

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 4 March 2020
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

28.20 Members

Present:

Edmund Strainge - ES (Chairman)
Matthew Barker- MB
Richard Border - RB
John Dunsdon – JD
Peter Godwin – PG
Catherine Maddison – CM

In Attendance:

Richard Brown – Clerk

29.20 Members'

Apologies:

Simon Bradshaw- SB
David Duthie – DD
Marilyn Morris - MM

30.20 Minutes of the Parish Council meeting of 5 February 2020

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

31.20 Thames Valley Police matters

No representation from the Police, but it was reported by a Councillor concern regarding squatters in New Close Lane who have been present for over a year. This has led to heavy lorries/ artics having difficulties in manoeuvring and turning.

It resolved that the Clerk write to Oxfordshire Highways to see if they can assist with the matter.

32.20 County OCC/ District Council WODC Matters

No representation. Councillors asked the Clerk to investigate.

33.20 Parish Councillors – Disclosure of interests on agenda items

No matters

34.20 PLANNING

PLANNING APPLICATIONS:

- 20/0038/ADV – Countrywide Stores – Simon Williams
Erection of various illuminated and non- illuminated signs re change to self-storage.
Councillors commented that the plans and sign locations do not tie-up with one another and hedges have been removed from the original site plan to create a new site access point.
- 20/00498/FUL – Mr Remnant, 110 Witney Road
Erect new dwelling and alter current access to 110 to service both residences.
No comments

PLANNING APPLICATIONS (continued)

- *Reduced speeds signs around village schools*
Councillors had commented at the last meeting that they see these signs around local schools and asked the Clerk to enquire if the Parish Council would have to pay £3k-3.5k to have them placed around the Ducklington School.
James Wright (OCC) confirmed to the Clerk that OCC do not pay for signs such as a "School 20" and that they are only advisory.
Councillors noted the reply.
- *Consultation – A415 Ducklington Lane – Proposed 30MPH speed limit extension*
James Wright- OCC Highways had been requested to provide a Traffic Survey. OCC had agreed, but Councillors resolved at this meeting to postpone the survey. This is so that they can wait until the various construction works around the vicinity of the Ducklington Roundabout are completed and the additional traffic from these developments can be factored into the current flows.
Carried forward.

35.20 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
Response awaited as in previous minutes.
Carried forward
- b) *Section 106 Sub Committee – DD, MB, RB and SB*
Sarah Leveté had agreed to attend this meeting, but Councillors decided that since 3 Councillors were not available to discuss the S.106 Public Arts £2,639 available to the Council to spend in the best way, Sarah's visit was best carried forward to a future date and invited Sarah to propose the next date she was available.
Carried forward
- c) *Trees planted at Mill Meadow as verge protection- vehicles now parking between them!*
The Clerk had produced a sign as requested by MM that effectively said –"Please do not park on the grass". MB reported on behalf of MM that she had put notices through each letter box at Mill Meadow requesting that they do not park on the grass and that she had spoken with a resident who had agreed with her.
Carried forward.
- d) *BT Phone box application*
Awaiting decision from BT
Carried forward

Matters Arising from Previous Meetings (continued)

- e) *Cotswold Web: New dedicated email accounts and website development –MM and WCAG 2019- Clerk*

The Clerk reported on WCAG 2019 regulations as under:

Firstly however, he added that he had had to pay £7.19 to register the Parish Council's email domain address as .org. HM Government issued a notice saying that only they can use the .gov. address. Consequently, the Parish Council had to cease using .gov. immediately.

WCAG2.1 compliance

WCAG is a Government requirement that applies to Parish Council's to, in broad terms, ensure that everyone- including disabled visitors- can easily navigate all web sites, using all features of each web site such as videos and audio links etc.

The Clerk agreed to look at this matter as MM was not able to attend an SLCC course on the matter. The Clerk also found he could not attend when he made enquires. However, the Clerk, on looking at the courses and content, realized that it appears to be run by another web provider with the aim of assisting PC's in bringing their web sites up to date by September 2020 and involves, to a large extent, the technical way the site is constructed. Since DPC has only recently updated their web site with Cotswold Web, the Clerk had found a Checklist which he has sent to Cotswold Web for them to indicate in a report how the DPC site complies with WCAG and where it does not. This should provide DPC with a quote for any work necessary. The first report from Cotswold indicated some 4 hours work by them which would cost circa £320.00. The Clerk however has prevailed upon Cotswold web to at least answer the check list in terms of Yes, No or if they do not understand any question.

Carried forward

- f) *Topics for the next Village Newsletter May/ June/ July 2020 – due Editor by 15 April 2020.*

- No Parking on the grass verge at Mill Meadow – New sign deployed.
- Parish Council's bid to BT to acquire phone box for £1
- Date of Annual Parish meeting being 7.30 PM 21 May 2020 at the Village Hall
- Corona Virus information

- g) *Pavilion SSE 5 year electrics inspection*

Two quotes from Pascoe and Waite and Azura have been received to date, but 3rd awaited. The Clerk was also going to try to locate the original inspection report from SSE.

Carried forward.

- h) *Annual Duty of Care review of village trees.*

In Spring 2020 a full review of village trees will be undertaken.

Carried forward.

- i) *Map of Permissive Rights of Way/ footpaths in Ducklington- completeness review open until 2025.*

Carried forward

- j) *Cracks/ poor foundations appearing in the road from Ducklington to Curbridge*

The Clerk awaiting reply on both matters

Carried forward

Matters Arising from Previous Meetings (continued)

- k) *Bollard post by Village Hall circa £300 and those around Village Pond/ Green site -ES*
 - Bollard near village hall - Dick Rudd has collected bollard to fix in place.
Carried forward
 - Bollards around Pond site – ES brought to the attention of councillors that he had found posts that would individually cost £21. He also handed the Clerk a Glasdon brochure to obtain costs for 2 types of posts/ colours etc. that might be suitable and sample if possible.
Carried forward
- l) *Village Hall Kitchen - ES*
Carried forward
- m) *Vehicle Activated Sign (VAS) road sign and post.*
MB reported that the post for the sign had been erected ready for the sign to be installed. MB was dealing with the delivery and erection in due course.
Carried forward
- n) *Street light out by pond*
PG reported that he had inspected the lamp and found it to be operational.
- o) *Purchase of Speed Gun for DPC- max £200*
MB reported that he had personally purchased the gun for £120.39 including the VAT and had billed the Parish Council for reimbursement. It had already been successfully used on 29 February and had recorded some 7 vehicles over the limit.
- p) *Peel Close – grass churned up by vehicles – to be repaired/ re seeded in Spring*
Carried forward
- q) *Litter Picking grant application*
Awaiting decision- Councillors asked the Clerk to find out when results are due.
Carried forward
- r) *Call for River Clean-up- complaint re state of local rivers and water courses*
The Clerk reported that he had received holding replies from 3 of the 4 contacts
Carried forward

36.20 New Business

a) *Annual Risk Assessment: General and Open Spaces*

Councillors had received all last year's Risk Assessments in Clerk's Briefing Notes issued to each in advance with the Agenda.

After discussion, it was resolved as follows:

That the General Risk Assessment needed no changes from that already agreed.

That the only Open Space Risk Assessment needing slight alteration over last year was that of the Sports field site needing the addition of words recording the recently added patio outside the pavilion. In addition, in relations to dogs not being allowed to enter the field, the words –"by by-law" need removing and adding "Dog Control Orders" being the current legislation on this matter.

b) *Annual review of the Parish Council's Financial Regulations and Statement of Internal Controls*

Councillors had received the current Financial Regulations and Statement of Internal Controls agreed last year in Clerk's briefing Notes.

After discussion, Councillors resolved that no alterations were needed.

c) *Annual review of Councillors' Travelling Allowances Scheme*

Councillors has received the current Scheme in Clerk's Briefing Notes.

The Clerk commented that no Councillors had received allowances in the past.

After review, Councillors resolved that no alterations to the current scheme is necessary.

d) *Annual review of the Parish Council's Investment Policy*

The Clerk informed Councillors that he had been unable to find any better banking arrangements to keep cash not currently needed, but easily available when required than the current arrangements with Santander. Santander pay 0.35% on the deposit balance. Councillors discussed the matter and resolved that it was not necessary to change the current arrangements.

e) *Annual review of Existence and Condition of Parish Council Assets*

Councillors had been provided with last year's assets schedules in Clerk's Briefing Notes that need annual checking.

After discussion it was resolved that the Councillors present would take individual area schedules and report their findings at the April meeting. DD and SB will be asked to confirm the existence of the Ride on Mower at the next meeting and the Clerk the assets at his home.

Carried forward

f) *Mc Cracken & Son – Renewal of Open Spaces grass cutting contract April 2020- 31 March 2021*

Mc Cracken have proposed that they renew the above contract for £2,448.00- an increase on the current contract of £48 or 2%

Councillors discussed the proposition and after discussion resolved to accept the cost and asked the Clerk to request that multiple cuts in months of fast growing grass conditions be kept up.

g) *Mowing of walled cemetery and 2 pieces of Open Space*

Jim Miles sent his proposal to continue the above service at £120 per cut and the 2 pieces at £18 per cut- a 6.19% increase.

Councillors discussed the proposition and resolved to accept the offer.

New Business (continued)

- h) *Annual Parish Meeting – 21 May 2020 – Guests to invite to speak*
Councillors discussed the above and resolved to invite the following:
- Martin Layer/ Ben Strickland- Smiths of Bletchingdon
 - Ted Fenton and Ben Woodruff – OCC and WODC Councillors
 - Lucy Kennery – Project Manager Lower Windrush Valley
 - Sarah Nesbitt – Head Teacher Ducklington CE Primary School
- i) *John Hicks & Associates – Annual Independent Playgrounds Inspection*
The cost of the above service- usually carried out in June- will cost this year £108.00+VAT - £96 last year.
Councillors discussed the matter and resolved to renew this service and asked the Clerk to see if the inspection could be earlier than June this year.
Carried forward.
- j) *Tennis Court*
CM brought to the attention of Councillors that the surface of the Tennis Court is in need of cleaning, especially in one corner. This is to ready it for the coming season.
After discussion it was resolved that CM, MB and RB would form a working party to try to address this matter.
Carried forward.
- k) *Meeting between Town, Parish and West Oxfordshire District Council*
The meeting will be on 26 March 2020 at Main Hall, Woodgreen School 6.45 for 7PM.
Councillors accepted the offer of JD and MB to attend this meeting.
Carried forward.
- l) *Tree planting – email from Kay Thompson*
Kay read with interest in the recent Village Newsletter the tree planting at Mill Meadow and wondered if Standlake Road would be suitable for additional trees.
Councillors considered Kay's email and replied thanking her for her interest and saying that this may be a possibility next year.
- m) *Complete Weed Control – Will Pryse*
The quote from Will agreed at the February DPC meeting only allowed for one weed/ feed of the sports field. However, DD remarked that this needs to be twice per year around May and September. The additional cost will be £390.00 bring the overall total for the sports field and back edge treatments to £1,296.00 (£906 + £360.00).
Councillors discussed the matter and resolved to accept the revised cost of £1,296.00 +VAT.
The cost, in agreement with Will, will now be fixed for 3 years.

37.20 Playgrounds, Sports field and Open Spaces

a) *Monthly Playground and litter picking reports*

Dick Rudd reported on his inspection on 26 February 2020. No faults were identified that needed immediate repair, but Dick once more brought to the attention of Councillors that the slide units were forming patches of corrosion.

JD met with Dick and both agreed that the matter did not cause immediate problems, but agreed the slides were getting old. In that case, Councillors resolved to ask the John Hicks, the Independent Inspector of Playgrounds if he could carry this year's annual inspection early this year.

Carried forward.

b) *Litter picking report*

No report or invoice.

c) Report on Joint meeting with the Sports Club – 13 February 2020 – MB

MB asked Councillors for answers to certain questions raised at the above meeting and Councillors gave their replies for the next meeting that included:

- *Blocked toilet £55+VAT* - Councillors noted the matter.
- *Damaged pavilion Fire escape door* – Councillors noted the damage and its cause from Sport Club emails received that included photos and a reports of how the damage occurred. After discussion, Councillors resolved to order a replacement door from Tropiglaze costing £1508.00 and inform the Parish Council's insurers of the damage and initiate an insurance claim.
- *Sports Club FA Grounds& Natural Turf Improvement Programme for Sports Field*
Councillors reviewed the 20 page submission and resolved that they need more time to digest the proposal.
Carried forward
- *Sports Club Football Foundation- Grass Pitch Maintenance Agreement.*
Councillors reviewed the 14 page document that in part calls for the Parish Council to allow the Club to apply for a grant for maintenance of the sports field grass.
Councillors reviewed the submission and resolved that they need more time to digest the proposal. Councillors were still await the Club's proposal to maintain the field.
DD had commented that an IOG pitch review could cost in the range of £800-£1300.
Carried forward.

d) *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
- *Quotes to re point the pavilion – DD and SB*
This work to proceed before painting of the walls.
In addition, the Clerk was requested to call the firm that installed the pavilion guttering last year as it was drooping in the front and to authorise the repair to the downpipe at the back that was broken.
Carried forward
- *Tiling of the pavilion changing rooms*
The Club are awaiting quotes and are pursuing grants
Carried forward

38.20 FINANCE

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

Balance on Current Account	£18,234.20
Bonus saver	£19,108.67
Total Cash Holding at 27 February 2020	£37.342.87

ES had reviewed both bank reconciliations. There are 6 allotment plot outstanding totalling £160.98.

- b) *The Internal Audit of the Parish Council's Accounts for the year ended 31 March 2020*

The Clerk reminded Councillors that Mrs K.Theile had audited the Accounts for the last two years to their satisfaction.

Councillors discussed the matter and resolved to re-appoint Mrs.Theile for the year 2020.

- c) *Community & Leisure Grants available from the District Council (WODC)*

The Clerk reported that he had applied for a litter picking grant by the due date and awaits a reply.

Carried forward

FINANCE (continued)

d) Reviewed invoices as below, that may include additions since the Agenda was issued, but authorised at the meeting by 2 Councillors.

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £18		501.70	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage: 55 miles @ £0.45p		£24.75	LGA 1972 s111
Mobile contract & calls:		£22.80	LGA 1972 s111
Printing meeting papers 5 Feb meeting £13: Grant application £2		£15.00	LGA 1972 s111
36 2nd class stamps		£21.96	LGA 1972 s111
TSO Host - Domain .org - year to 18/2/2021		£7.19	LGA 1972 s111
TOTAL	£593.40		
HM Revenue & Customs only 075PS00154457 - PAYE		120.80	LGA 1972 s111/2
Dick Rudd-Playground Report- 26 Feb 2020		60.00	LG(MP)A1976 s19
M. Barker - Purchase of speed radar gun - traffic speed surveys		120.39	LGA 1972 s214
Will Hutchinson Litter picking -			LG(MP)A1976 s19
SSE Southern Electric Pavilion 1/4 to 21 February 2020		823.71	LGA 1972 s111
J. Miles cut cemetery grass/ 2 pieces			LG(MP)A1976 s19
Oxfordshire Playing Fields Association -membership to 31 March 2021		53.00	LG(MP)A1976 s19
Oxfordshire Association of Local Councils - Mem. sub. Year to 19 Feb 2021		323.64	LG(MP)A1976 s19
Information Commissioners Office		40.00	LGA 1972 s111
Margaret L Johnson Ltd- 2 packs printer paper		10.30	LGA 1972 s111
TOTAL		2,145.24	

Signed by: CM and PG

39.20 Other Matters for Discussion – matters for next meeting Agenda

- JD remarked that the Sports Club had completed an excellent job in constructing the patio outside of the pavilion and should be congratulated.
- Request for the April Agenda to consider a ramp for the wooden footbridge into the sports field.
- Request to re open the closed path around the Travelodge construction site and the exit of vehicles from the site not having to cross the line of traffic.
- Residents complaint email for April Agenda

40.20 Date of Next Meeting

Meeting of the Parish Council

1 April 2020, Village Hall, Lilac Room, 7.30PM

The meeting closed at 21.50

Signeddated.....

Chairman