Clerk handed SB some information regarding these speed signs

SB requested in the meantime that the Clerk obtain additional OCC printed speed signs

Carried forward

b) Chalcroft Open Space – complaint from resident

The Clerk reported that he had received a complaint of a pony being exercised on Chalcroft Open Space and of dog mess being left after the exercising of dogs.

Councillors considered the complaint and resolved to put an item concerning the matter in the next Village Newsletter.

c) Park Road – complaint from resident

The Clerk reported that he had received a complaint from Park Road regarding late night noise.

Councillors considered the information and again resolved to put an item concerning the matter in the next Village Newsletter.

d) Allotments

The Clerk reported that allotment tenant of plot 3d had paid the fees for the current 2017/18 year of £20, but now, due to new family matters, could not maintain the site as required.

Consequently a refund was requested.

Councillors discussed the matter and resolved to refund the £20.

124.17 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

Clerk's Briefing Notes reported that he had received an August playground inspection report from Dick Rudd that stated "No faults found". Dick however commented that the goalpost on Chalcroft has one stay loosened and paint chipped from the frame.

Also concerning weed control, Dick said that spraying was needed under both slides and at the tennis court. Having reviewed the bench at the pond as requested, he declared it beyond repair.

Councillors considered the report and resolved to act as follows:

- To ask Dick to weed kill at the slides and tennis court.
- To take down the bench and remove from site whilst retaining the plaque that was to be given to PG. The decision on the replacement of the bench will be made at the next meeting.
- To presently leave the matter of the goal posts.

Councillors had been advised of the following last month and after review decided that:
The missing stone at Peel Close – no further action required.
Hole in the fence for an access to Chalcroft Open Space - no action required.

b) *Litter picking report.*

The Clerk Briefing Notes reported receipt of this month litter picking activities where the main concern was the continued fly tipping around the large WODC bins at the Parish Council's car park. WODC had cleared the site last month.

Ted Fenton was looking into the matter (Minute 120.17) and DD and SB agreed to keep a watching brief.

c) *Sports Club complaints*

Councillors considered each complaint and resolved to ask the Clerk to reply to the Club Secretary as shown in italics below:

- Trees overhanging and coming through the fence on the Standlake Road side of the sports by the side gate and needs cutting back to allow marking out of football pitches' *As the Council cuts the hedges each Spring, the Club is free to carefully trim as necessary.*
- Increased level of dog mess in the field – Club suggests clearer "No Dogs" signage. *As the signs clearly say that dogs are not allowed in the field, new signs will unfortunately not help the matter. However, an article will be placed in the next Village newsletter.*
- Complaint about level of pitch fees for 2017/18 at £1,200.00. *DD will supply the Clerk with the fees charged by Witney Town Council and a break down of the costs arriving at £1200 to forward to the Club Secretary.*

d) *Mower repair*

SB reported that the first repair had not been fully successful but that the problem had now been resolved. SB is still negotiating the final charge for this work.

Carried forward

Playgrounds/Sports field (continued)

e) *Borehole at sports field - DD*

DD agreed to obtain another quotation for bringing the new bore hole into use. However, this was not the right time to move forward and requested that the matter be postponed until the Spring of 2018.
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.
Carried forward

125.17 PLANNING

PLANNING APPLICATIONS GRANTED

None

NEW PROPOSALS:

- 17/02469/FUL – Ducklington Sports Club
Construction of Canopy over existing pavilion hatch.
No comments
- 17/02693/HHD – Mr R.Oxspring, 17 Feilden Close
Erection of single storey and first floor extensions
No comments
- 17/02543/HHD – Mr. N.Hill, 6A Tristram Road
Conversion of garage to habitable space and creation of replacement parking space
No comments
- 17/02519/LBC and 17/02516/HHD – Mrs J. Collishaw, 3 The Square (Conservation Area)
Internal & external alterations and erection of single and two storey extensions.
The proposed floor plan was not present in the pack and the Clerk was asked to obtain a copy for the October meeting. Consequently Councillors were therefore unable to pass any comments until received.
Carried forward

126.17 FINANCE

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

Balance on Current Account	£ 6,964.18
Bonus saver	£22,959.92
Total Cash Holding at 31 August 2017	<u>£29,924.10</u>

ES checked and agreed the bank reconciliations and Councillors noted the financial position,

Debts	£1,529.49
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FINANCE (continued)

a) August invoices for approval and subsequent cheque signing by 2 Councillors

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: 43 miles @ £0.45p	£19.35	LGA 1972 s111
	Printing of Aug DPC papers £8 and allotment letters £3= £11	£11.00	LGA 1972 s111
	Mobile contract & calls:	£31.77	LGA 1972 s111
	20 second Class stamps allot letters re rubbish tipping	£20.16	LGA 1972 s111
802	TOTAL	£560.28	
803	Post Office Ltd - HMRC - PAYE RTI	115.00	LGA 1972 s111/2
804	Will Hutchinson Litter picking - 5 weeks @ £15	75.00	LGA 1972 s214
805	Dick Rudd- P/G August report £60	60.00	LG(MP)A1976 s19
806	Signs of Cheshire Ltd - 100% - 2 notice boards	1,074.00	LG(MP)A1976 s19
807	West Oxfordshire District Council - mow open spaces 9/6 and 16/6	330.77	LG(MP)A1976 s19
	Margaret L Johnson -		LGA 1972 s111
808	J. Miles - mow cemetery and 2 open spaces 8/8 and 24/8 + £10 each cut	256.00	LG(MP)A1976 s19
809	Boward Tree Management - Trimming of 2 trees at Peel Close (Coggins)	384.00	LG(MP)A1976 s19
810	SSE - Pavilion electricity estimated quarter to 21 August 2017	800.43	LG(MP)A1976 s19
811	Helen & Douglas House - Donation agreed at August meeting	100.00	s.137
812	Soldiers of Oxford Museum - Donation agreed at August meeting	100.00	s.137
813	Ducklington Sports Club	1,050.00	s137
787	Ducklington Sports Club - cheque cancelled and replaced with 813	-2,250.00	s137
	TOTAL	2,655.48	

Cheques signed by CM & PG

127.17 Parish Councillors' reports from meetings attended since last meeting

None

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

DD reported on planning application 15/025383/HHD C. Watts, 20 Church Street, Ducklington where render was to be applied – not leaving rough blockwork. However, it has been left as rough blockwork which is not accordance with the approved plans and looks unsightly. The Clerk was asked to advise WODC planning with the aim of having the render finish enforced.

129.17 Date of next meeting

4 October 2017 – Lilac Room, Village Hall, 7.30 pm

Meeting of the Parish Council

All residents are welcome to attend

Signeddated.....

Chairman