

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 3 April 2019
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

43.19 Members Present: Edmund Strainge – ES (Chairman)
Matthew Barker – MB
Richard Border- RB
David Duthie – DD
John Dunsdon – JD
Peter Godwin – PG
Catherine Maddison - CM

In Attendance: Richard Brown – Clerk

44.19 Members' Apologies: Simon Bradshaw – SB
Marilyn Morris – MM

Apologies were received from WODC Councillor Ben Woodruff.

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

46.19 Thames Valley Police matters

No representation from Thames Valley Police.

RB reported a good meeting had been organised by the Ducklington Neighbourhood Watch and there were a number of presentations from various services dealing with the subject matter of “scams and cons”. It was evident that information and strategies were shared effectively between the different services giving more effective protection to our communities.

47.19 County OCC/ District Council WODC Matters

No representation

48.19 Parish Councillors – Disclosure of interests on agenda items

ES declared an interest regarding the planning application under 19/00692/FUL change of use of Barn at Course Hill Lane

49.19 PLANNING

PLANNING APPLICATIONS GRANTED

None

PLANNING APPLICATIONS

1. *19/00692/ FUL Mr J. Grant, Barn, Course Hill Lane*
Change of use of barn to holiday accommodation

Councillors discussed the plans and resolved to reply “No Comments” provided that the previous condition of not allowing the barn to be sold as single property is retained.

2. *19/00892/HHD Mr & Mrs S. Ward, 31 Witney Road*
Create link between the house and outbuilding to create additional living and kitchen areas

No Comments

3. *19/00728/FUL Hinton Properties Ltd, Eastnor House, Ducklington Lane*
Demolition of existing dwelling and erection of three story hotel and drive-thru Coffee shop, car parking and landscaping.

Councillors discussed this revised planning application and resolved to make comments to WODC planners. Councillors had already made comments on the May 2018 first application at their meeting of 6 June 2018, when application 17/02845/FUL was to have a 37 room hotel etc.

- a) *As the number of rooms has now risen to 63* - this will necessarily increase the number of parking spaces - not just for the increase in rooms, but, it is imagined, for delivery lorries and perhaps increase in staff at the hotel. All of this means additional traffic, especially at peak times, over those originally envisaged.
- b) *The vernacular* - the unsightly roof line of the hotel building plan is out of keeping with surrounding buildings- the Parish Council suggests it be more sympathetic by the inclusion softening lines like roof gables. This was required by planners on the recent upgrade to the Shell station roof over the fuel pumps on the Ducklington Road roundabout.
- c) *Other proposed developments-* in the area will all add to the traffic movement issues also referred to in the Parish Council comments on the original application.
- d) *The bus stop* - appears to have been moved further away from the residents of Ducklington. This means and a much longer trip to the bus stop, a trip which appears to include crossing two roads within the hotel site complex.

Councillors also resolved that they wish to attend the WODC planning meeting where this latest application will be discussed. The Clerk was asked to make this request and be advised when and where it will be held.

Carried forward

50.19 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
The Clerk reported that Wayne Barker (OCC) had made contact to say that the pipe has been lowered across the access and, by cleaning out the ditch, it now allows a much better flow of water. The Headwall repairs have been started and are planned to be completed by end of March. The next work will be to line the pipe from the gully to the outfall.
Carried forward
- b) *Section 106 Sub Committee – DD, MB, RB and SB*
The committee advised Councillors that a meeting to create schedules and quotes had been held on 20 March and the next will be on 8 April.
Carried forward
- c) *Grass verges in front of Mill Meadow*
The Clerk reported that OCC Roads Team had replied that the verges were not included in the S.278 Agreement with the developer.
DD offered to try and find Helen Sandu and ask how we registered land previously.
Carried forward
- d) *New Parish Council dedicated email accounts and web site improvements*
MM, who was not able to attend the meeting, had asked the Clerk to ascertain that all Councillors were now able to access and use their Parish Council email addresses for Parish Council business in accordance with GDPR advice.
The Clerk reported that he had now been able to switch over, but certain Councillors had currently not been able to do so and may need assistance from MM.
Carried forward.
- e) *Additional pruning of hedges/ trees*
The Clerk reported that the supplier had agreed to accept the Parish Council's offer to pay £1,000 to settle this matter.
- f) *Topics for the next Village Newsletter- May / June / July – due with Editor by 15 April 2019*
Additional items: Lower Windrush Tour of Gill Mill – 27 April. Use of Air rifles. VAS sign installation.
- g) *Pavilion SSE 5 year electrics inspection*
DD reported that he had received one more quote that he would forward to the Clerk and would obtain one other.
Carried forward.
- h) *Rats in the allotment site and new fence*
JD reported that the food trays had been taken away and that he would continue to monitor the situation.
JD then suggested that a small fence is required to denote the edge of the car park at the site. It was resolved to accept this suggestion and for JD to explore suitable fences and costs.
Carried forward

50.19 Matters Arising from Previous Meetings (continued)

i) Annual Parish Meeting (APM)- Thursday 23 May 2019

The Clerk reported that Lucy Kennery, Martin Layer and Sarah Nesbitt have accepted invitations to speak. ES confirmed that he had sourced the display equipment from Martin Dines. Ted Fenton- OCC had replied that he could not accept at this time due to the impending elections on 1 May. A reply is awaited from Ben Woodruff – WODC.
Carried forward

51.19 New Business

a) Annual Duty of Care review of village trees

The Clerk reported that he had received a quote for the above work in the sum of £600+VAT- cost last year £580.00 increase of 3.4% .
Councillors discussed the quote and resolved to accept the cost.
Carried forward.

b) Travelodge / Eastnor House – additional information from Paul Vicary as requested by Councillors from his presentation at the March Parish Council meeting.

Telephone call to Clerk from the representative of the owners of Eastnor House

Councillors noted the information from Paul Vicary- see also 49.19 (c)

The Clerk reported that he had received a telephone call from the Eastnor House Representative who apologised for any inappropriate comments that he had made in the March Parish Council meeting.

c) Annual Review of DPC Risk Assessment Statements

Councillors reviewed the seven statements in Clerk's Briefing Notes as updated for the year.

After discussion it was resolved to accept all statements, but to add an additional item to the guidance given at the Sports field site by the addition of the point that dogs are not allowed in the field. (by- law)

d) Pavilion annual Legionella Review

DD confirmed that he had satisfactorily carried out the review for this year.
Carried forward

e) Annual review of Existence of DPC Assets

The Clerk supplied asset schedules and Councillors resolved to share this review amongst themselves for testing.
Carried forward.

f) Annual Review of Effectiveness of DPC Internal Controls

The Clerk provided updated versions from the previous year in Clerk's Briefing Notes These comprised Financial Regulations and Statement of Internal Controls.
After review and discussion Councillors resolved to accept the documents.

51.19 New Business (continued)

- g) *Annual Review of DPC Investment Policy*
The Clerk supplied in Clerk's Briefing Notes an updated version of the policy from last year. After review and discussion, Councillors resolved to accept the document.
- h) *Annual Review of Councillors' Travelling Allowances Scheme*
The Clerk provided the current scheme in Clerk's Briefing Notes. After review and discussion, Councillors resolved not to alter the scheme.
- i) *Draft Minutes of the Annual Parish Meeting on 24 May 2018*
Councillors discussed the draft and resolved to accept the Minutes when Martin Layers Gravel production volumes are altered from 380 tonnes to 380,000 tonnes.

52.19 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
The Clerk reported that he had received a playground inspection report dated 21 March 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.

Dick had completed the work to prevent further rusting of the clamps that secure the Zip Wire. This was by the application of Hammerite Waxoyl at the agreed quoted cost of £50

Litter picking report.
No report

- b) *Sports Club -SC*
MB reported from the joint meeting that he and JD had had with the SC on 14 March 2019. The meeting more important items covered points that the SC Chairman will supply the quantities of paint and information regarding the proposed patio. The re positioning of the pitches was agreed and SC agreed that the cricket square will roped-off and continue to be maintained by the club.
SC asked for and permission was agreed by Councillors to purchase soil, so long as the invoice be made out to Ducklington Parish Council and on the condition that SC do not use the roller.
MB and JD confirmed that the SC Freedom of Information request to the Parish Council had been accepted by the club. DD had provided the information that covered the pavilion insurance claim monies received and the subsequent expenditure.
SC had also commented that the Parish Clerk had chased for the last electricity recharge to the SC when it had actually been paid. The Clerk informed Councillors that this was a matter of timing, as he confirms it has been paid by direct credit, as usual, to the Parish Council bank account.
Carried forward

53.19 FINANCE

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

Balance on Current Account	£ 5,062.23
Bonus saver	£19,047.06
Total Cash Holding at 28 March 2019	£24,109.29

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

Debts: Nil

Allotments: 1 plot to be let £44.70

- b) *Draft Accounts for the Parish Council for year ending 31 March 2019*

The Clerk reported in Clerk's Briefing Notes the income and expenditure for the year.

The net result is a small surplus of £186.

Councillors reviewed the Accounts and after discussion resolved to accept the result.

The Clerk will produce final Accounts for the May meeting.

Carried forward.

53.19 FINANCE (continued)

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 were 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: miles @ £0.45p		£16.20	LGA 1972 s111
	Mobile contract & calls:		£24.00	LGA 1972 s111
	Printing meet papers 6 February 2019 meeting		£35.00	LGA 1972 s111
	Postage Stamps - 24@2nd class		£13.92	LGA 1972 s111
14	TOTAL		£581.02	
15	HM Revenue & Customs only 075PS00154457 - PAYE		£118.60	LGA 1972 s111/2
	Dick Rudd -Play Ground inspection report dated 21 March 2019	£60.00		
16	Dick Rudd - Apply Hammerite Waxoyl to zip wire clamps per quote	£50.00	£110.00	LG(MP)A1976 s19
	Will Hutchinson Litter picking - (weeks @£15)			LG(MP)A1976 s19
17	SSE Southern Electric - pavilion quarter to 20 February 2019 (estimated)		£805.88	LG(MP)A1976 s19
18	Castle Water - 5 - 28 February 2019 - Allotment		16.41	LG(MP)A1976 s19
19	Thomas H Davies - Tree pruning at Chalcroft - reduction of £310.00		1,000.00	LG(MP)A1976 s19
20	David Duthie - fuel for mower		25.00	LG(MP)A1976 s19
21	Edmund Strainge - Replacement tree for Peel Close		36.99	LG(MP)A1976 s19
22	J. Miles - Strim/ mow cemetery and 2 pieces - 22 March 2019		113.00	LG(MP)A1976 s19
	TOTAL		2,806.90	

Signed by CM and PG

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

None

55.19 Other Matters for Discussion – for information only

- ES – Open spaces grass to be cut for Fritillary Sunday - Clerk
- MB – Paths and bridleways in Ducklington
- DD – Verti –drain quote

56.19 Date of Next Meeting

Monthly Meeting of the Parish Council
1 May 2019, Village Hall, Lilac Room, 7.30PM

Signeddated.....

Chairman