

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 October 2018
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

132.18 Members Present: Edmund Strainge – ES (Chairman) 8.17pm onwards
Matthew Barker – MB
Simon Bradshaw - SB
David Duthie – DD (Chairman 7.30- 8.17pm)
John Dunsdon – JD
Peter Godwin – PG
Catherine Maddison - CM
Marilyn Morris – MM

In Attendance: Richard Brown – Clerk
Ben Woodruff (WODC)

133.18 Members' Apologies: Richard Border- RB

134.18 Approval of the Minutes of the Parish Council Meetings of 5 September 2018 and the Confidential Meeting of 26 September 2018

Councillors approved the Minutes and ES signed the Minutes of both meetings.

135.18 Thames Valley Police matters

No attendance by PCSO's.

136.18 County OCC/ District Council WODC Matters

Ben Woodruff addressed the meeting and said firstly that the WODC Local Plan had now been adopted by the District Council following clearance from the Government. This now means WODC has protection against speculative developments. In addition, the requirement to hold 5 years Land Supply had been reduced to 3 years. Ben reminded Councillors that in any development in the village they had the opportunity to speak for 3 minutes having previously obtained permission to do so from the relevant planning committee. Ben continued by warning of bogus emails suggesting that Council Tax refunds were due to individuals. These are hoax emails and should not be opened or responded to in any way.

Councillors raised questions and SB asked Ben to look into the cracks that were appearing in the fairly new tarmac surface on the Curbridge Road. The road edges are getting damaged as they fall away into lower ground in too many areas and the cracks in the road surface will further breakdown the main surface if water freezes within them in upcoming icy weather. Ben agreed to pass this concern to Ted Fenton. Ben was also asked by MM to look into the naming of the Deanfield housing development currently in progress. The Parish Council had responded to the WODC request to provide names and had suggested "Mill Meadow". At present it is called "Deanfield Meadow", but this may just be the developers marketing name. Ben also mentioned "a crossing" near the proposed new site of Lidl. This should in theory mean a reduction in the speed limit, as previously requested by Councillors.

137.18 Parish Councillors – Disclosure of interests on agenda items

None declared.

138.18 PLANNING

PLANNING APPLICATIONS GRANTED

None

PLANNING APPLICATIONS

None

139.18 Matters Arising from Previous Meetings

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

The Clerk reported that he had received an email from Kevin Jack who described how he had liaised with Jet Rod who had carried out work to the culverts between the gully and ditch outfall. They discovered that the culvert under the road and in the grass verge that was silted-up exposed a buried manhole in the verge. Jet Rod say that full flow should be restored if the encroaching tree roots are cut out and the joints covered with patch liners to prevent re-growth.

Unfortunately, Kevin says this is not a cost WODC should fund, but that he will obtain a quote from Jet Rod for this work if the Council so requests.

Councillors resolved to seek a quote.

Carried forward

b) Section 106 Councillor ideas

It had been resolved to prioritise the list of ideas, cost the projects and be more proactive in submitting bids for Section 106 monies as they become available.

DD agreed to prepare a schedule in that order with quotes, together with the quote to continue the footpath alongside the sports field installed by Deanfield Homes around to the school.

Carried forward

The Clerk reported that Heather Mc Cullock of WODC had agreed to forward him the full list of S.106 monies allocated to art work as it becomes available.

c) General Data Protection Regulations (GDPR)

Parish Council email accounts and web site

MM had nothing further to add re GDPR

MM advised that she had contacted Cotswold Web to obtain another quote regarding the costs in seeking technical assistance regarding the Parish Council email accounts and website. She agreed to forward any quote to the Clerk when received.

She was still due to speak with Peter Almgill regarding both matters.

Carried forward

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

See c) above

Carried forward

139.18 Matters Arising from Previous Meetings (continued)

- e) *Deanfield Homes – bridge from their new footpath in Standlake Road into sports field.*
SB reported that the Parish Council's request for sloping path was deemed to be too dangerous and that the stepped approach is the only plan they would consider. Councillors discussed the matter and resolved to ask SB to agree to the original Deanfield plans and ask that the work be completed as soon as is possible.
Carried forward.
- f) *VAS road safety signs- County Council Grant application form*
MB handed the Clerk the grant form completed in pencil detailing the equipment requested and asking the Clerk to review it and complete the other entries. The Clerk to then sign the form on behalf of the Parish Council and forward it to Ted Fenton for his review and countersign prior to his submission to the County Council.
SB agreed to obtain quotes for Radar Speed signs.
Carried forward
- g) *Topics for the next Village Newsletter- due with Editor by 15 October*
MB agreed to supply additional information to the Clerk before the above date.
- h) *Tree pruning*
JD obtaining quotes and methods at allotment site
Carried forward
- ES agreed to see if he can bring forward the trimming of the trees at the car park to be carried out at the same time as the annual trimming of trees at the sports field that border the A415.
Carried forward
- i) *Bridges across the Moors*
The Clerk reported that Sarah Aldous of OCC had agreed that full repairs are needed to both bridges and will be carried out in due course.
Carried forward
- j) *Pavilion SSE 5 year electrics inspection*
The Clerk reported that only one repair was classed as necessary from the inspection. Since the Clerk had sent DD a copy that he had also reviewed, DD offered to obtain a repair quote from Pascoe & Waite.
Carried forward.
- k) *Replacement Witney Road sign*
Awaiting agreed replacement by WODC
Carried forward
- l) *30 MPH stickers for bins- MB*
MB reported that he had attached the 9 stickers obtained by the Clerk and was still seeking other similar stickers from OCC.
Carried forward

139.18 Matters Arising from Previous Meetings (continued)

m) Passage at Strainges Close

ES had raised the issue of a gate being erected at the site. DD reported that he had established that a WODC planning consent dated 23 April 2002 resulted that the public footpath had become part of the Old Granary Barn garden.

n) County Council – request for orders for winter salt for the village

Councillors resolved to order one additional bag to be delivered to ES farm site. This would then be available to top up the 5 sites as required.
Carried forward.

140.18 New Business

a) To discuss the letter in reply to the 7 residents

A reply had been drafted at the Parish Council Confidential Meeting of 26 September 2018. Councillors reviewed again the draft letter that the Clerk had sent for legal review to a firm recommended by the Parish Council insurers – Came & Company – who had also been advised of the matter.
Councillors resolved that the Clerk should send the letter to the 7 residents upon clearance following their review.
Carried forward

b) To determine the 2018/19 pitch fees chargeable to the Sports Club

DD had prepared a paper making comparisons of charges made by others. Councillors reviewed the schedule and after discussion resolved to bill £1,350.

MB and JD are due to meet the Sports Club next week and were asked to inform the Club, amongst other matters, that the field is to be verti-drained once more in May 2019 as recommended by the Council's advisors. This would be early notification for the Club ensure that no play is planned for that time.

c) Big Lunch -2 June 2019

Councillors resolved to agree to the request to use the Sports Field for the above event and for the Clerk to advise the Committee and the Sports Club.

d) Resilience Plan – Scottish and Southern Electricity(SSE) – power outage in the village

It was resolved to reply that the Parish Council would rely on SSE procedures if such an event should occur.
Carried forward

e) PTR meeting on 9 October

Councillors noted the meeting.

f) School Head – potential footpath extension t school gates

The Head understood the above from RB and offered that any Councillor could attend their 12 October Resources Governors' meeting if useful.
Councillors resolved that the Clerk should reply thanking for the offer, but was advised that DD had discussed the matter in the in-between time with her.

140.18 New Business (continued)

- g) *Complaint W/18/02886/Hs PUB- MB*
MB reported that his complaint has now been resolved
- h) *Pond site – weeding required whilst water level is low- DD*
Carried forward

141.18 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
The Clerk reported that he had received a playground inspection report dated 20 September 2018 from Dick Rudd that stated “No faults found”, other than the 2 waste bins that have small rust holes. WODC say they will replace both at some time in the future. Dick also kindly cleared up the condoms from the zip wire site.

Litter picking report.
No matters to report.

It has been agreed with the Parish Council on request from Eddy Morse and his parents that he will also carry out litter picking in the village as a school task. CM will lend Eddie her Hi-Vis Ducklington PC working vest.

- b) *Sports Club -SC*

Requests:

After discussion, Councillors resolved the following:

- Down pipe at the back of the pavilion has cracked and needs replacing
DD will have this fixed and try to understand why it failed. Clerk to inform SC Secretary
- Parking complaints from SC Secretary and villager – Gate into field from road
Councillors resolved to ask the Clerk to reply to SC Secretary saying that the parking is the parking is the responsibility of the Sports Club. This must include directing their members to park within the white lines at the main car park and not to block the road leading to the sports field by either hemming in vehicles already parked at the new car park opposite the playground site or in front of the access gate to the sports field itself. With regard to the access into the field to reply that the bridge to the gate over the ditch is under current discussion with Deanfield Homes.

To make the same reply to the villager stating that it is the Club’s responsibility to control sensible parking and that his comments have been passed anonymously to the SC secretary. His other comments regarding poor safety parking by parents by the school will be passed anonymously to the School Head.

- c) *Enquiry from villager*

A villager asked if the play park equipment near the sports field could be updated and a local shop provided.

Councillors discussed the letter and asked the Clerk to reply that the Parish Council has plans to update the play facility when finances permit. With regard to a local shop, Councillors wish that such a facility existed, but unfortunately a shop did exist until the level of local trade forced it to close for financial reasons.

142.18 FINANCE

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

Balance on Current Account	£19,767.04
Bonus saver	£19,014.04
Total Cash Holding at 26 July 2018	<u>£38,781.08</u>

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

Debts: £Nil.

- b) *Additional Parish Council cheque signatories*

Awaiting confirmation of 2 additional signatories are able to sign cheques from Santander Bank

Carried forward

- c) *Parish Council Accounts for the year ended 31 March 2018*

The Clerk reported, and Councillors noted with thanks, that he had received the accounts that were now signed by the External Auditor. No matters arose from their examination.

142.18 FINANCE (continued)

- d) 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.

Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
	Clerk / RFO Net Salary & working from home allowance £18	491.90	LGA 1972 s111/2
	Clerk / RFO expenses:		
	Mileage: 64 miles @ £0.45p	£28.80	LGA 1972 s111
	Mobile contract & calls:	£24.00	LGA 1972 s111
	Printing meet papers 5 September/ 26 September & allotments	£91.25	LGA 1972 s111
944	TOTAL	£635.95	
945	HM Revenue & Customs only 075PS00154457 - PAYE	118.60	LGA 1972 s111/2
946	Dick Rudd-P/G - September report	60.00	LG(MP)A1976 s19
947	J. Miles - cut cemetery grass/ 2 pieces 4/9/18	128.00	LG(MP)A1976 s19
	Mc Cracken & Sons Ltd - (£2339 PA)*1/12 - July	0.00	LG(MP)A1976 s19
948	Helen Strainge - Edit newsletter Aug-October - New Rate (was £45)	67.50	LGA 1972 s111
949	Will Hutchinson - Litter picking - 3/9 to 30/9 (4 weeks @£15) nil August?	60.00	LGA 1972 s214
950	Morore Stephens- External Auditors of DPC Accounts - 31 March 2017	294.00	LGA 1972 s111
951	"Prysebros Ltd" Complete Weed Control - back edges per contract	300.00	LG(MP)A1976 s19
952	SSE Enterprise - Fixed Wiring Inspection & Test - pavilion	390.00	LGA 1972 s111
953	Margaret L Johnson - printer cartridge	21.28	LGA 1972 s111
	TOTAL	2,075.33	

Signed by : DD and PG

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

None

144 .18 Other Matters for Discussion – for information only

SB – Hedge along Peel Close to Lovell Close needs pruning

CM – DPC Christmas dinner venue agreed as 4 December 2018 Bell Inn

129.18 Date of Next Meeting

Monthly Meeting of the Parish Council
5 December 2018, Village Hall, Lilac Room.

Signeddated.....

Chairman