

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 5 December 2018
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 6.30 PM**

161.18 Members Present: Edmund Strange – 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

162.18 Members' Apologies: All present

163.18 Approval of the Minutes of the Parish Council Meetings of 7 November 2018
Councillors approved and ES as Chairman signed the Minutes.

164.18 Thames Valley Police matters
No attendance by PCSO's. SB reported that the local PSCO Tracey had resigned.

165.18 County OCC/ District Council WODC Matters
No attendance from OCC or WODC

166.18 Parish Councillors – Disclosure of interests on agenda items
None

167.18 PLANNING

PLANNING APPLICATIONS GRANTED
None

PLANNING APPLICATIONS

-18/03376/HHD – Mr N. Clack, 9 Back Lane
Erection of side extension to create additional garage with storage above

No Comments

168.18 Parish Council Budget and Precept 2018/19

The Clerk presented in Clerk's Briefing Notes pages 4 and 5 an updated version on the budget that was first reviewed by Councillors at the 7 November meeting. The updated version was also circulated by email to Councillors on 22 November where the Clerk asked Councillors to review the budget lines in advance of the meeting to enable questions/ revisions to be made. The revision carried amendments concerning the revised cost of the new email accounts, where it was agreed by PG at this meeting that he did not wish to have a Parish Council email account. Consequently, only nine accounts are now required that will cost £356.40, together with the Parish Council web site upgrade agreed at the 7 November meeting at £1,116.00.

The Clerk indicated that other costs and incomes had been increased by 3% where not specifically known. The net result was Precept required would be £32,105.

Councillors discussed the information and after having asked certain questions, resolved to set the Precept at £32,105 and for the Clerk to inform the District Council.

169.18 Matters Arising from Previous Meetings

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

Due to the high cost of Jet Rod clearing the roots etc. costing some £700, the Clerk pursued the matter with WODC and OCC. He received an email from Wayne Barker of OCC dated 12 November with the news that OCC has informed Kevin Jack of WODC that he will arrange for the root ingress problem to be reviewed the next time their jetting team is in the area, asking them to price- up for any lining works that may be necessary. However, it is still Wayne's view that the problem with this system is the large diameter pipe under the access, downstream of the headwall, having been laid at the wrong level. Wayne will visit the site with his contractor with a view to re-laying the pipe at the correct level.

Councillors thanked the Clerk and noted the progress.

Carried forward

b) *Schedule of Council's current costed and prioritised S.106 proposals for WODC – DD*

DD confirmed that the "Piping and covering over of the ditch at the rear of the pavilion" has been added to his schedule.

Carried forward

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

See also 168.18 above, where the Clerk advised Councillors that 50% deposit was required by Cotswold Web before they can start work.

RESOLVED: That MM would communicate with the Cotswold Web to initiate the work and ask them to forward the Clerk an invoice so a cheque can be prepared for signature at the 2 January 2019 meeting.

d) *VAS road safety signs/ Speed Watch update – MB*

MB reported that he was awaiting assistance from OCC in the procuring and the positioning of a pole upon which to mount this equipment. MB suggested that the ordering of the equipment by the Clerk from Westgotec should be left until the matter is agreed. The Clerk agreed to inform Came & Co the DPC Insurers.

Carried forward

e) *Topics for the next Village Newsletter- due with Editor by 15 January 2019*

It was decided to enter that Flu vaccinations are now available free of charge to Carers.

Carried forward

169.18 Matters Arising from Previous Meetings (continued)

- f) *Additional pruning of trees/hedges –(a) work between Peel and Lovell Close £385 and (b) quote for entrance to allotment site, at car park and boundary line at Chalcroft circa £100.*
Councillors reported that work (b) had been completed – but not (a)
Carried forward
- g) *Bridges across the Moors*
Notification that the full repairs to both bridges have been carried is awaited from Sarah Aldous of OCC.
Carried forward
- h) *Pavilion SSE 5 year electrics inspection*
DD repair quote from Pascoe & Waite.
Carried forward.
- i) *Replacement Witney Road sign*
The Clerk reported that, only upon his enquiry, WODC informed him that the original sign had been delivered without the word “Road” and had to be re-ordered! The erection of the sign is now more likely to be completed in January 2019.
Carried forward
- j) *Additional 30 MPH stickers for bins from OCC - MB*
Carried forward

170.18 New Business

- a) *Donation requests*
Requests had been received from Citizens Advice- Witney and Oxfordshire Association for the Blind.
Councillors discussed the matter and resolved to donate £50 to each charity and for the Clerk to prepare cheques for signature at the 2 January 2019 meeting.
- b) *Scope Charity Clothing Donation Banks*
The Charity had enquired if the Parish Council could accommodate the placing of a clothing bank at any of their sites.
Councillors considered what they could do and decided, regretfully, that since the car park would be the only suitable site and WODC already have such a bin for clothing, they could not assist.

170.18 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
The Clerk reported that he had received a playground inspection report dated 19 November 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 that the Sports Field site had a number of polystyrene cups left on the field and that the Zip Wire site had coffee cups and McDonalds boxes/wrappers.
It was resolved that MB and JD would remind the Sports Club at the next joint meeting that it is the Club’s responsibility to clear the Sports Field of all litter after any events they hold.

170.18 Playgrounds/Sports field (continued)

b) Sports Club -SC

Pavilion 7 widow replacements

The Clerk reported that Tropiglaze say these will be replaced by year end

The Clerk also reported that he had received a "Freedom of Information Request" from the Sports Club Secretary. It asked for details of the 2007 pavilion insurance claim and in particular, the balance of cash left.

Councillors discussed the request and resolved to ask the Clerk to let the Club know of that balance, but to remind them that widows are currently being replaced that will decrease that sum and when the previous replacements were made, it was on the condition that the Club accepted that they must complete the tiling of the toilets. This work remains to be completed.

From the last Councillors meeting with Sports Club (SC) - Councillors responded as follows to reply to Club at their next meeting:

- Has the strimmer been fixed and can SC store its fuel in DPC container to protect Minors – *No, use a locked cupboard in SC Container.*
- Do DPC have any left-over rollers in DPC container- *SB will investigate.*
- SC asks for more regular cutting of sports field grass- *It is cut as and when needed*
- SC request explanation for increase over previous year pitch fees- *3% increase reflects increase in number of games played in field. However DD to supply MB with the comparison with the prices of other local venues that also underpin the current year charge for the next joint meeting.*
- Shower room/ toilets upgrade – can SC and DPC investigate the costs- *No – tiling must be first completed.*
- Pavilion outside light – Could DPC request S.106 monies to support this item- *Will be added by DD to his S.106 schedule.*

171.18 FINANCE

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

Balance on Current Account	£19,904.05
Bonus saver	£19,025.16
Total Cash Holding at 29 November 2018	<u>£38,929.21</u>

ES signed both bank reconciliations after review

Debts: £1,350.00 – Sports Club
Allotments: 2 plots £44.70

171.18 FINANCE (continued)

- b) 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: 41 miles @ £0.45p		£18.45	LGA 1972 s111
	Mobile contract & calls:		£24.00	LGA 1972 s111
	Postage stamps 1st class -allotments bills		£13.92	LGA 1972 s111
	Printing meet papers 7 November meeting		£34.00	LGA 1972 s111
	Printer/ warranty/ inks - Printerland		£293.57	LGA 1972 s111
961	TOTAL	£875.84		
962	HM Revenue & Customs only 075PS00154457 - PAYE		118.60	LGA 1972 s111/2
963	Dick Rudd-P/G - November report		60.00	LG(MP)A1976 s19
964	J. Miles - cut cemetery grass/ 2 pieces -12 November		128.00	LG(MP)A1976 s19
965	Ducklington Village Hall - annual rent of Lilac Room		240.00	LG(MP)A1976 s19
966	Castle Water - allotments 21/5 - 15/11/18 - 6 months		22.62	LG(MP)A1976 s19
967	Will Hutchinson Litter picking - (5 weeks 29/10 to 2/12 @£15)		75.00	LGA 1972 s214
968	Margaret L Johnson - stationery		6.27	LGA 1972 s111
969	SSE - Pavilion 1/4 to 20 November actual readings		712.40	LG(MP)A1976 s19
970	Shire Tyre Services Ltd - mower wheel puncture		72.00	LG(MP)A1976 s19
971	Helen Strainge - Edit newsletter 204 - Quarter November- January 2019		67.50	LGA 1972 s111
972	McCracken & Son Ltd		234.00	LG(MP)A1976 s19
	TOTAL		2,612.23	

Signed by : CM and DD

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

None

173 .18 Other Matters for Discussion – for information only

JD - Rodents on allotment site – quote to investigate problem required

ES - OCC have delivered road salt as requested

MB - Curbridge Road – building alterations – WODC have required the removal of caravans

RB - Village developer continues to allow staff parking on verges, but site hedges per plan to be introduced before Christmas- needs follow-up by Councillors to ensure this happens.

DD - Additional new houses in village – does this mean an increase in DPC precept?

174.18 Date of Next Meeting

Monthly Meeting of the Parish Council

2 January 2019, Village Hall, Lilac Room, 7.30PM

Signeddated.....

Chairman