

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 6 March 2019
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

29.19 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
Ted Fenton – OCC and WODC Planning Committee

Paul Vicary and colleagues: Eastnor House proposed altered and revised development.
Stuart Lilly: only observing and representing the owners of the Eastnor House.

30.19 Members' Apologies: None

31.19 Approval of the Minutes of the Parish Council Meetings of 6 February 2019
Councillors approved and ES as Chairman signed the Minutes.

32.19 Thames Valley Police matters
No representation from Thames Valley Police or matters raised by Councillors.

33.19 County OCC/ District Council WODC Matters
Ted Fenton OCC complimented the Parish Council on the installation of its illuminated SLOW 30 MPH sign recently erected at the entrance to the village off the roundabout. It had been financed by a grant from OCC. Ted reported that the County Council budget for the ensuing year had been passed on 12 February 2019 that contained a £1M boost for Youth Provision across the County. It encourages Youth Groups to apply for this cash over 2 years and it is hoped they will seek matched funding from local communities.
Other budget measures include highway improvements, new school buildings and energy-efficient street lighting (£41M) from a £1 billion investment over the next 10 years.
Vulnerable Children's and Adults Social Care budget increases by £5M in 2019/20. OCC will spend an extra £13M on road maintenance in the coming year.
Finally, delayed discharges from hospital figures for December 2018 fell from the average of 85 by 5 over November and 20 fewer from the same time last year. This, in the last 12 months, was 19% better than the national average of 11%.
Ted left before the presentation on the proposed Eastnor House development as he is on the relevant WODC planning committee.

34.19 Parish Councillors – Disclosure of interests on agenda items
None declared.

35.19 PLANNING

PLANNING APPLICATIONS GRANTED

None

PLANNING APPLICATIONS

Eastnor House – Travel Lodge development.

Paul Vicary had asked to speak to Councillors to see if the following proposal meets with DPC approval before his resubmission to WODC planning.

Paul, on behalf of the developers, thanked the Parish Councillors for inviting him to explain the new proposed application for a 63 room development on substantially the same basis as the original 37 room development. Councillors asked why originally 37 rooms were considered viable and why the bus stop had been re-located. 3 levels are now required as opposed to the original two and its outward appearance is changed to a “contemporary” design with additional landscaping across the site to give a “softer” approach. These changes, requested by the developers, are apparently needed as a result of discussions with District and OCC traffic planners to add additional local hotel capacity.

Councillors commented as follows:

- There already appears to be enough accommodation and coffee shops in the local area and it is suspected that signs off the A40 by-pass will draw additional traffic to the already “too busy” roundabout.

Paul agreed to supply the Council with the projected movements off the A40

- How could the developers Travelodge be financially happy with 37 room proposal to now require 63 rooms?
- A better entrance to the site is required to lessen the impact on the roundabout.
- The “contemporary” design is at odds with the surrounding buildings, as is the revised roof line.
- A proper controlled pedestrian crossing is not shown on the proposal on this busy road that will get busier if the proposal is adopted.
- Although Paul described a 24hour 365 day reception/ security being provided, additional thought needs to be given to the clearing up litter/ rubbish from the Costa Coffee shop.

Paul noted the above points and, in reply to a Councillor question, replied he anticipated the application would go to planners in the next couple of days.

Stuart Lilly announced that he was present only as an observer to report to the family that owned Eastnor House.

*However, his parting comments will be discussed at the Parish Council’s April meeting.
Carried forward*

- 19/00355/HHD Mrs & Mrs Exley, 77 Poppies Oak Witney Road
Extension to front porch and demolition of rear conservatory and extension to form a Sun Room.

No comments

36.19 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
WODC to complete the survey of the root ingress by 31 March 2019.
Carried forward

- b) *Sports Club Freedom of Information Request*
The Clerk reported that he had supplied DD with pavilion expenditure.
DD agreed to email the Clerk and Councillors with his summary of payments made in the refurbishment of the pavilion to date. This would be used by MB and JD to take to the next joint meeting with the Sports Club in answer to their Freedom of Information request.

- c) *Schedule of Council's current costed and prioritised S.106 proposals for WODC*
S.106 Sub Committee of DD, MB, RB and SB
DD agreed to arrange meeting dates with the sub- committee.
Carried forward

The Clerk reported that he had asked Martin Holland (WODC) whether the 2 additional houses at the Deanfield development gives rise to additional S.106 receipts.
Martin's reply was that the two houses were a separate planning application from the rest of the development and that S.106 monies only arise on developments of 10 or more dwellings.

- *Pot holes in Witney Road*
Since photos are required to identify where pot holes are situated, Councillors concluded that whoever notes them should enter the location of "Fix My Street".
 - *Grass verges in front of Mill Meadow*
The Clerk was asked to see if these verges can be registered to ensure they are protected as outside Fritillary Mews development.
Carried forward
- d) *New Parish Council dedicated email accounts and web site improvements – Clerk & MM*
The Clerk reported that he had contacted Cotswold Web as he could not access his new email account following the instructions supplied and awaits a reply.
MM and MB advised that they were using the new email accounts and MM asked that the other 6 Councillors try to do the same.
Carried forward.

- e) *Westgotec VAS road safety signs/ Speed Watch update – MB*
MB reported that the sign was up and running on Tuesday 26 February 2019.
Councillors thanked MB for all his work on ensuring this important road safety control in the village was now up and running.
The Clerk reported that he had contacted the Parish Council's insurance company who had assured him that this equipment is covered against attacks by vandals.

36.19 Matters Arising from Previous Meetings (continued)

- f) *Topics for the next Village Newsletter- May / June / July – due with Editor by 15 April 2019*
Brought forward: Parish Council pays for both defibrillators in the village to be maintained. Councillors wish to give special thanks to Steve Townsend and the Sports Club for carrying out their annual inspection that ensures that both are always in operational order.
At this meeting: Councillors added the planned Annual Parish Meeting to be held on 23 May 2019 and MB said he would send the Clerk his suggestion by email.
Carried forward.

- g) *Additional pruning of trees/hedges*

Chalcroft large pruning invoice

The Clerk reported that he had contacted the supplier of the above invoice who had replied that he now understood that part of this work was to have been carried out by the electricity board (SSE). Consequently, due to the misunderstanding, he was happy to discuss a lower price, or receive payments by instalments.

Councillors discussed the offer and resolved to ask the Clerk to make an offer of £1,000 and not pay by instalments.

Carried forward

It was also resolved that tenders by suppliers for future work are only to be accepted by the Parish Council on the basis of quotes/ prices sent to the Clerk and discussed at the next available Parish Council meeting. The Clerk will then reply to the supplier with the Council's decision before work commences.

- h) *Pavilion SSE 5 year electrics inspection*

DD presented a quote from Pascoe & Waite - £1,860+VAT

DD to source 2 additional quotes.

Carried forward.

- i) *Rats in the allotment site*

Councillors discussed the model allotment Agreement supplied by the Clerk and found it to cover the problem of leaving food for cats that seemed to be causing the rat infestation.

Councillors resolved that the Clerk should write tenant concerned, asking him to immediately remove any such food from outside or inside his shed.

Carried forward

- j) *Mill Meadow- mud on road*

Councillors reported the mud on the road outside the Deanfield development had now been cleaned up.

37.19 New Business

- a) *Full copy of the Register of village Electors 2019*

The District Council wished to know which Councillor should be sent the Full Copy in addition to the Clerk.

Councillors discussed the matter and resolved that it should be the Chairman and asked the Clerk to reply accordingly.

- b) *Annual Duty of Care review of village trees*

Councillors resolved that Boward, as usual, should be requested to carry out this work as they have a long history in so doing. This will be subject to receiving a quote for this service

Carried forward.

37.19 New Business (continued)

- c) *Oxford Community First*
An invitation to join the above had been received. Its purpose, as a charity, is to help and support communities in Oxfordshire to continue to be a great place to live and work. Councillors discussed the offer and resolved that as it would cost £70 per annum not to seek membership.
- d) *Annual Parish Meeting 2019*
The Clerk requested that Councillors decide a date, venue and speakers, for this annual event. After discussion, it was resolved to hold the meeting at the Village Hall on Thursday 23 May 2019 and invite five speakers as last year. ES agreed to source the display equipment.
Carried forward
- e) *Pavilion annual Legionella Review*
After discussion it was resolved to accept DD offer to carry out this task
Carried forward
- f) *Kerb stones knocked out*
MB agreed to send the Clerk the location of these stones to forward to the County Council to enable repair.
Carried forward.
- g) *Replacement of damaged tree at Peel Close*
Councillors heard that a new tree had been sourced and planted.
- h) *BBC2 – Back in Time Series*
The Parish Council had received a request to assist with finding stories for the above series about bygone times.
Councillors resolved that the BBC flyer be put on its website.

38.19 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
The Clerk reported that he had received a playground inspection report dated 25 February 2019 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.

However, Dick did suggest that that to prevent further rusting of the clamps that secure the Zip Wire he applies Hammerite Waxoyl. The cost would be £50.
Councillors considered the offer and resolved to accept the quote.

Litter picking report.

No report

38.19 Playgrounds/Sports field (continued)

b) Sports Club -SC

The Clerk reported that all outstanding invoices has now been paid by the Club. The Council had received written comments to its request to the Club not drive vehicles on the sports field. After discussion, it was decided not to reply other than to acknowledge receipt of the communication.

MB commented that he had not received replies from the Club as to the quantity of magnolia paint required to paint the pavilion or the dimensions of the requested permission to put a patio outside the pavilion.

Carried forward

39.19 FINANCE

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

Balance on Current Account	£12,088.62
Bonus saver	£19,041.95
Total Cash Holding at 28 February 2019	£31,130.57

ES had reviewed both bank reconciliations and signed the above schedule accordingly.

Debts: £Nil – Sports Club.

Allotments: 1 plot to be let £22.35.

b) Appointment of Internal Audit – Parish Council Accounts for year ending 31 March 2019
Councillors resolved to appoint Mrs K. Theale as last year.

39.19 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.

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: 46 miles @ £0.45p		£20.70	LGA 1972 s111
Mobile contract & calls:		£24.00	LGA 1972 s111
Printing meet papers 6 February 2019 meeting		£34.00	LGA 1972 s111
Postage Stamps - 1stx6 2nd x12		£10.98	LGA 1972 s111
Epson Black ink cartridge		£45.44	LGA 1972 s111
TOTAL	£627.22		
HM Revenue & Customs only 075PS00154457 - PAYE		£118.40	LGA 1972 s111/2
Dick Rudd -P/Ground report dated 25 February 2019		£60.00	LG(MP)A1976 s19
Will Hutchinson Litter picking - (weeks @£15)			LG(MP)A1976 s19
23000 AND 23001 BOTH CANCELLED			
Helen Strainge - Edit Newsletter no.205- Feb- April 2019 edition		67.50	LGA 1972 s111
Oxuniprint Limited - print newsletter 205		190.00	LGA 1972 s111
Ducklington Sports Club - Battery and pad replacements - both defib's		458.22	LG(MP)A1976 s19
SLCC- Annual Membership to 31 March 2020		122.00	LGA 1972 s111
Oxford Association of Local Council - Annual subscription 2019/2020		308.12	LGA 1972 s111
Oxfordshire Playing Fields Association - Annual subscription to 31 March 20		53.00	LGA 1972 s111
CANCELLED			
Pascoe & Waite- Pavilion Faulty bar socket behind bar and disconnect fan		£96.00	LGA 1972 s111
Mc Cracken& Son Ltd - 1/12 of £2,340		£234.00	LG(MP)A1976 s19
Westcotec Ltd - 30 MPH SLOW sign solar powered		£3,906.00	LG(MP)A1976 s19
Information Commissioner - Annual registration year to 15 March 2020		£40.00	LGA 1972 s111
Turney Ltd - Mower annual service		775.93	LG(MP)A1976 s19
TOTAL		7,056.39	

Signed by : CM and DD. DD cheque signed by PG

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

None

41.19 Other Matters for Discussion – for information only

MM – Ducklington Great British Spring Clean 13 April 2019 – The Clerk reported that any such volunteer work would be covered by the Parish Council insurance, so long as a Risk Assessment is carried out and retained before work commences that finishes at the The Bell.

- SB: Sports Club pitches need to be moved around to prevent goal mount wear and tear
- SB: Sports Club to put ropes around cricket pitch
- RB: Damaged tree reported near Strainges Close- needs replacing in Autumn

42.19 Date of Next Meeting

Monthly Meeting of the Parish Council

3 April 2019, Village Hall, Lilac Room, 7.30PM

Signeddated.....

Chairman