

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 September 2018
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

113.18 Members Present: Edmund Strainge – ES (Chairman)
Matthew Barker – MB
Richard Border – RB
Simon Bradshaw - SB
David Duthie – DD
John Dunsdon – JD
Peter Godwin – PG
Catherine Maddison - CM
Marilyn Morris – MM

In Attendance: Richard Brown – Clerk
One member of the Public

114.18 Members' Apologies: None

115.18 Presentation from Lidl – not on the Agenda but for information only.

The Chairman had invited 3 representatives from Lidl, who had made a presentation to residents in the village Hall in the afternoon between 3-6.30 PM having already delivered literature to most households, to present the same information to the Parish Councillors. Essentially, the planning application to be made in due course to the District Council will replace the previous proposal from Aldi, but with certain modifications. Councillors asked a number of questions such as how many delivery vehicles will be expected each day, to which the reply was about 2 in normal trading times. It will be a food store of 2,098 sq. metres that will give sales space of 1,325sq.metres, together with free parking for 115 customers (including 7 disabled and 8 parent child places) and will be sited in New Close Lane. The new store will create 10 new jobs - 40 jobs in all as the smaller store on Ducklington Lane will be closed and sold, probably to another “budget” operator.

116.18 Alec and Fiona Peever - Artists

The Parish Council invited Alec and Fiona to explain what they may be able to offer as suitable art to display in the village. This stems from the requirement that the Parish Council to use a portion of S.106 monies, derived from the building of dwellings in the village, solely for Art project(s). The Parish Council was shown some of their large portfolio of very tasteful work that had been completed for other clients - some of whom are well known names. Alec explained that they work with clients on representing their neighbourhood or business type, so to a large extent the cost of their services solely depends on what the client wants and how much can be afforded. Consequently they would need a “Brief” if Councillors wish to commission any work.

Councillors thanked both for their time and explanations which had given them food for further thought. They wondered if both would be able to make another presentation for the village to see at the next Annual Parish Meeting in May 2019.

Carried forward

117.18 Approval of the Minutes of the Parish Council Meetings of 4 July 2018 and the Urgency Meeting of 1 August 2018

Councillors approved the Minutes of both meetings after requesting a small correction on page 953 of the 4 July Minutes, changing 97.18 “after 3 offences” to “each offence”. The Chairman signed all pages and initialled the amendment.

118.18 Thames Valley Police matters

No attendance by PCSO's. SB informed the Council that the PCSO that covers the village is off long-term sick.

119.18 County OCC/ District Council WODC Matters

Both Councillors were not at the meeting.

However, news was due on the WODC Local Plan.

MB informed the Council that it had now been accepted by the Government's Planning Inspectorate and will be presented for formal adoption by WODC at an extraordinary meeting on 27 September 2018.

120.18 Parish Councillors – Disclosure of interests on agenda items

ES regarding the planning applications re the Lidl site.

MM regarding the planning application by Rosconn Strategic Land development on Standlake Road

MB regarding the replacement of windows at the pavilion

121.18 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 had the diameter of the pipe measured and was due to talk with his contractor on 9 August to agree details for the next steps.

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.
- Continuation of the footpath to the school – DD agreed to obtain quotes.
- Tennis Court car park – tarmac the current surface

DD agreed to obtain quotes to provide the continuation footpath and to forward the Clerk his full schedule of the above developments for the October Parish Council meeting. It was resolved to prioritise the above list, cost the projects and be more proactive in submitting bids for Section 106 monies as they become available.

Carried forward

121.18 Matters Arising from Previous Meetings (continued)

c) General Data Protection Regulations (GDPR) – MM

Clerk's Briefing Notes contained the GDPR required Privacy Notice provided by MM. MM explained what it contained and why it was needed. Councillors discussed the Notice and resolved that it be accepted and placed on the Parish Council web site.
Carried forward

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

The Clerk reported that in addition to the quote from David Hall at Cloudy Group, he had also made enquiries from Publica (an organization formed by the 4 local District Councils) who unfortunately decided that they could not help. However, they did suggest that Clare Logic in Abingdon may be able to do so and the Clerk has contacted them to take matters further.

MM agreed to send the Clerk the details of an organisation that she had found. Peter Almgill (PA) still retains certain the access codes to the Parish Council web site and MM agreed to approach PA to transfer this information to her.

Carried forward

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

SB requested that Councillors meet at the site to discuss options before the start of this meeting.

After meeting and further discussions, it was resolved to ask SB to go back to Deanfield Homes and request that a slope be installed from the path into the sports field and not steps. This, it was felt, would make easy access easy for everybody.

Carried forward.

f) Councillors Code of Conduct training course

Clerk's Briefing Notes pages 9-18 contained the above training course notes. This had been requested at the last meeting by those who were not able to attend the course run by WODC and were duly noted. It was resolved to add the Ducklington Parish Council Code of Conduct to the web site.

g) VAS road safety signs- MB and County Council Grant application form

MB reported that single signs cost £2,150+VAT and, if to be powered by solar energy, an additional £1,155+VAT. MB had met with Mike Waseley of OCC to determine an "agreed in principle" site for the sign and Mike also suggested other traffic calming measures.

MB stated that he had completed the County Council Grant Application form in pencil to hopefully secure grant funding for a sign and will hand it to the Clerk for his perusal.

Carried forward

121.18 Matters Arising from Previous Meetings (continued)

h) Topics for the next Village Newsletter- due with Editor by 15 October

To date it was resolved to publish:

1. Latest Village Speed Watch information – MB to supply report
2. Councillors looking to acquire a VAS electronic road sign for Witney Road- MB to supply report.
3. Smiths Industries quarry visit of 8 September and Lower Windrush Valley Project meeting 24 September MB and MM agreed to supply reports.
4. Village Remembrance Sunday Service – 11 November 2018 – ES
5. Collection of waste bins by District Council – being thrown around and not replaced where picked up. Villagers noting same issue to contact WODC 01993 861000
6. Service details - Remembrance Sunday

Above reports from Councillors noted above are due to given to the Clerk at the 3 October 2018 Council meeting.

Carried forward.

i) Pavilion SSE 5 year electrics inspection

The Clerk reported that he had arranged with SSE and the Secretary of the Sports Club that the above inspection would be carried out on Tuesday 18 September 2018

Carried forward.

j) New car park below Tennis Court

The Clerk reported that this project had now been completed and the final cost was an additional £200 more than originally planned. This was due to Council agreeing to take the opportunity to fencing around the site lamp post – cost £100 and to fill the pot hole in the driveway – cost £100.

k) 30 MPH stickers for bins

The Clerk tabled the 9 stickers at a cost of £11.97 that had been requested by Council at the last meeting to be stuck on waste bins to appear as additional speed limit reminders on each collection day. MB agreed to seek other similar stickers from OCC.

122.18 New Business

a) Lease signature request – Easement allowing the crossing of a certain part of the Car Park

This request from the school had been already agreed by the Parish Council to allow passage across a designated part of the Parish Council's car park for the purposes of entering their grounds – an agreement for this to occur for 25 years.

Solicitors now request that the Chairman and Clerk formally sign the Easement to return to them. All costs are being borne by the School.

Councillors resolved that the document should be signed as requested.

b) Bridges across the Moors

The Clerk reported that, in response to the request to repair both broken bridges, Sarah Aldous of OCC had replied that she agreed full repairs were needed and they will be scheduled for action in due course.

Carried forward

122.18 New Business (continued)

c) *Speed Watch update – MB and SB*

It was reported that another Speed Watch had been performed along Standlake Road on 23 August in the early evening. The result was that 9 vehicles were recorded as travelling at speeds between 36 and 47 MPH. This represented some 40% of all vehicles passing.

d) *Road closure in Ducklington for Remembrance Sunday 11 November 2018*

ES had requested that the Clerk establish if the above could be organised. Information obtained by the Clerk from the County Council was that although it is possible, a cost for doing so only introduced on 6 April 2016, could vary due the place and length of time required between £1,250 and £2,250.

Councillors discussed the situation and resolved not to proceed. However, MM agreed to put the Remembrance Sunday Service details on the Council web site and to pass the Clerk the same information to put in the next Newsletter.

e) *Replacement “Witney Road ” sign – near roundabout*

The Clerk had reported this missing sign to the District Council who agreed to supply the replacement within 8-12 weeks

Carried forward

f) *Trimming of hedges – car park and allotment along A415*

Councillors discussed both issues and resolved to accept ES offer to obtain quotes to trim both areas in the autumn

Carried forward

g) *Gate along passage at Strainges Close*

ES had reported that a gate had recently erected along the passage. The Clerk reported that the District Council could only look into the matter when supplied with a photograph of the gate in its surrounding area. DD agreed to obtain the photo. Carried forward

h) *Lack of care in replacing the position of bins left out for collection*

JD had reported the above matter that also had resulted in bins being thrown around. The Clerk reported that he had contacted the District Council who had assured him the matter would be passed onto the appropriate manager.

i) *Training course organised for new Councillors*

The Clerk advised new Councillors of the above being held on 19 September 2018 and that he could reserve places.

No Councillors requested to attend.

j) *County Council – requests for orders of winter salt for the village*

ES agreed to see what stocks he has currently on hand before the Clerk replies.

Carried forward

123.18 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

The Clerk reported that he had received a playground inspection report after the usual date from Dick Rudd dated 28 August 2018 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 stated that he had completed the requests from last month that included fixing the spring on the gate to the A415 and the weed killing of the ground between the car park and school fence and at the Zip wire.

Litter picking report.

No report

b) *Sports Club -SC*

Requests:

After discussion, Councillors resolved the following:

- DPC method of communicating agreed issues to SC
Councillors attending the next Sport Club meeting will convey these following decisions
- SC use of strimmer to clear weeds around perimeter:
SB agreed to locate the strimmer, ensure it was in working order and then give it to the Sports Club Secretary.
- Recently replacement pavilion guttering is leaking after first heavy rain – bracket under joints failing it would appear:
DD reported to Council that the guttering had now been repaired, but that there were certain indications that it had been damaged and is why the bracket failed.
- Discussion re painting of the pavilion
This will be reviewed once the agreed Tea Shed has been erected by the SC
- Floor in pavilion changing room needs replacing
Councillors agreed to replace the flooring. However, the SC will be reminded that they had previously agreed to complete the tiling of the toilets.
- 3 quotes to replace 7 pavilion windows
Tropiglaze was chosen from the 3 quotes obtained to be the most cost effective solution at £1758.33 (£2,110.00) including recoverable VAT. The Clerk will raise the order.

124.18 PLANNING

PLANNING APPLICATIONS GRANTED

None

PLANNING APPLICATIONS

- 18/02188/HHD – Mr & Mrs Buckland. 17 Standlake Road
Replace existing workshop with 2 storey side extension and remove front porch

No Comments

- 18/02351/FUL – Mr. B & DJ Miles, Erect new single storey detached dwelling and associated parking on land adjacent to 10 Witney Road.

Councillors commented that this proposal will over- develop the site.

- 18/02260/OUT – Rosconn Strategic Land
Provision of up to 20 dwellings, car access, Public Spaces etc. on land to the South of Standlake Road.

Councillors resolved to comment by majority vote that this proposal was not in the right place and will over- develop the site given the limited space available. It will add to the already stretched highway/traffic issues both in the village and surrounding areas, especially given that addition dwellings are already under construction in the village.

- **For information only-** Preliminary consultation on the West Eynsham Strategic Development Area, Supplementary Planning Document (SPD)
Circa 1000 homes - SPD issues paper can be obtained at:
www.westoxon.gov.uk/spd or by visiting WODC office on New Yatt Road from 27 July to 21 September 2018

125.18 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) said had checked the bank reconciliations.

Debts: £Nil.

- b) *Additional Parish Council cheque signatories*

Santander Bank had informed the Clerk that in addition to the application forms signed for additional signatories at the last meeting, they also required that ES and DD sign the Parish Council Meeting Minutes where it was resolved to appoint new signatories. These documents were required to be sent with the application forms
Councillors resolved that ES and DD should sign the copy Minutes as requested.
Confirmation by the bank of adding the two new signatories continues to be sought by the Clerk.
Carried forward

- c) *Parish Council Receipts and Payments Accounts for the 5 months ended 31 August 2018*
Clerk's Briefing Notes pages 19-21 showed the line by line account descriptions versus the annual budget.

Councillors noted the results were broadly on track with budget. However, the Clerk tabled a schedule of the Parish Council current Reserves position and, after discussion, it was resolved that the cost of the car park below the tennis court at the sports field site would be charged against the General Reserve as it had not been provided for separately in this year's budget.

126.18 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		492.10	LGA 1972 s111/2
	Clerk / RFO expenses:			
	Mileage: 48 miles @ £0.45p		£21.60	LGA 1972 s111
	Mobile contract & calls:		£24.00	LGA 1972 s111
	Printing meet papers 1 August £25 / cart. £32.18/ 9 stickers £11.97		£69.15	LGA 1972 s111
935	TOTAL	£606.85		
936	HM Revenue & Customs only 075PS00154457 - PAYE		118.40	LGA 1972 s111/2
	Dick Rudd-P/G - August report		0.00	LG(MP)A1976 s19
937	J. Miles - cut cemetery grass only 21/8		113.00	LG(MP)A1976 s19
938	Mc Cracken & Sons Ltd - (£2339 PA)*1/12 - July		234.00	LG(MP)A1976 s19
	Will Hutchinson Litter picking - 2/7-29/7 (4 weeks @£15)		0.00	LGA 1972 s214
939	Margaret L Johnson - printer paper		10.06	LGA 1972 s111
940	MPW Construction Groundwork Limited - T/C Car park + pot hole £100		8,730.00	LG(MP)A1976 s19
941	Southern Electric - pavilion 1/4 to 20 August		801.44	LG(MP)A1976 s19
942	Dick Rudd-P/G - August report £60, fix gate£40 and weed kill £45		145.00	LG(MP)A1976 s19
943	AK Timms - 3 Cylinder keys		9.00	LG(MP)A1976 s19
	TOTAL		10,767.75	

Signed by : CM and PG

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

None

128 .18 Other Matters for Discussion – for information only

ES – Reported that cracks in the Curbridge Road new surfacing need filling before the frosts

CM – Agreed to set up the DPC Christmas dinner venue

MB – Trench by the 4 Pillars left unguarded

129.18 Date of Next Meetings

*Urgency Meeting of the Parish Council
All Councillors are asked to attend
26 September 2018, 7.30PM at the Village Hall, Lilac Room*

Monthly Meeting of the Parish Council
3 October 2018, 7.30PM at the Village Hall, Lilac Room

Signeddated.....

Chairman