

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 2 January 2019  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 6.30 PM**

**1.19 Members Present:** Edmund Strange – ES (Chairman)  
Matthew Barker – MB  
Richard Border- RB  
David Duthie – DD  
John Dunsdon – JD  
Peter Godwin – PG  
Marilyn Morris – MM

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

**2.19 Members' Apologies:** Simon Bradshaw –SB  
Catherine Maddison - CM

**3.19 Approval of the Minutes of the Parish Council Meetings of 5 December 2018**  
Councillors approved and ES as Chairman signed the Minutes.

**4.19 Thames Valley Police matters**  
No attendance by PCSO's.  
ES suggested inviting a senior member of Thames Valley Police to attend a DPC meeting.

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

Ted Fenton began by reporting that the much needed road repairs in Oxfordshire significantly improved in recent months as OCC will spend £10M during the year and the Government had also announced that OCC will receive an additional £7.4M in grants to further aid this work.

OCC has been named the best disposal of waste authority with 57.2% reused, recycled and composted and where the lowest amount of general non- recyclable waste is produced per household at 430kg. All Oxfordshire Councils recycled over 50% in 2017/18, where the national rate was 45%. The national target is to be 65% and OCC is committed to introduce the Deposit Return Scheme for drinks containers.

OCC Council Tax, agreed in February 2008, is to increase by 2.99% in 2019/20, where a strategy of delivering for Older People has been announced.

Ben Woodruff confirmed that he has contacted OCC with regard to the Parish Council's request to impose further speed reductions on the A415 and will enquire about the S.106 monies due on the Deanfield development in the village and whether the 2 additional houses will be included in the calculations.

JD complained to Ben, who noted yet again, that the organisation responsible for collecting the bins continues to throw them around when returning them to household's drives in his area, sometimes broken. JD was advised that a bad batch of bins had been issued and can be replaced free of charges, but that also the matter will be reported for further training to be carried out.

DD reported that the name for Deanfield Development is "Mill Meadow" as per the Parish Council's request.

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

None

**7.19 PLANNING**

**PLANNING APPLICATIONS GRANTED**

None

**PLANNING APPLICATIONS**

None

**8.19 Matters Arising from Previous Meetings**

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*  
No further update received from OCC/ WODC  
Carried forward
- b) *Schedule of Council's current costed and prioritised S.106 proposals for WODC – DD*  
Councillors resolved to set up a "S.106 Sub Committee" at the next meeting.  
Carried forward
- c) *New Parish Council dedicated email accounts and web site improvements – Clerk & MM*  
The Clerk reported that to progress the matter he had personally paid Cotswold Web the fee of £356.40+VAT for the 9 email accounts to enable Cotswold to urgently start this work as agreed at the last meeting. MM had already agreed to be responsible on behalf of the Parish Council for the work on the email accounts and the web site, but especially to monitor and progress both matters during the Clerk's holiday starting on 3 January 2019. MM commented that she was due to meet the Volunteer Web site administrator Sarah Powling regarding the web site on 24 January 2019.  
Carried forward.
- d) *Westgotec VAS road safety signs/ Speed Watch update – MB*  
MB reported that he had ordered the pole upon which to mount the above equipment when delivered to his house. After discussion it was resolved to set the safety signs trigger to activate at 32/33 MPH.  
The Clerk reported that he would add the equipment to the Parish Council list of assets insured by Came & Co. This would probably incur an additional insurance charge.  
Carried forward
- e) *Topics for the next Village Newsletter- due with Editor by 15 January 2019*  
MM agreed to forward the topics for this edition to the editor by the due date as the Clerk would be on holiday.  
Carried forward
- f) *Additional pruning of trees/hedges*  
*(a) Work between Peel and Lovell Close £385 and (b) invoice re the entrance to allotment site, at car park and boundary line at Chalcroft circa £100.*  
Councillors reported that work (b) had been completed. (a) is still awaited.  
The Clerk was asked to contact SSE re topping of trees at Chalcroft.  
Carried forward

### **8.19 Matters Arising from Previous Meetings (continued)**

- g) Bridges across the Moors*  
Sarah Aldous of OCC will advise the Clerk when this work has been completed.  
Carried forward
- h) Pavilion SSE 5 year electrics inspection*  
DD repair quote from Pascoe & Waite- awaited.  
Carried forward.
- i) Replacement Witney Road sign*  
Likely to be completed later in January 2019.  
Carried forward
- j) Additional 30 MPH stickers for bins from OCC – MB*  
*Awaited*  
Carried forward

### **9.19 New Business**

- a) Use of Drones*  
A villager has emailed the Parish Council regarding the use of drones and the problems caused by certain flights. After discussion Councillors resolved to reply setting out the current legal position and also to put the same information in the upcoming Village Newsletter.
- b) Rats in Parish Council's allotments*  
JD, the Councillor responsible for the allotment site, had raised the above issue. The Clerk had obtained a quote to deal with the problem that costs £75 per survey and then £30 per treatment, where it was suggested multiple visits may be necessary. However, a price of £135 included the survey and 3 treatments.  
After discussion. Councillors resolved to accept the £135 quote.  
Carried forward.

### **10.19 Playgrounds/Sports field**

- a) Monthly Playground Inspections and litter picking reports*  
The Clerk reported that he had received a playground inspection report dated 20 December 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.  
  
*Litter picking report.*  
Will reported no material matters.
- b) Sports Club -SC*  
The SC had requested an explanation for this year's increase in pitch fees. Councillors discussed the request and revisited the basis and resolved that these explanations be given by the Councillors to the Club when attending the next joint meeting.  
Carried forward

**11.19 FINANCE**

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

Balance on Current Account	£18,091.83
Bonus saver	£19,030.63
Total Cash Holding at 27 December 2018	<u>£37,122.46</u>

ES, after review, signed both bank reconciliations.

Debts: £1,350.00 – Sports Club.  
Allotments: 1 plot £22.35.

- b) *9 months Accounts from 1 April 2018 to 27 December 2018*  
The line-by-line detailed Accounts were shown on pages 5 to 7 in Clerk's Briefing Notes. The Clerk stated that he saw no matters of concern for the period stated above. Councillors reviewed the receipts and payments and resolved to note the financial position.

**11.19 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. Cheques/counterfoils 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
	<b>Clerk / RFO expenses:</b>			
	Mileage: 32 miles @ £0.45p		£14.40	LGA 1972 s111
	Mobile contract & calls:		£24.77	LGA 1972 s111
	Postage stamps 2nd class -allotments bills		£6.96	LGA 1972 s111
	Printing meet papers 7 November meeting		£29.10	LGA 1972 s111
	Cotswold Web - set-up 9 email accounts		£427.68	LGA 1972 s111
973	<b>TOTAL</b>	<b>£995.01</b>		
974	HM Revenue & Customs only 075PS00154457 - PAYE		118.40	LGA 1972 s111/2
975	Dick Rudd-P/G - December report		60.00	LG(MP)A1976 s19
	J. Miles - cut cemetery grass/ 2 pieces -12 November			LG(MP)A1976 s19
976	Citizens Advice Bureau		50.00	S.137
977	Oxfordshire Association for the Blind		50.00	S.137
	Margaret L Johnson - stationery			LGA 1972 s111
978	Nina Noble - Voluntary Tennis Administrator - Honorarium		50.00	LGA 1972 s111
979	Tropiglaze Ltd - Supply and install 7 A grade widows at pavilion		2,110.00	LG(MP)A1976 s19
980	Castle Water - 22 May 2018 -7 December 6 months -allotments		298.16	LG(MP)A1976 s19
	McCracken & Son Ltd			LG(MP)A1976 s19
981	Will Hutchinson Litter picking - ( 4 weeks 3/12 to 30/12/18 @£15)		60.00	LGA 1972 s214
	<b>TOTAL</b>		<b>3,791.57</b>	

Signed by : DD and PG

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

None

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

JD - Kerb stones have been knocked out on the junction of Curbridge Road and Manor Road  
MB- Suggested a "litter squad" twice per annum and during "National Litter Week" 2-4 March 2019.

**14.19 Date of Next Meeting**

Monthly Meeting of the Parish Council

6 February 2019, Village Hall, Lilac Room, 7.30PM

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

Chairman