

DUCKLINGTON PARISH COUNCIL

AGENDA

The monthly meeting of the Parish Council will be held on
WEDNESDAY 1 May 2019 at 7.30pm in the Lilac Room at the
Village Hall. You are herewith summoned to attend the above meeting.
The business will be as detailed below.

Richard Brown – Clerk
Proper Officer

- 1. Members Present**
- 2. Apologies and reasons for absence**
Simon Bradshaw
 - **Annual Meeting of Parish Council**
 - Elected Councillors – sign Declaration of Acceptance Forms/ Forms of Interest/ Code of Conduct.
 - Election of Chairman – to sign Acceptance of Office of Chairman form.
 - Election of Vice Chair
 - Members of Urgency Committee
 - Election of Transport Representative
 - Election of Village Hall Representatives’
 - Confirmation of representative on Ducklington with Hardwick and Yelford Charity
 - Confirmation of Councillor for allotments.
 - Confirmation of Councillors attending monthly joint meeting with Ducklington Sports Club.
- 3. To approve the Minutes of the Parish Council meeting of 3 April 2019**
- 4. Sports Club representation from Eddie Todd and Dave Stevens - MB**
Limited discussion on SC proposal regarding grass cutting to proceed possible further Meeting at future date.
- 5. Thames Valley Police matters**
- 6. County/District Council Matters**
- 7. Parish Councillors - Disclosure of interests on agenda items**
- 8. PLANNING**
PLANNING APPROVALS:
None

PLANNING APPLICATIONS:
 - 19/00717/FUL Mrs. P. Taylor, 9A Tristram Road
Single storey extension to side and rear.

Planning (continued)

Date of planning meeting for Eastnor House – Travelodge Hotel

Provisionally the WODC Planning Lowland Committee will meet on 20 May 2019 at 2pm in the Committee Room at their Woodgreen Office- the building that is nearest to the 3 Pigeons Pub. However, DPC will have to decide who is going to represent the Parish Council as I have to register that person(s) with the Clerk Paul Cracknell on 13 May. This date is provisional and will only be definite around 13 May.

If not this date, the case and the 3 minutes appearance will have to be postponed to June. I need to send Paul Cracknell on the 13 May the comments that will be made.

9. Matters Arising from Previous Meetings

- a) *Ditch investigation – Flood issues Standlake Road*
Next will be the lining of the pipe from the gulley to the outfall, but this will have to wait until the next OCC financial year (1 April 2019) due to funding restrictions.
- b) *S.106 Sub Committee – DD, MB, RB and SB*
Update for Councillors on meeting of 8 April
- c) *Grass verges in front of Mill Meadow and protection as those at Fritlliary Mews.*
DD was going to try and find Helen Sandu to ask how DPC registered land previously.
- d) *Cotswold Web: New dedicated email accounts and website development- MM*
Some councillors need assistance to log onto new Gmail accounts.
Clerk has contacted Cotswold web as some emails appear to be received if addressed to org. when should be OK going to.gov
- e) Next newsletter items for Aug/ Sept/ Oct – date awaited from editor
- f) *Two quotes received for Pavilion 5 year electrics inspection and test - DD*
Quote from Pascoe & Waite £1860+VAT
Quote from Azura – Option 1 £491.00+ VAT – Option 2 £1,362.00+VAT
- g) *Update - Rats in the allotment- JD*
- Feed trays removed – but any further any update?
- Costing/ types of fencing for allotment fence?
- h) *Annual Parish Meeting Thursday 23 May 2019 – **NOW 30 May 2019***
Village Hall is now being used on 23 May. Abi has confirmed 30th as booked
Guests as last year – Councillors OCC and WODC, Lucy Kennerly, Martin Layer, Sarah Nesbitt. All have replied they will attend – Ted if re-elected.
ES has agreed supply with Display Equipment.
All guests have been emailed on 11 April with new date- but only Lucy and Abi have replied to date
- i) *Annual Duty of Care of village trees*
Review booked at agreed cost of £600+VAT, but date of work awaited from Boward.
- j) *Annual Review by Councillors of existence of DPC asset schedules*
Checks completed
- k) *Footpaths in Ducklington – MB*
Clerk's Briefing Notes page 4&5

10. New Business

- a) *To set a date for the Clerk's Appraisal – RB*
- b) *Clerk's annual inflation pay review*
- c) *Verti-drain quote*
To accept quote of £1,688 +VAT to cover the 2 football pitches and cricket outfield
To over seed the main football pitch £984+ VAT

10. PLAYGROUNDS/SPORTSFIELD

- a) *Monthly Playground Inspection and litter picking reports*
Clerk's Briefing Notes page 3

- b) *Report from Sports Club Joint Meeting of 11 April 2019 – MB*

Matt was unable to attend the Sports Club meeting on 11th April and sent the Sports Club an email outlining what was agreed at the previous Parish Council meeting.

1. Eddie Todd and Dave Stevens of the Sports Club wish to make a presentation to us to outline a proposal for grass cutting.
2. Can we put plans in place to prevent a repeat of the Sports Club receiving letters from the Electricity Company threatening to cut them off?
3. The Clerk has received a complaint, via Eddie Todd, from a member of the public concerning the lack of a handrail on the bridge to the sports field.
4. Simon has delivered the paint to the Sports Club. He mentioned that some areas made need to be re-pointed.
5. We have requested that the Sports Club provide more information about the proposed charity cricket match/matches when they know dates, etc.
6. The Sports Club have been advised that the Verti draining/seeding is taking place on 30th April and they have been asked to move the goals prior to this happening.
7. Eddie Todd informed me that the bin by the Pavillion had not been emptied, so I contacted WODC by phone to action this. WODC did subsequently empty the overflowing bin.
8. Do we have any news about the repairs to the strimmer that we offered to the Sport Club at the end of last year? Underneath the hedges needs strimming/weed killing.

11. FINANCE

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

- b) *To approve the Accounting Financial Statements for the year ending 31 March 2019*
Accounts for the year ended 31 March 2019
To review and sign the above accounts so they can be submitted for Internal Audit.
Clerk's Briefing Notes pages 6-9

- c) To consider, complete and sign-off Section I of the Annual Governance Statement (AGAR) for the 31 March 2019. This by law must be considered before e) below.

To be tabled at the meeting by the Clerk

- d) To approve and sign-off Section 2 of the AGAR for the year ending 31 March 2019- signature of the Accounting Statements. This information is taken from the full Accounts in c) above.

To be tabled at the meeting by the Clerk

- e) The first of 2 payments of the 2019/20 Precept has been received in the sum of £16,393.00.

FINANCE (continued)

- f) To review the invoices below and any others since the issue of this Agenda and to authorise for payment and signature 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: 39 miles @ £0.45p | | £17.55 | LGA 1972 s111 |
| Mobile contract & calls: | | £24.00 | LGA 1972 s111 |
| Printing meet papers 3 April 2019 meeting | | £57.60 | LGA 1972 s111 |
| | | | LGA 1972 s111 |
| TOTAL | £591.25 | | |
| HM Revenue & Customs only 075PS00154457 - PAYE | | £118.40 | LGA 1972 s111/2 |
| Dick Rudd -Play Ground inspection report dated 24 April 2019 | | £60.00 | LG(MP)A1976 s19 |
| J. Miles - Strim/ mow cemetry and 2 pieces £15 - 11 April 2019 | | £128.00 | LG(MP)A1976 s19 |
| Will Hutchinson Litter picking - (12 weeks @£15) 4/2-28/4/19 | | £180.00 | LG(MP)A1976 s19 |
| Castle Water - 1 - 31 March Allotments | | £50.24 | LG(MP)A1976 s19 |
| Castle Water - 6 months to 2 April 2019 - Pavilion | | 787.20 | LG(MP)A1976 s19 |
| Came & Company - insurance for yr to 31 May 2020: 2nd year of 3 yr LTA | | 1,330.40 | LGA 1972 s111/2 |
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| TOTAL | | 3,245.49 | |

Signed by :

12 Parish Councillors' reports from meetings attended since last meeting

13 Other Matters for Discussion – for information only – next Agenda items

14. Date of next meetings:

Annual Parish meeting – Thursday 30 May 2019, Village Hall 7.30PM

Wednesday 5 June 2019, 7.30PM - Monthly meeting of the Parish Council.