

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 7 June 2017  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**72.17 Members Present:** David Duthie – DD (Vice Chairman)  
Peter Almgill – PA  
Adrian Armitage – AA  
Richard Border – RB  
John Dunsdon - JD  
Peter Godwin- PG  
Catherine Maddison - CM

**In Attendance:** Richard Brown - Clerk

Ben Woodruff – Councillor WODC  
John Smyth – Sports Club – 80.17(e) only

**73.17 Members' Apologies:** Edmund Strainge (Chairman) - ES  
Simon Bradshaw - SB

**74.17 Aldi - Jonathan Baynes (JB) and Aldi's Agent - Spencer Cooper (SC)**

Ben Woodruff facilitated the introduction of the above representatives who were keen to explain to the Parish Council that Aldi wished to find a location for a store in the area and had located a site near the Ducklington Road roundabout. JB explained that Aldi had long standing desire for a store of around 20 thousand square feet in the area going back many years. Both explained that Aldi sites are always well screened and would potentially supply circa 50 new flexible jobs.

Movements of goods to/ from the store would be limited and Ben added that a full traffic survey would be completed before the granting of planning permission.

**75.17 Minutes of meeting held on 3 May 2017**

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

**76.17 Thames Valley Police**

**A415 speed test results**

No Police representation.

However, the Clerk read aloud the following speed test results. The Parish Council had commissioned the tests from OCC, which were not free of charge, hoping to gain evidence to support a common speed limit of 50MPH from the Ducklington roundabout to past Cokethorpe School. It was felt that the 60MPH limit from the roundabout past turnings left and right to the 50MPH limit just before the school encouraged excessive speed on this straight road.

**RESULTS:**

North of Standlake Road – average speed 52 MPH- 85<sup>th</sup> percentile of 60MPH North of Curbridge turn – Average speed 50 MPH – 85<sup>th</sup> percentile speed 58MPH

**Conclusion:** OCC can therefore not support a change to the speed limit as was the position when last tested in 2010, as these current tests show average speeds as being only 2MPH higher than the proposed 50 MPH limit.

Councillors resolved to close this matter.

**77.17 County/ District Council Matters**

Ben Woodruff briefly introduced Ted Fenton to the meeting, being the newly elected County Councillor for Witney West & Bampton.

Ted did not speak and both left the meeting without further comments due to the General Election taking place the next day.

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

RB disclosed an interest with regard to the planning application discussion for 24 dwellings. He resides at 75 Standlake Road in the village – minute reference 82.17 page 844.

**79.17 Matters Arising from Previous Meetings**

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

The Clerk reported that Cotswold Decorators had invoiced for this work at £800 as opposed to the quote of £720. This was due to additional paint being needed and meant that each container had cost £267. The Sports Club had already agreed to pay one third of the quoted cost at £240. DD explained that the work had been more than satisfactorily completed, so after discussion, Councillors resolved to accept the charge of £800 and to bill £240 to the Sports Club.

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

The Parish Council had requested at their May meeting that the above test results must be available for this meeting, stating that failure to comply with any conditions of the new pavilion lease, this being an example, allows the Parish Council to discontinue its rental to the Club.

John Smyth was present at this meeting to discuss another matter see minute 80.17e, but was invited to join this discussion.

The Clerk reported that he had recently received a Water temperature sheet from the Club Secretary, recording water temperature being taken as 51.7 Celsius on 17 May 2017 that finalised this matter.

After discussion, Councillors resolved to ask the Clerk to write again to the Club Secretary, Chairman and John Smyth, reminding the Sports Club that water temperature testing was required on a monthly basis and that the records must be kept available for anyone to examine or for the Parish Council to review when required.

Carried forward

c) *Ditch and flooding investigation – Standlake Road*

The Clerk reported that he had had a further telephone discussion on the matter with Kevin Jack (WODC) where he commented that it seemed unfair that the Parish Council with limited funds was being forced, because of possible flooding, to clear the ditch when OCC and WODC had agreed that the culvert had been set too high by the builders of Fritillary Mews. OCC and WODC should have ensured that this work had been correctly undertaken. Kevin Jack agreed to again review the situation and see if he could incorporate the suggested ditch clearance into his own annual maintenance programme. He agreed to get back with proposals in writing.

DD's offer last month that he have the ditch dug out again to receive the valve was postponed awaiting WODC's new proposals.

Carried forward

### 79.17 Matters Arising from Previous Meetings (continued)

d) *Pavilion lease to the Sports Club*

The Clerk reported that he had received 2 final signed copies of the lease from the solicitors together with 2 invoices of £150 each +VAT, £180 per invoice in total. One was chargeable to the Parish Council and the other to the Sports Club as per the new lease.

It was agreed that the Clerk keep one copy and deliver the other two documents to the Sports Club's secretary.

e) *S. 106 (CIL) Working group- village requirements ( ref: Housing development 16/00758/ OUT)*

Carried forward

Quote for pitched roof for the pavilion -DD

Carried forward

f) *Bridges across the Moors*

The Clerk reported that Dan Weeks (WODC) had come back to him regarding the above replying that, while all the bridges are not perfect, they are safe to use. However, he had taken some measurements for replacement timber that may be needed in due course.

Councillors noted the above.

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

PG reported that, as this was the start of the summer, he will not fix the sign in position until the start of bad weather. This to reinforce the caution needed by car owners when using the car park in adverse weather conditions.

A new tennis court padlock was handed to CM.

Car park signage carried forward

h) *Car park quote - between tennis court and pavilion- DD*

Carried forward

### 80.17 New Business

a) *Annual Fees to the Sports Club for use of the sports field*

The Clerk, in Clerk's Briefing Notes, reported costs regularly incurred by the Parish Council in the maintenance of the sports field together with notes.

After consideration and discussion, Councillors resolved for 2017/18 to charge the club £1,200.00. This would recover around a third of expected costs for this year.

If the Sports Club request additional expenditure in future fees may increase. However, since the Parish Council now can attend Club meetings it is fully expected that such matters will be discussed as they are proposed and agreed only when within both organisations budgets.

b) *Additional parking at allotment site- JD*

Scalping's/ crushed stone prices to be obtained by ES

Ground to be levelled -DD

Carried forward

**80.17 New Business (continued)**

*c) Notice Board replacements*

The Clerk had obtained brochures for Councillors to consider. It was agreed that they would review them in the intervening month to enable suggestions to be made at the next meeting  
Carried forward

*d) Sports Club – Tea shed*

The Clerk reported that the conditions set down by the Parish Council at the May meeting had all been accepted by the Sports Club. This includes the Club not starting any works until they had presented the Parish Council with a reply from WODC planning dept. either granting planning permission or stating that it was not necessary.  
Carried forward

*e) Solicitors fees incurred by Sports Club in renting extension of sports field- John Smyth*

DD introduced John Smyth who wished to be heard by Councillors on the above. The background to this matter was that the Parish Council had found it was not prepared to take on a new lease for the sports field extension due to the Landlords imposing new terms that would have led to financial costs that the Council could not accept.

John explained that the only way that the Sports Club could take on the lease also meant them accepting large solicitor's costs. The Club accepted this term and obtained a lease of 3 years in the name of the Sports Club.

However, the Club is now appealing to the Parish Council to bear some of these costs by way of a contribution to their funds.

Councillors discussed various suggestions as the basis of calculating a contribution and decided by a majority to use the following method:

Originally legal costs were expected by the Parish Council to be circa £750 on a straight forward renewal - countless renewals had occurred easily in the past.

The lease obtained by the Club was to have cost the Parish Council circa £500 per annum for the next five years. The Club only managed to obtain a three year lease.

Consequently the legal costs would have been say £750 and 3 years rent would amount to £1500 – a total of £2,250.

RESOLVED: Councillors voted, with one Councillor voting against, to contribute £2,250.00 and for the Clerk to inform the Club accordingly.

**81.17 Playgrounds/Sports field**

*a) Monthly Playground Inspections and litter picking reports*

Clerk's Briefing Notes reported that the Clerk had received a May playground inspection report from Dick Rudd that confirmed "No faults found". However, probably due to dry weather, Dick cautiously described "gapping" in the tiles under the play equipment at both sites, particularly under the slides.

Dick also informed the Parish Council that he was due to go into hospital on 14 June and would not be able to carry out the June monthly playground check.

Councillors considered both points and resolved that since John Hicks was due to carry out the Annual Independent Playground checks in June, to rely on his report for the June.

Dick had moved the goal posts at Chalcroft, thus eliminating the dip in the goal mouth.

*b) Litter picking report.*

No report and Councillors asked the Clerk to contact with Mr. Hutchinson.

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

- c) *Sports Club Sports field questions;*
1. *Racking/ chaining / aerating/levelling – DD to source harrowing equipment to drag behind mower.*
  2. *Repair to goal mouth/ centre spot and other bare patches- SB has now repaired*
  3. *Maintenance of outer edges of field and weed control – believed cleared and see item 4 below.*
  4. *Weed feed / fertilise of the sports field – carried out by Will Pryce on 13 May.*
- d) *Borehole at sports field - DD*  
Borehole successfully sunk on 26 April 2017.  
Quote from Argo Irrigation Ltd of Farringdon awaited for the installation of the further equipment necessary to produce a usable water supply.  
Carried forward
- e) *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
- f) *Service of mower £250 budget*  
No invoice has been received to date  
Carried forward

**82.17 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

- 17/00652/FUL Thames Water Sewerage Treatment Works  
Construction of enclosed generator compound

**NEW PLANNING APPLICATIONS:**

16/00758/OUT and 17/01275/RES Deanfield Homes Ltd Road  
24 dwellings erected on land north of Standlake Road

*No comments, other than the original comments on the proposed project and confirmation now required from WODC Planning Dept. that the Parish Council will not be responsible for grass cutting or flood water drain maintenance.*

17/01421/HHD – Mr E. Strange, Ducklington Farm  
Erection of single storey side extension  
*No comments*

17/01395/HHD- Mr M Collishaw, 3 The Square  
Erection of garden shed  
*No comments*

**83.17 FINANCE**

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

Balance on Current Account	£17,973.07
Bonus saver	£22,952.27
Total Cash Holding at 26 May 2017	<u>£40,925.34</u>
DD checked and agreed the bank reconciliations	
Debts	£NIL

**83.17 FINANCE (continued)**

*b) May invoices for approval and subsequent cheque signing by 2 Councillors*

**Invoices to review and authorise for payment**

<b>Name - Description</b>		<b>£ p - inc VAT</b>	<b>Relevant legal statute</b>
Clerk / RFO Net Salary & working from home allowance £18		478.00	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage: 58 miles @ £0.45p		£26.10	LGA 1972 s111
Printing of May Council and May APM papers		£54.50	LGA 1972 s111
Mobile contract & calls:		£30.52	LGA 1972 s111
Registered post letters to Sports Club		£1.75	LGA 1972 s111
<b>TOTAL</b>	<b>£590.87</b>		
Post Office Ltd - HMRC - PAYE RTI		115.00	LGA 1972 s111/2
Will Hutchinson Litter picking		0.00	LGA 1972 s214
Dick Rudd- P/G report May £60 + move goal posts £175		235.00	LG(MP)A1976 s19
Groundwater Monitoring & Drilling Ltd - drilling and install. borehole		1,658.28	LG(MP)A1976 s19
Oxfordshire County Council - allotment rent for year to 31 March 2018		315.00	LGA 1972 s214
West Oxfordshire District Council - mow open spaces 5/4/17 and 27/4/17		346.55	LG(MP)A1976 s19
Margaret L Johnson -paper/files/black cartridge		50.57	LGA 1972 s111
Simon Bradshaw - Diesel for mower		22.01	LG(MP)A1976 s19
Cotswold Décor - paint 3 containers (quote £720) @ £240 per container		800.00	LGA 1972 s111
Helen Strainge - edit newsletters 195 and 196 - April/ May & June/ July		90.00	LGA 1972 s111
Complete Weed Control - weed/ feed sports field and weed kerbs		756.00	LG(MP)A1976 s19
J. Miles - strim cemetery and 2 pieces - 2/5 and 20/5		236.00	LG(MP)A1976 s19
John Welch & Stammers - preparation and completion of pavilion lease		180.00	LGA 1972 s111
David Duthie - replacement for cheque 22701 lost		20.00	
The Mill Academy- print newsletter June/ July No. 196 / Big lunch flyers£3.75		73.35	LGA 1972 s111
Oxfordshire Association of Local Councils - Clerk's update training		78.00	LGA 1972 s111
The Big Lunch Committee		250.00	S 137
<b>TOTAL</b>		<b>5,816.63</b>	

**Cheques signed by : PA and CM except replacement chq 22776 signed by DD and PG - due to cancellation of cheque 22767**

**84.17 Parish Councillors' reports from meetings attended since last meeting**

None

**85.17 Other matters for discussion – for information and items for next Agenda**

None

**86.17 Date of next meeting**

**5 July 2017 – Lilac Room, Village Hall, 7.30 pm**

**Monthly meeting of the Parish Council**

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

Chairman