

**MINUTES OF DUCKLINGTON URGENCY PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 1 August 2018  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**100.18 Members Present:** Edmund Strange – ES (Chairman)  
Matthew Barker – MB  
David Duthie – DD  
John Dunsdon – JD  
Marilyn Morris – MM

**In Attendance:** Richard Brown – Clerk  
Ted Fenton – OCC  
Ben Woodruff – WODC

**101.18 Members' Apologies:** Richard Border - RB

**102.18 Thames Valley Police matters**  
No attendance by PCSO's.

**103.18 County OCC/ District Council WODC Matters**

Ted informed Councillors that OCC continue to work on the County pot poles, but the hot weather was not helping as some roads are now melting in the high temperatures. However, OCC are putting together a Business Plan to explore whether borrowing some £120m just to fund road improvements would be cost effective.

Ben Woodruff advised Councillors that the planning application for the Travelodge hotel has been significantly revised which, for example, includes the original position of the bus stop being moved closer to Witney.

With regard to S.106 monies relating to the Deanfield Homes housing development in the village, Ben urged Councillors to develop a costed spend schedule for WODC Heather Mc Cullock that will then allow monies to be released.

Ben also advised Councillors that the planning proposal by Aldi had now been replaced by one from Lidl. However, all the terms agreed by Aldi are to be retained in the Lidl application.

The WODC Local Plan has been delayed as additional surveys are now required, but it is still hoped to complete by the end of the year.

Councillors again tackled Ben on the matter of speeds on the A415 and through the village. Ben agreed that it would be an ideal opportunity to discuss reducing the speed limit on the roundabout to 30 MPH in light of the of the extra business developments being approved. It was further suggested that on the A415, a 40MPH limit be introduced as you approach the allotments entrance coming from the Cokethorpe direction. He proposed to put these matters to Planning dept.

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

ES regarding the planning applications from Roger Barnes on behalf of St. Bartholomews Church and R. Demain, Course Hill Farm.

### 105.18 Matters Arising from Previous Meetings

a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*

The Clerk reported that he had not received any further information from Kevin Jack who is currently on holiday.

Carried forward

b) *Section 106 Councillor ideas*

Councillors resolved to add the last item in the list at this meeting:

- Replacement roof for the pavilion
- Watering system for sports field
- Flower planters at village entrances
- Road speed indicator signs
- Village Hall kitchen refurbishment/ upgrade
- Illumination/visibility improvements at Aston Road/ A415 entrance to village
- Playground improvements
- Car Park near the village hall
- Pipe the ditch from behind the pavilion through to primary school (MP Whittle quote)
- Traffic calming measures through the village to the roundabout and along the A415 by-pass. This is to cope with the additional houses being built.

Carried forward

c) *General Data Protection Regulations (GDPR) – MM*

MM updated Councillors on her current work and agreed to send the Privacy Notice to the Clerk for discussion at the September meeting. Also to supply the Clerk with suitable wording to include on the Allotment renewal letters for the year beginning 1 September 2018, reflecting the Parish Council's updated position with regard to GDPR requirements.

Carried forward

d) *Clerk and Parish Councillors proposed dedicated email accounts and web site technical assistance*

Clerk's Briefing Notes contained the updated proposals from David Hall at Cloudy Group.

This showed that costs had only been reduced by £36 per year over the previous proposal which meant an annual cost of £683.28 and £250 per annum for advice that could be drawn off as and when used. Consequently, the annual cost would be £933.28.

After discussion Councillors resolved that as this meeting was the annual Urgency Meeting, the matter should be properly carried forward to a full meeting in September.

MM then offered to see if she could obtain another quote in the intervening period.

Carried forward

e) *Deanfield Homes – bridge from their new footpath in Standlake Road into sports field- SB*

SB not a member of the Urgency Committee

Carried forward.

f) *White Keep Clear road signage around the school - OCC*

The additional markings have now been laid by OCC that concludes the matter.

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

- g) *McCracken grass cutting Risk Assessments and RAMS*  
Clerk's Briefing Notes pages 6-15 contained copies, as requested by Councillors, of the Risk Assessments and the Methods Statements (RAMS) governing the grass cutting of Open Spaces in the village.
- h) *VAS road safety signs / OCC Grant- MB*  
Update on completion of the OCC application form  
Carried forward
- i) *Code of Conduct- Training offered by the District Council- MM, JB and the Clerk*  
WODC had held the above course on 19 July which MM and the Clerk attended. The Clerk received apologies from MB. MM described the course contents and the Clerk handed round a copy of notes given out at the meeting. Councillors resolved that all Councillors should have copies and asked that these notes appear in the Clerk's Briefing Notes for September meeting.  
Carried forward.
- j) *S.106 Art purchase for the village*  
A sum of £2,250 was already available to the Parish Council under S.106 agreement. Alec Peever (Artist) has accepted the invitation to address the September Parish Council meeting to discuss the use of the above monies.  
Carried forward
- k) *Village Newsletter*  
Councillors agreed that the first new style quarterly newsletter was a success, but that the Parish Council front page of information needs to be more varied and up to date with such matters as what the Council is planning to do next etc.  
The Chairman asked that suggestions for articles be brought to the next meeting PC meeting – the deadline for entries for the next edition is 15 October.  
Carried forward.
- l) *Martin Layer – Smith quarry visits*  
Councillors noted that the quarry visit is to be 8 September.  
Lower Windrush Valley project meeting is to be 24 September. MB is the Ducklington Parish Councillor joining the Steering Group.  
Carried forward.
- m) *Pruning of trees- JD*  
JD has contacted Tom Davies and has shown him what is needed in the way of pruning. A quote will be available for the September meeting.  
Carried forward

### 106.18 New Business

a) *Pavilion 5 year electrics inspection and test*

The Clerk had obtained a quote for this work in the sum of £325.00 from, as usual, SSE. Councillors resolved to accept the quote.

Carried forward

b) *Email query re excavations on 3 sites in the village*

Councillors read an email reproduced on page 5 of Clerk's Briefing Notes from a villager who was surprised by the above work.

Councillors asked the Clerk to reply saying it was a land development survey prior to submission of planning applications to build dwellings.

c) *Car park below tennis court*

The Clerk needed Councillors to be aware that the quote for the above work was £6,975.00 before VAT, but that it had been recorded in the January 2018 Minutes of the Parish Council as £6,600.

Councillors resolved that the higher price was correct. In addition, that the contractor be asked to fill in the pot hole in the driveway at the same time. This problem had been previously reported.

Carried forward

### 107.18 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

Clerk's Briefing Notes page 3 reported that he had received a playground inspection report from Dick Rudd dated 16 July 2018 that stated "No faults found". 2 waste bins have small rust holes which WODC say they will replace at some time in the future.

However, Dick reported that weeds in the ditch behind the pavilion, the tennis court and the zip wire need controlling. There continues to be gaps in the tiles under the play equipment. Another concern he raised are Drones used in the village. These could cause problems if flown too low. Dick wondered if a sign could be put up in the sports field prohibiting their use.

Councillors discussed the above matters and resolved to ask Dick to spray the Tennis Court and Zip Wire areas, but leave the ditch as more ditch clearance work is already planned for the autumn.

With regard to the drones, Councillors resolved to put an article in the next Village Newsletter.

In addition after discussion, Councillors resolved to have the weeds treated in the Car Park- the ground between it and the school fence.

The spring on the gate at the end of Curbridge Road leading to the A415 remains to be fixed.

Carried forward

*Annual Independent Playground Inspection Report*

The Clerk reported in Clerk's Briefing Notes that the above inspection found no matters needing repair or review. With regard to the gaps in the tiles, the inspector commented that nothing useful could be done at present.

*Litter picking report.*

No report

### 107.18 Playgrounds/Sports field (continued)

b) *Sports Club*

*Requests:*

- *Goal mouth needs seeding*
  
- *Homestyle to attend to pavilion patio door that will not close properly*  
The Clerk reported that he had instructed Homestyle to look at this matter.

JD had agreed to attend the next Sports Club meeting taking place next week. Councillors suggested that, amongst other matters, he should remind the Sports Club to currently take extra care of the playing surface, due to the prolonged lack of rain and the additional matches played this year due to the World Cup.

### 108.18 PLANNING

#### **PLANNING APPLICATIONS GRANTED**

Bell Inn – Internal & kitchen alterations

#### **PLANNING APPLICATIONS**

- 18/01994/FUL – R. Demain, Course Hill Farm Course Hill Lane  
Change of use of land to mixed agriculture and equestrian use and erection of stables.

*Councillors' comments- only own use and no commercial activity*

- 18/01691/HHD – Mr.& Mrs. A. Walsh, 8 Moors Close  
Erection of first floor dormer extension to rear.

*No Comments*

- 18/02078/FUL – Roger Barnes, St. Bartholomews Church  
Provision of parking spaces for 2 mobility scooters.

*Councillors commented that they fully support this application*

- 18/01997/HHD- Mr. R. Demain, Firdales, Course Hill Lane  
Erection of front and rear side extensions, detached garage with room above.

*No Comments*

## PLANNING APPLICATIONS (continued)

### **DPC bus stop relocation in association with Eastnor House planning application**

Councillors noted that the Clerk had contacted - *Lycia Warwick Development Manager of Design Development Partnership for this element of the planning application and presented the comments raised by Councillors on the second plans presented to Councillors at the 4 July meeting. These were generally that the proposed position was too near Witney and that a bus "pull-in" off the main road would also be helpful to traffic flows.*

*In summary, Lycia was very understanding of the comments, but made the point that detailed conversations had already occurred with OCC Highways Planning Dept. who were entirely happy with the revised plans.*

Ted Fenton was asked why the Parish Council are not consulted before OCC give their views and opinions as OCC are not usually aware of local issues concerning developments

## 109.18 FINANCE

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

Balance on Current Account	£16,846.33
Bonus saver	£19,004.31
Total Cash Holding at 26 July 2018	<u>£35,850.64</u>

The Chairman (ES) had checked and signed the bank reconciliations.

Debts: £Nil.

- b) *Additional Parish Council cheque signatories*

The Clerk tabled the appropriate paper work from Santander Bank to be signed by Matthew Barker(MB) and Marilyn Morris(MM) and advised both that he would let them know by email of the additional supporting identity documents that they need to supply. Edmund Strainge (ES) and David Duthie (DD) also signed the application as existing signatories.

Carried forward

**109.18 FINANCE (continued)**

c) To review the invoices below (that may include others since the issue of the Agenda for this meeting) and to authorise for payment, with cheques signed by 2 Councillors.

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		491.90	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage: 54 miles @ £0.45p		£24.30	LGA 1972 s111
Mobile contract & calls:		£18.75	LGA 1972 s111
Printing meeting papers 4 July £31.50 / allotment laminations£8/ stamps £20.88		£60.38	LGA 1972 s111
<b>TOTAL</b>		<b>£595.33</b>	
HM Revenue & Customs only 075PS00154457 - PAYE		118.60	LGA 1972 s111/2
Dick Rudd-P/G - 16 July report		60.00	LG(MP)A1976 s19
J. Miles - cut cemetery grass 5/7 and 2 strips		128.00	LG(MP)A1976 s19
Mc Cracken & Sons Ltd - (£2339 PA)*1/12		0.00	LG(MP)A1976 s19
Oxuniprint limited - Print newsletter August/ September/ Oct no. 203		190.00	LGA 1972 s111
Will Hutchinson Litter picking - 2/7-29/7 ( 4 weeks @£15)		60.00	LGA 1972 s214
Margaret L Johnson - office supplies		0.00	LGA 1972 s111
AK Timms - combination padlock for Bartholomew Close gate		25.32	LG(MP)A1976 s19
John Hicks & Associates - Annual Independent playground inspection 10/7		112.32	LG(MP)A1976 s19
Thomas H. Davies - Tree care from necessary re Boward Report		900.00	LG(MP)A1976 s19
July cheque to THD Tree Care 22973 cancelled re wrong name			
<b>TOTAL</b>		<b>2,189.57</b>	

Signed by : DD an ES

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

None

**111.18 Other Matters for Discussion – for information only**

- ES - Awaiting information re Strainges Close passage, gates and signage have appeared and wants to know who owns the land – The clerk awaits a reply from WODC
- ES - 30MPH dustbin stickers would be useful as speed deterrents if a source could be found
- JD - Reported that the bridges across the Moors badly needed attention
- ES - Asked how the road could be closed past the War Memorial from T junction thro to Old Rectory for upcoming Remembrance Sunday.
- DD - To make enquires re details for a DPC wreath – Remembrance Sunday
- MB - New Witney Road sign required and trim brambles
- All - Discussion re trimming the car park hedge to low level to enable clear view into Car park surface to deter it being used for ulterior activities.

**112.18 Date of Next Meeting**

*Monthly Meeting of the Parish Council*

5 September 2018, 7.30PM at the Village Hall, Lilac Room

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

Chairman