

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 1 May 2019  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

**In Attendance:** Richard Brown – Clerk  
Eddie Todd- Ducklington Sports Club – ET  
Dave Stevens – Ducklington Sports Club- DS  
Ben Woodruff – Councillor WODC  
Raymond Cole - RC

**58.19 Members' Apologies:** Simon Bradshaw – SB

Apologies were received from OCC Councillor Ted Fenton

**59.19 Annual Meeting of the Parish Council**

- **Election of Chairman**  
After discussion, Edmund Strainge (ES) was nominated and seconded to continue in the role. ES agreed to continue and signed the acceptance form for the role which was countersigned by the Clerk as Proper Officer.
- **Election of Vice Chair**  
After discussion, DD agreed to continue in this role
- **Election of Members of the Urgency Committee**  
ES, RB, DD and JD agreed to act
- **Election of Transport Representative**  
MB agreed to act
- **Election of Village Hall Representatives**  
ES and PG agreed to act
- **Confirmation of Representative of Ducklington with Hardwick and Yelford Charity**  
DD agreed to act
- **Confirmation of Councillor for allotments**  
JD agreed to act
- **Confirmation of Councillors to attend monthly joint Sports Club Meetings**  
MB and JD agreed to act

**60.19 Approval of the Minutes of the Parish Council Meetings of 3 April 2019**

Councillors approved and ES as Chairman signed the Minutes.

**60.19 Sports Club representation from Eddie Todd and Dave Stevens**

ET and DS thanked the Chairman for the opportunity to address Councillors and continued by saying how good it was having monthly very useful meetings with MB and JD and welcoming the fact that they had agreed to act again in that role for another year. Continuing, Mr Todd asked if the Parish Council would consider the following proposal:

*“That the Club take on the responsibility for cutting/ strimming the grass at the sports field”*

Councillors asked questions that confirmed that the Club would not maintain the condition of the field surface by, for example, vert-draining as is currently carried out by the Parish Council, along with the grass cutting. The Club propose buying their own mower costing around £6,000 for use by a dedicated team. Therefore, they will need to ask to house it where the Parish Council’s mower is stored.

They propose doing more work on the proposal which will include being responsible for the preparation of the field for events such as The Big Lunch and the Flower Show. Councillors enquired if a reduction in fees would be expected and Mr Stevens replied “that we could discuss a drop in fees”.

The Chairman summed up the situation and, after discussion with the Councillors, said all would discuss the information further and reply to the Club in due course.

ET and DS thanked Councillors and left the meeting.

**61.19 Thames Valley Police matters**

No representation from Thames Valley Police and no matters raised by Councillors

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

Ted Fenton apologised that he could not attend.

Ben Woodruff outlined the procedure in appearing before the District Council’s Lowlands Planning Committee where he, as well as a Parish Councillor, can speak. RB asked Ben how a possible case of conflict of interest would not arise as he had heard the Parish Council’s point of view. Ben replied that he had a duty to listen to the points made by the applicant before expressing his views.

ES asked if there was any news regarding the planning application from Lidl. Ben replied that he had talked with the Agent that day where, for example, an outstanding issue was a legal holdup with the application as unilateral agreement was necessary. Lidl can only have one site and need to sell the current site. Ben thought he would be able to explain further at the Annual Parish Meeting, which is able to attend on 30 May.

Ben updated Councillors on the mobile home that is causing concern saying that a Planning enforcement officer was dealing with the matter. If circumstances do not change, an enforcement is likely soon, but they have been given a few weeks, as the girl friend is expecting. Retrospective planning permission will not be available.

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

PG declared an interest with regard to the planning application in Tristram Road.

## 64.19 PLANNING

### PLANNING APPLICATIONS GRANTED

None

### PLANNING APPLICATIONS

19/00717/FUL. Mrs P. Taylor, 9A Tristram Road  
Single storey rear extension

“No comments”

19/00728/FUL

WODC Planning meeting for Eastnor House- Travelodge Hotel / Costa Coffee drive-thru  
The Clerk reported that the planning officer Miranda Clark had advised him that:

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 to enable registration of that person(s) with the Clerk Paul Cracknell on 13 May. As this date is provisional – it will only be made definite around 13 May. If not this date, the case and the 3 minutes’ appearance will have to be postponed to June. The Clerk will need to send Paul Cracknell on the 13 May the comments that will be made.

Councillors considered all information they had received and resolved that MB will complete the written submission with the assistance of RC. MB will attend and speak at the planning meeting, bearing in mind the 3-minute time limit. MB will also make it available to the Clerk by the deadlines indicated above for submission to Paul Cracknell.

## 65.19 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*  
Work to only to resume in new financial year  
Carried forward
- b) *Section 106 Sub Committee – DD, MB, RB and SB*  
The committee met on 8 April.  
Carried forward
- c) *Grass verges in front of Mill Meadow -DD*  
Carried forward
- d) *New Parish Council dedicated email accounts and web site improvements*  
Certain Councillors still needing assistance from MM.  
Carried forward.
- e) *Topics for the next Village Newsletter*  
Carried forward
- f) *Pavilion SSE 5 year electrics inspection*  
DD obtaining quotes  
Carried forward.

**65.19 Matters Arising from Previous Meetings (continued)**

- g) *Rats in the allotment site and new fence*  
JD reported no further problems  
JD exploring suitable fences and costs.  
Carried forward
- h) *Annual Parish Meeting (APM)- now moved to Thursday 30 May 2019 due to elections*  
The Clerk reported that Lucy Kennery is able to attend at the new date as is Ben Woodruff. Unfortunately both Martin Layer and Sarah Nesbitt cannot make the new date, but will try to send another colleague or failing that a Power Point file to be read out. The Clerk had received confirmation that the village hall had been booked for the new date and ES added that the same was true for the display equipment.
- i) *Annual Duty of Care review of village trees*  
Carried forward.
- j) *Annual review of Existence of DPC Assets*  
The Clerk received schedules from ES, MB and PG verifying existence and some notes for repairs. The Clerk will seek quotes for the repairs.  
DD verbally reported a repair needed to the Jubilee Bench as it had been vandalised with 2 spars broken out of the back. PG agreed to have a look to suggest a remedy.  
Carried forward.
- k) *Footpaths in Ducklington*  
The Clerk supplied in Clerk's Briefing Notes the footpaths shown on the DPC website. MB asked if it was possible that certain footpaths/rights of way were "missed" in 1949 and therefore not recorded. Up to the year 2025 it is possible to register any not on maps or correct mistakes.  
Councillors discussed the matter and resolved to accept DD's offer to see if Roger Barnes could assist, as pre 1949 maps need to be sought and reviewed for completeness.  
Carried forward.

**66.19 New Business**

- a) *To set a date for the Clerk's Appraisal – RB*  
Carried forward
- b) *Clerk's annual pay review*  
Carried forward
- c) *Verti- drain quote*  
To verti-drain the Parish Council's part of the sports field and over seed the main football pitch to cost £1,688 and £984 + VAT respectively. Total £2,672.00+VAT  
Councillors resolved to accept the above costs  
DD reported that the work completed on 30 April 2019.
- d) *Big Lunch donation*  
Councillors agreed to donate £260.00 being the same as last year.

## 67.19 Playgrounds/Sports field

a) *Monthly Playground Inspections and litter picking reports*

The Clerk reported that he had received a playground inspection report dated 24 April 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 comment that a rust patch on the slide unit platform at Chalcroft has now worn into a hole that could turn into a finger trap and requested that an independent inspection take place. Councillors discussed the matter and it was resolved that JD would look at the slide and report-back at the next meeting.

*Litter picking report.*

A report and invoice for the last 12 weeks – 4 February to 28 April 2019- had been received by the Clerk. Nothing out of the ordinary was recorded.

b) *Sports Club -SC*

MB reported that he could not attend the meeting of 11 April 2019, but had sent the Club and email outlining Councillors comments from the March meeting.

Below are further requests and comments:

1. Eddie Todd and Dave Stevens of the Sports Club wish to make a presentation to us to outline a proposal for grass cutting.

*See Minute 60.19.*

2. Can we put plans in place to prevent a repeat of the Sports Club receiving letters from the Electricity Company SSE threatening to cut them off?

*The Clerk explained that the Parish Council can only sign cheques once per month and suppliers are all made aware of this limitation- including SSE. In addition, in this particular case the Clerk had made the Club Secretary aware and assured him that the supply would not be cut 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.

*The Clerk had replied to the person concerned as his email was only passed on by the Club Secretary.*

*However, after discussion Councillors resolved that DD would look further into the possibility of providing handrails on both sides of the bridge for the next meeting.*

**Carried forward**

4. Simon has delivered the paint to the Sports Club. He mentioned that some areas made need to be re-pointed.

*Councillors resolved that DD would review with SB any pointing required for the next meeting.*

**Carried forward**

5. We have requested that the Sports Club provide more information about the proposed charity cricket match/matches when they know dates, etc. – *Noted*

**Carried forward**

6. The Sports Club had been advised that the Verti- draining/seeding is taking place on 30<sup>th</sup> April and had been asked to move the goals prior to this happening.

*Councillors reported that the Sports Club did not move the goals.*

**67.19 Playgrounds/Sports field (continued)**

*Sports Club –SC (continued)*

*Requests and comments (continued)*

7. Eddie Todd informed me that the bin by the Pavilion had not been emptied, so I contacted WODC by phone to action this. WODC did subsequently empty the overflowing bin.  
*Noted*
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.  
*It was resolved that DD would look at the strimmer as it may not function and report back at the next meeting.*  
**Carried forward**

**68.19 FINANCE**

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

Balance on Current Account	£19,448.32
Bonus saver	£19,052.72
Total Cash Holding at 26 April 2019	<b>£38,501.04</b>

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

Debts: Nil

The Clerk reported that the first half of the Precept for the year had been received.

- b) *To approve the Accounting Financial Statements for the year ending 31 March 2019.*  
The Clerk produced the final Accounts for the year. These were as reported at the April meeting.  
They were reproduced again in this month's Clerk's Briefing Notes and need to be reviewed as necessary and then signed by the Chairman and the Responsible Financial Officer/Clerk if accepted by the Parish Council as they were at the April Parish Council meeting.

Councillors resolved to accept the Accounts and for the 2 signatures to be made.

- c) *To consider, complete and sign-off Section 1 of the Annual Governance Statement (AGAR) for the year ended 31 March 2019. By law this statement must be considered before d) below.*  
The Clerk tabled the document and read through the questions and supporting comments. Councillors responded to each question which the Clerk recorded. The questions were all answered as YES which did not require any further explanations.  
Consequently Councillors resolved that the Chairman should sign and date the form.

**68.19 FINANCE (continued)**

- d) To approve and sign-off Section 2 of the AGAR for year ended 31 March 2019- signature of the Accounting Statements

The Clerk tabled this statement which is information taken from the Financial Statements accepted in b) above. This statement requires specific block headings by grouping together individual lines in the Financial Statements.

Councillors considered the above statements and after discussion resolved to accept the AGAR statement and consequently for the Chairman and Responsible Financial Officer/ Clerk to sign the form.

- e) Councillors advised the Clerk to expect an invoice for the repair of a tyre on the mower.



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

None

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

DD – Big Lunch donation – Councillors resolved to donate £250 as usual.

DD – Agenda items for June re plants around the car park

Clerk- reported an anonymous phone call he had received that day from a Feilden Close resident. She complained of parking of what looked like commercial vehicles at the end of the close on grass verges (near the school) and in the road – DD agreed to discuss the matter with the resident.

Dog in sports field - medical assistance qualification – next agenda

**71.19 Date of Next Meeting**

Monthly Meeting of the Parish Council

5 June 2019, Village Hall, Lilac Room, 7.30PM

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

Chairman