

**MINUTES OF DUCKLINGTON PARISH COUNCIL URGENCY MEETING  
HELD ON WEDNESDAY 2 August 2017  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**101.17 Members Present:** Edmund Strainge (Chairman)  
Peter Almgill – PA  
Simon Bradshaw - SB  
John Dunsdon – JD  
David Duthie - DD  
Catherine Maddison - CM

**In Attendance:** Richard Brown - Clerk  
OCC road maintenance representatives – Minute 103.17 only  
Ted Fenton – Councillor OCC Minute 106.17 only.

**102.17 Members' Apologies** All 4 Urgency Meeting members present.

**Apologies:** Ben Woodruff (WODC)

**103.17 County Council (OCC) road maintenance of unnamed road between Ducklington A415 and Curbridge A4095 (passing Course Hill Lane)**

Two OCC representatives explained to Councillors that the above work would begin on Thursday 17 August 2017 and include structural repairs to the existing road, carriageway resurfacing, drainage improvements and replacement of road markings. It will take approximately three weeks and the road will be mainly closed to traffic.

ES commented that the market garden and dwellings positioned past Course Hill Lane would need to be contacted and JD mentioned the Sunday Ducklington Car Boot market positioned just off the A415 needing the same contact. JD offered to assist with the latter. OCC agreed to make these residents aware and left an office contact of the Project Manager Andrew Madigan being on 0345 310 1111 and Site Contact being the Scheme Supervisor Stuart Bowler on the same telephone number. They will be able to answer questions now or during the work. It will extend past the 28 August Bank Holiday.

The Chairman thanked the representatives for taking the time to contact the Parish Council and they left the meeting.

**104.17 Minutes of meeting held on 5 July 2017**

The minutes of the above meeting have been circulated by email, but are not signed at this meeting as it is the Urgency Meeting. They will be signed at the 6 September meeting.

**105.17 Thames Valley Police**

No Police representation and no matters raised by Councillors.

**106.17 County/ District Council Matters.**

Ted Fenton addressed the Parish Council saying that he had been advised that OCC were to carry out road patching and edge strengthening. ES commented that many roads and footpaths badly needed attention and Ted replied that any such cases ought to be reported immediately to the web site "Fix My Street" with photos of the problems if possible that clearly shows the context of where they occur – not just a close-up of the damage. This helps to identify the location and get the complaints logged for future work repair schedules. Ted continued by explaining grants currently available known as the "Communities Fund Grants". Grant applications should be made as soon as is possible as the closing date is expected to be just before Christmas. However, applications made as early as possible may be agreed before that date. Ted agreed to forward by email further grant application forms/details to the Clerk for him to pass onto Councillors. This will enable an early start to be made.

Councillors also asked Ted to make contact with his colleagues in the District Council to ask them to clear the current "fly-tipping" around the WODC recycling bins at the Parish Council car park as soon as is possible and hopefully put measures in place to prevent further episodes of dumping such as CCTV.

Councillors thanked Ted for attending their meeting and then he left.

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

ES declared an interest with regard to the OCC Road works near Course Hill Lane and CM declared an interest with regard to the planning application for 4 Sealham Road- minute 111.17.

**108.17 Matters Arising from Previous Meetings**

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

The clerk reported that Kevin Jacks's level survey is still awaited.  
Carried forward

b) *S.106 (CIL) Working Group – village requirements re housing planning application for 24 homes*

Projects to identify - Quote for pitched roof for the pavilion at the sports field –DD  
Carried forward

c) *Car Park below tennis court quotes -DD*

DD reported on the two further quotes received from MP Whittle and Maddocks Property Services. The Maddocks quote was the cheaper than the other two quotes – the first being from Smiths of Bletchington. After discussion it was resolved to accept DD's offer to use the Communities Fund grant application information to be supplied by Ted Fenton (minute reference 106.17above) and the Maddocks quote to put together an application to partly fund the project. Councillors felt that this additional car parking space would rank as a benefit to the whole Ducklington community by further reducing the strain on local streets.  
Carried forward

d) *Additional parking at the allotment site*

DD had received a quote from Maddocks Property Services to provide the car park with a surface hardcore bed and MOT 1 capping at £1,050.00+VAT. This will replace the current grass/ mud surface.

After discussion, it was resolved to accept this offer that will provide better on-site parking facilities, ensuring that vehicles are taken off the busy A415 road.

Carried forward

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

e) *Tea shed - pavilion*

DD reported that the Sports Club had advised him that planning permission was required prior to this construction taking place. However, the Club requested that when permission is sought, it should be put in the name of the Parish Council who own the property.

DD assured Councillors that he had agreed with the Sports Club that all fees in conjunction with the project would be payable by them.

After discussion it was resolved to agree to this request.

Carried forward

f) *Community Speed Watch*

The recently issued Ducklington Newsletter explained the purpose of this project and asked for volunteers to assist in the "Watch" process. The Clerk reported that, to date, one volunteer application had been received. SB has agreed to be the contact and will set up the venue and training when sufficient volunteers have been received. Training will be in conjunction with Thames Valley Police.

SB can be contacted on 07919 387567 and will need to take volunteer's names, address, telephone numbers and email address for contact purposes.

Carried forward.

g) *Two new Parish Notice Boards*

The Clerk tabled a picture supplied by the manufacturers showing how the recently ordered notice boards finished in green bearing "Ducklington Parish Council" would appear. A 50% deposit is required prior to delivery.

Councillors noted both matters.

**109.17 New Business**

a) *Request to use the Parish Council land outside the Bell Inn on 9 September 2017*

The Clerk reported that Mrs Sem sought permission to use the above site for the purpose of a "Family Fun Day" in conjunction with the Bell Inn. This is to raise funds for accessories to be used in the new Pre School building.

It was resolved to grant this request.

b) *Donation request - Museum of Soldiers of Oxfordshire*

The Clerk provided background data to this request.

After discussion it was resolved to donate £100.

c) *Donation request – Helen & Douglas House Hospice Guideposts*

The Clerk provided Councillors with a pamphlet on the work of this well-known hospice

After discussion, Councillors resolved to donate £100.

d) *Allotments*

The Clerk reported that Mr. Maycock of plot 8A requests permission to set up an Allotment Facebook Group and that Mr. Hicks of Plot 11a has given notice that he wishes to give up half of his plot on 31 March 2018.

After discussion Councillors resolved to ask the Clerk reply to Mr Maycock saying that a Facebook group was quite acceptable and to accept JD's offer to liaise with Mr. Hicks nearer 31 March and find a replacement for his half plot.

### 109.17 New Business (continued)

e) *Church mower replacement options*

Mr. Miles had reported to ES that the Parish Council's mower, that he uses to cut the grass in the cemetery at the Church and two supplementary pieces in the village, was nearing the end of its useful life. Mr. Miles proposed it be replaced by the Parish Council with them purchasing a new mower or that he buy a new mower but increase the charge to the Parish Council by £10 per cut – to become a total charge of £128.00 per cut.

After discussion, Councillors resolved to accept the latter method of replacement and for the Clerk to inform Mr. Miles of their preferred option.

f) *Keep Clear – white lines on the corners opposite the school.*

The Clerk reported that he had requested that Oxfordshire County Council place this work on their "to do" list and is awaiting a response from James Wright.

SB offered to meet with OCC if that would assist.

Carried forward

g) *Trimming of trees behind 9 Peel Close*

The Clerk reported that Boward had quoted £320+VAT to trim the Norway Spruce taking 3-4m from all the tips around the canopy and the nearby Swedish Whitebeam giving the canopy a 10% thinning and cleaning the crown.

After discussion, Councillors resolved to accept this quote.

### 110.17 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

The Clerk informed the Councillors that he had received a report from Dick Rudd that stated "No Faults Found" other than the usual points of rust on the two slides and the tile "gapping." Dick has now been asked to keep a "watching brief" on both items and only report if further deterioration occurs. The Annual Independent Inspection did not raise current concern over them as the Clerk had specifically asked John Hicks & Associates to report on both items.

Dick reported that the ditch that runs behind the pavilion is becoming choked with weed and that the Tennis Court weeds are getting worse and are now coming through the surface.

Also, that the goal posts recently relocated may have been damaged and that a hole through the hedge from a house onto Chalcroft open space had appeared.

Councillors discussed the matters and resolved to obtain a quote from Max Appleton to clear the whole ditch, including the length which is the School's responsibility. The Parish Council has already received the Head's on-going agreement that it will refund all necessary school work carried out at the same time as Parish Council work. The Clerk is able, under the Parish Council's Financial Regulations, to immediately authorise work on behalf of the Council to speed up work where it will not exceed £250 excluding VAT.

The Clerk was also asked to book Dick Rudd to attend to the weeds in the Tennis Court. JD agreed to look at the goal posts and the hole through the hedge was to be investigated when convenient.

b) *Litter picking report*

Fly tipping at the Car park around the WODC recycling bins – Action: see 106.17.

c) *Borehole at sports field - DD*

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

Carried forward

**110.17 Playground/Sports field (continued)**

d) *Servicing of mower – budgeted cost £250*

The Clerk advised Councillors that he had received two large invoices from the dealer that supplied the mower. The first was for a repair where the mower had broken down and the second for a service.

SB agreed to take the invoices and discuss both matters with the supplier.

Carried forward

As the mower had broken down and was currently out of action, DD agreed to endeavor that the mowing of the sports field for the next two cuts would be carried out as usual.

e) *Painting of pavilion*

It has been decided to leave any painting until after the Tea Shed project is completed.

Carried forward

f) *Councillors annual review of the Sports Club records on legionella testing and other matters*

The Clerk informed Councillors that the Club had agreed that the first annual review would take place on 8 March 2018 at 7PM ahead of the usual monthly Club/ DPC meeting at 7.30PM

Councillors noted this arrangement.

DD reported that he had attended a joint meeting on Thursday 27 July. Matters raised included asking the Parish Clerk to supply additional information to the Club's Treasurer for invoices charged by the Parish Council that are now overdue. The first was to supply meter readings to support the last electricity bill and the other, where two types of costs had been included on one invoice, was to supply separate invoices for each expense.

DD also reported a discussion concerning the solicitor fees that the Club had decided to pay and the Parish Council's offer of assistance in the sum of £2,250.00.

**111.17 PLANNING**

**PLANNING APPLICATIONS GRANTED:**

17/01395/HHD 3 The Square  
Erection of garden shed

17/01275/RES Residential development of up to 24 dwellings  
Land north of Standlake Road

17/01869/PN42 24 Park Road  
Erection of conservatory

16/00758/OUT Residential development of up to 24 dwellings Deanfield Homes Ltd  
Satisfaction of outstanding conditions 4, 5 and 11

**111.17 PLANNING (continued)**

**NEW PLANNING APPLICATION:**

17/01944/HHD Mr N. Adams, 4 Sealham Road  
Erection of single storey extension.

*No comments*

**112.17 FINANCE**

- a) *Account Balances, bank reconciliations and Debts due to Council*  
(Shown in Clerk's Briefing Notes for the meeting)

Balance on Current Account	£7,389.49
Bonus saver	£22,958.00
Total Cash Holding at 28 July 2017	<u>£30,347.49</u>

ES checked and signed the bank reconciliations

Debts: Sports Club	£2,528.29
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**112.17 FINANCE (continued)**

**22 July invoices to review and authorise for payment**

<b>Chq. No</b>	<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: 43 miles @ £0.45p	£19.35	LGA 1972 s111
	Printing of July Council papers £20.00 and allotment letters £8.50	£28.50	LGA 1972 s111
	Mobile contract & calls:	£28.89	LGA 1972 s111
	33 First Class stamps allot letters £23.40 & 12 second class stamps £6.72	£30.12	LGA 1972 s111
789	<b>TOTAL</b>	<b>£584.86</b>	
790	Post Office Ltd - HMRC - PAYE RTI	115.00	LGA 1972 s111/2
791	Will Hutchinson Litter picking 3/7 to 30/7 - 4 weeks @ £15	60.00	LGA 1972 s214
792	Dick Rudd- P/G July report £60 and service zip wire	110.00	LG(MP)A1976 s19
793	Signs of Cheshire Ltd - 50% deposit of 2 notice boards	448.00	LG(MP)A1976 s19
	West Oxfordshire District Council - mow open spaces		LG(MP)A1976 s19
794	Margaret L Johnson - 2nd class stamps £6.60 - Black ink cartridge £15.08	24.70	LGA 1972 s111
795	J. Miles - mow cemetery and 2 open spaces 20/7	118.00	LG(MP)A1976 s19
796	Guideposts - donation ( agreed at July meeting)	50.00	s.137
797	The Mill Academy - printing newsletter 197 August/September	104.40	LGA 1972 s111
798	Oxfordshire County Council - 2 speed surveys on A415	240.00	LGA 1972 s111
799	Cheque cancelled	0.00	
800	Cheque cancelled		
801	D. Rudd - clear zip wire pit of weeds and add bark from ES farm	95.00	LG(MP)A1976 s19
	<b>TOTAL</b>	<b>1,949.96</b>	

**Signed by : DD and CM**

**113.17 Parish Councillors' reports from meetings attended since last Council meeting**

None

**114.17 Other matters for discussion for information only or as items for the next Agenda**

DD reported that the bench by the pond was rotten

SB suggested he investigate the cost of solar/ electric powered signs that display the speed of on-coming traffic – to act as speed deterrent esp. along Witney Road.

SB reported that one the marker stones preventing traffic from mounting the grass at Peel Close had been stolen.

The Clerk reported that he had received emails after the Agenda had been issued on the following subjects:

- Foul mouthed children playing in Bartholomew Close
- Line of cars parked regularly parked alongside Curbridge Road close to the Chalcroft play open space. This causes difficulties in vehicles passing one another on the street making the situation dangerous- especially if the owners live nearby with drive ways or garages.

**115.17 Date of next meeting**

**6 September 2017 – Lilac Room, Village Hall, 7.30 pm**

**Monthly meeting of the Parish Council**

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

Chairman