

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 4 December 2019  
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

**138.19 Members**

**Present:**

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

**In Attendance:**

Richard Brown – Clerk

**139.19 Members'**

**Apologies:**

Simon Bradshaw- SB

Ben Woodruff – WODC

**140.19 Minutes of the Parish Council meeting of 30 October 2019**

The minutes of the above meeting were approved by Councillors and signed as a correct record by the Chairman.

**141.19 Thames Valley Police matters**

No representation – but JD mentioned that he noted that the Police were parked on A415 conducting speed tests when he thought they has previously said that they needed a special parking hard standing for their vehicle. Squatters had been noted in New Close Lane.

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

Ted Fenton OCC commented on the following matters, after the Chairman had enquired after Ted's health and wished him well from the Parish Council.

**County councillors back climate action plan to join 'green revolution' in Oxfordshire**

Councillors have approved plans for Oxfordshire County Council to meet its ambitious target of reducing its own carbon footprint to net zero by 2030. 'Climate Action for a Thriving Oxfordshire' explains how the council will reduce its own carbon emissions and supporting the environmental ambitions of others, including schools.

The County Council already funds support for 65 community action groups at the forefront of community-led climate change action. The council sees the continued success of these action groups in tackling environmental issues such as waste, transport, food production and local energy generation as vital to reducing emissions in the county.

The council has started planning for major changes to improve energy efficiency and reduce travel-related carbon emissions, with a cross-party group of councillors already working on proposals for change.

The county council has already reduced its carbon emissions by nearly 50% since 2008

## **County OCC/ District Council WODC Matters (continued)**

### **Winter plan advice for vulnerable residents**

Oxfordshire County Council is taking a collaborative approach with NHS partners to encourage local residents to have a personal winter plan, so they are prepared when they start to feel unwell with a cough, cold or flu. Advice to residents or friends and family of vulnerable people includes:

- ☐ - Free NHS flu vaccination if you are eligible
- ☐ - Get help early before your condition worsens
- ☐ - Repeat prescriptions – get in plenty of time before bank holidays
- ☐ - Know the location of your local minor injuries unit
- ☐ - Seek advice from your local pharmacist and have a well-stocked medicine cabinet
- ☐ - Stock- up on winter food supplies
- ☐ - Service your boiler and keep your home heated to 18C
- ☐ - Have an emergency list of phone numbers handy by your phone

### **Graphene road trial rolls out in Oxfordshire**

The county council is testing a new substance that could help keep more roads pothole free for the first time in Britain on a road in Oxfordshire. A joint trial is being held by Oxfordshire County Council and its contractors, Skanska, to lay and test a fully recyclable, graphene-enhanced asphalt on a 750m stretch of busy main road in Curbridge, near Witney.

Graphene is a specially developed ingredient that is added to otherwise ordinary surfacing material and has the potential to extend the life of roads and guard against potholes and other problems. One lane has been resurfaced using conventional materials - effectively acting as the control measure - while the opposite 'trial' lane was resurfaced using the asphalt enhanced by the innovative additive developed by Italian company Iterchimica. Engineers will monitor how the new surface performs and it will take up to two years to get a full picture of how well it compares to the conventional materials.

### **Oxfordshire wins £102m to make major improvements to the A40**

The government has approved funding that will see one of Oxfordshire's busiest and most important transport routes improved. The Housing Infrastructure Fund (HIF) is to provide £102m to be invested in major improvements to the A40.

### **Oxfordshire reaches top ten in most productive council survey**

### **Gritters gear up for winter weather**

### **Free flu vaccinations for patients with long term conditions**

## **143.19 Parish Councillors – Disclosure of interests on agenda items**

None declared

## 144.19 PLANNING

### PLANNING APPLICATION:

- Mr Steve Ward, Loving Cottage (Grade Listed Building) 31 Witney Road.  
New extension to rear, minor internal alterations within existing house and raising height of one existing chimney stack.  
*Councillors had no comments.*
- *Consultation* – A415 Ducklington Lane - Proposed 30MPH speed limit extension and prohibition of vehicles.

*Parish Councillors make the following representations regarding the above:*

At present the 50MPH speed restriction is around the Cokethorpe School on the A415. Therefore Councillors request that a 30MPH restriction is needed prior to the Ducklington Road roundabout. In addition, "Rumble Strips" leading up to the roundabout to slow vehicles down.

Councillors also request a site visit with certain Parish Councillors be arranged with the OCC Highways Engineer where they can explain matters further. Ted Fenton agreed to support the views of the Parish Council.

- Land South of Standlake Road- Appeal Ref: APP/D3125/W/18/3219269 - Rosconn  
The Appeal to build up to 20 dwellings has been DISMISSED by the Inspector.

*Councillors noted the above.*

## 145.19 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*  
Work was to resume in new OCC financial year, but still no update received.  
Ted Fenton agreed to assist by contacting Wayne Barker himself.  
Carried forward
- b) *Section 106 Sub Committee – DD, MB, RB and SB*  
DD presented Councillors with an initial 12 projects, 7 had estimated costs and the remainder only named at this stage.  
Councillors resolved to accept the schedule of 12 projects and asked the Clerk to forward to Martin Holland who had requested this information.  
Carried forward
- c) *Grass verges in front of Mill Meadow for verge protection (as those at Fritillary Mews)*  
Councillors discussed the options presented by ES and resolved to accept ES's offer to purchase the following tree types/supporting equipment:
  - 4 Cherry
  - 3 Crab Apple
  - 1 RowanThe estimated costs would be around £25 per tree – a total of around £200.  
Carried forward

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

- d) *Cotswold Web: New dedicated email accounts and website development*  
MM advised Councillors that the revised Parish Council web site was now live.  
The web site feature of "What's On" in the village is now available to use.  
The Clerk reported that, due to the web site going live, he had received the web site Hosting fee invoice from Cotswold Web of £240.00 which has already agreed by Councillors. It needs to be paid by cheque at this meeting.  
Councillors noted and resolved to accept all the above.
- e) *Topics for the next Village Newsletter Nov/ Dec./ Jan.20 – due Editor by 15 January 2020.*  
- Dogs being exercised in sports field against Bye Law  
- "What's On" in the village – Information required to be put on web site.  
- Foster Care  
MB cautioned that all information in the Village Newsletter should be accurate and Councillors noted his concern.
- f) *Pavilion SSE 5 year electrics inspection*  
Two quotes from Pascoe and Waite and Azura have been received to date and JD offered to supply DD with a details of a further contractor to obtain a 3<sup>rd</sup>.  
Carried forward.
- g) *Annual Duty of Care review of village trees.*  
Tom Davies quoted to carry out work quote to trees in Peel Close/ The Square for £615.00  
Councillors resolved to accept this quote.  
Carried forward.
- h) *Map of Permissive Rights of Way/ footpaths in Ducklington- completeness review open until 2025.*  
MB reported to Councillors that he had had an opportunity to view the map and thinks that at least 2 footpaths may be missing. However, he agreed to continue his investigations.  
Carried forward
- i) *Cracks appearing one more in the road from Ducklington to Curbridge*  
The Clerk awaited a reply from Martin Turner following from Skanka's attention to the problem areas. Ted Fenton agreed to also follow up when he is able to do so.  
Carried forward
- j) *Sports Club fees for use of Parish Council part of sports field*  
After discussion, DD agreed to send the Clerk a fee schedule and terms of use for the next meeting.  
In addition, ES informed Councillors that it would cost £100 to trim hedges around Chalcroft.  
Councillors resolved to accept this cost.  
Carried forward

## 146.19 New Business

- a) *Bollard post by village hall*  
DD suggested to Councillors that a bollard with a reflective strip was needed by the village hall. After discussion, Councillors resolved that this is needed and accepted DD's offer to obtain one on the understanding that it would cost no more than £300 including the fitting.  
Carried forward
- b) *Village Hall kitchen - ES*  
Carried forward
- c) *VAS road speed sign – 2<sup>nd</sup> application to OCC Councillor fund*  
MB had completed the application form and Councillors resolved that it should be signed by the Clerk and submitted.

## 147.19 Playgrounds, Sports field and Open Spaces

- a) *Monthly Playground and litter picking reports*  
Dick Rudd reported on his inspection on 21 November 2019 finding no faults, except that Dick suggested that the Zip Wire trolley needs further checks to ensure that brake function is fully operative.  
Councillors noted the report and resolved that Dick should check and carry out any necessary repairs as soon as possible.  
Carried forward.
- b) *Litter picking report*  
Will Hutchinson reported no particular issues over the last three months other than his having to alert Sainsbury to recover their shopping trolleys left in the car park.  
He submitted his invoice for £195 for those months.  
Councillors noted the above.
- c) *Other items – brought forward matters*
  - *ES had noted ivy on the cemetery walls* and agreed to contact Max Everett to show him exactly the scope of the work required so as to enable him to prepare a quote for the work.  
Carried forward
  - *Plants and shingle for the car park*  
DD had agreed to seek quotes  
Carried forward
- d) *Sports Club*
  - *Sports Club proposal for cutting the grass of the sports field*  
Councillors had requested a written and costed document for them to consider  
Carried forward
  - *Quotes to re point the pavilion – DD and SB*  
This work to proceed before painting of the walls  
Carried forward

#### **147.19 Playgrounds, Sports field and Open Spaces (continued)**

##### ***Sports Club (SC) questions from meeting of 14 November 2019 – MB***

*Council replies for next meeting.*

- *Street light suggested necessary on corner of pavilion*  
Councillors wish to understand why this is felt necessary
- *Guttering and downpipe replacement still outstanding*  
DD agreed to pursue replacement.
- *Query re Bore Hole installation* – This is only a Parish Council ambition at present
- *Sports Club offer to obtain 3<sup>rd</sup> quote for pavilion electric repairs* – noted.
- *Consideration of anti-slide wire on footbridge*- Councillors will look into this matter.
- *Pavilion heating replacement – is this on S.106 schedule?* – No, not on list.
- *Club have now purchased new “Dog Signs”* – Councillors thanked SC and MB agreed to check.
- *OFA grounds man visiting on 19 November to ascertain quality of playing service* – Noted
- *Culvert by school may be blocked* – Noted
- *Possibility that Ducklington Cricket Teams will merge with Witney Swifts and play home games at Ducklington* – Noted
- *SC would like to proceed with laying patio in New Year with Cotswold Riven slabs*- Councillors require confirmation of fencing types before work can start – post and rail required.
- *Pot hole getting larger by latest parking area in road to pavilion.* - Noted

#### **148.19 FINANCE**

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

Balance on Current Account	£20,427.00
Bonus saver	£19,091.85
Total Cash Holding at 24 October 2019	<b>£39,518.85</b>

ES had reviewed both bank reconciliations. There were a few allotment plot renewals outstanding.

- b) *Precept requirement for 2020*

The Clerk in Clerk’s Briefing Notes set out the budget for 2020.

This was reviewed and after discussion Councillors resolved to accept the budget and that the Precept notification to WODC should be increased over the current year by 5%.

**148.19 FINANCE (continued)**

*Reviewed invoices as below, that may include additions since the Agenda was issued, that were authorised for payment by 2 Councillors.*

<b>Name - Description</b>		<b>£ p - inc VAT</b>	<b>Relevant legal statute</b>
Clerk / RFO Net Salary & working from home allowance £18		501.50	LGA 1972 s111/2
<b>Clerk / RFO expenses:</b>			
Mileage: 47 miles @ £0.45p		£21.15	LGA 1972 s111
Mobile contract & calls:		£22.80	LGA 1972 s111
Printing meeting papers 30 October 2019		£9.50	LGA 1972 s111
<b>TOTAL</b>	<b>£554.95</b>		
HM Revenue & Customs only 075PS00154457 - PAYE		121.00	LGA 1972 s111/2
Dick Rudd-P/G - October 30th playground inspection report ( for Nov)		60.00	LG(MP)A1976 s19
Cotswold Web - Web site hosting annual charge to 26 November 2019		288.00	LGA 1972 s111
SSE Southern Electric - Pavilion -qtr to 21 November 2019		585.45	LG(MP)A1976 s19
Mc Cracken & Sons Ltd - cut grass 15 October 2019 - cut 11		240.00	LG(MP)A1976 s19
J. Miles cut cemetery grass/ 2 pieces			LG(MP)A1976 s19
Castle Water - Allots. Estimated £42.98 + S/ field £3.36 Actual - October		46.34	LG(MP)A1976 s19
Oxuniprint Limited - printing of newsletter 208 - Nov - Jan 20		246.00	LGA 1972 s111
Will Hutchinson Litter picking - 2/9/19 to 1/12/19 -		195.00	LGA 1972 s214
Margaret L Johnson Ltd - printer paper		5.63	LGA 1972 s111
Prysebros Limited - Complete Weed Control - weed / feed s/ field 15 Oct		456.00	LG(MP)A1976 s19
<b>TOTAL</b>		<b>2,798.37</b>	

**Signed by : CM and PG**

**Cheque 115 cancelled**

**149.19 Other Matters for Discussion – matters for next meeting Agenda**

Donation requests – Volunteer Link-Up (West Oxfordshire)

Oxfordshire Association for the Blind

After discussion, Councillors resolved to donate £50 to the 2 above charities and for cheques to be prepared for signature at the 8 January 2020 meeting.

RB reported that the School had had a report from the Church rated as “Good”

In addition, that the school Head Sarah Nesbitt will retire in September 2020 and that interviews for her replacement will start immediately.

DD request that the bollards around the village green be discussed at the January 2020 meeting

**150.19 Date of Next Meeting**

Meeting of the Parish Council

8 January 2020, Village Hall, Lilac Room, 7.30PM

The meeting closed at 21.35

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

Chairman