

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9 December 2020
ZOOM meeting hosted by VICE CHAIRMAN David Duthie commencing at 7.30 PM**

**105.20 Members
Present:**

Edmund Strainge- ES (Chairman)
David Duthie –DD (Vice Chairman and host)
Matthew Barker- MB
Richard Border – RB
John Dunsdon – JD
Joanna George - JG
Marilyn Morris - MM
Edward Todd- ET

In Attendance:

Richard Brown – Clerk
Ben Woodruff – District Councillor WODC
Ted Fenton – County Councillor OCC

**106.20 Members'
Apologies:**

Peter Godwin - PG

107.20 Minutes of the Parish Council meeting of 4 November 2020

The minutes of the above meeting were approved by Councillors and were signed as a correct record by the Chairman the next day 10 December 2020.

108.20 Thames Valley Police matters

No representation or matters raised by Councillors

109.20 County OCC/ District Council WODC Matters

Ted commenced by reminding Councillors of the Curbridge Road repairs starting in January 2021 and continued saying OCC Full Council had met on Tuesday 8 December and confirmed that 20MPH was to be adopted in villages and built-up area in Oxfordshire. Covid-19 infections are declining with West Oxfordshire keeping low. OCC continues the door to door calls.

Councillors asked Ted to pursue the new crossing by the new LIDL store with OCC Highways as already in its short opening span a car had crossed the central reservation. Councillors decided that the Clerk should send confirmation to Ted that they also support the “20 is Plenty” campaign that should also include the 20MPH by the school and the A415. Councillors asked Ted to follow-up the now long outstanding completion of ditch investigation – see 112.20 a)

Ted confirmed that application for his County Council Grant should be made immediately as he only has £15k, adding that most grants given are for sums of circa £2k.

Grant applications must be in by 31 January 2021 – but Ted’s advice is to apply as soon as possible.

County OCC/ District Council WODC Matters (continued)

Ben reported that Witney Woodford Way Car Park will partly become a Covid-19 testing centre and Covid injections will happen at the Churchill hospital in Oxford and the Community hospital in Witney in due course. Also that the local recycling areas that are being poorly treated by some people, as happens at the Parish Council car park, are under review. Ben also commented on the Gigaclear installation of cables by saying he has also had complaints. After questions, Ben agreed to chase the replacement bins in the village and to follow up S.106 monies due on the Lidl construction.

Finally, Ben made Councillors aware of the TOWN AND COUNTRY PLANNING ACT 1990 APPEAL Under Section 78 – Notification of Planning Appeal regarding:
Land to the rear of 110 Witney Road – 20/01556/FUL – Mr L Jones
Erection of a two storey dwelling and associated landscaping.

110.20 Parish Councillors – Disclosure of interests on agenda items

None declared.

111.20 PLANNING

PLANNING APPLICATIONS

- 20/02686/FUL – Hurlingham Capital Ducklington Ltd Land, West of 28 Witney Road
Erection of one detached dwelling, associated access, parking, garden and associated work
Councillors resolved to comment as follows: *It is suggested that the garage is moved to the rear of the site, with access off Witney Road. This, to enable the “open ditch” at the rear, not to be bridged and, with a dropped kerb on the Witney Road, to allow a passing place on the Witney Road.*
- 20/030015/HHD – Christine Masters, 23 Manor Road
Single storey extensions to front and rear elevations
No comments
- 20/02740/HHd – Paul Wastie, 34 Beanhill Road
Alterations and erection of detached timber framed games room
Councillors resolved to comment as follows: *It is suggested that a condition of planning, if given, be that the games room cannot be used in future as living accommodation.*
- 20/02821HHd – Mr& Mrs P. Dunsby, 14 Feilden Close
Extensions to front and side elevations
No comments
- 20/02972/FUL – Hurlingham Capital Ducklington Ltd, 43 Witney Road
Demolition of existing dwelling. Erection of five new dwellings and associated works
No comments

112.20 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
Lining of the pipe from the gully to the outfall awaited. Ted Fenton had emailed Wayne Barker for an update on 4 December 2019. No replies to date, said to be due to OCC additional efforts being directed at Covid-19 issues.
See 109.20 Ted Fenton asked to follow-up once more
Carried forward
- b) *Section 106 Sub Committee – DD, MB ET and SB*
Sarah Levette has agreed to attend a Parish Council meeting to discuss and advise on the S.106 Public Arts £2,639 available to the Council. This meeting will have to be postponed to a date when physical meetings can once again be held in the village hall.
Carried forward
- c) *Cotswold Web: Dedicated email accounts and website development – MM*
Use of DPC email accounts:
ET and JG now have DPC email accounts

WCAG2.1AA audit to ensure DPC web site compliance -MM
Update on £320 work on the above
Carried forward
- d) *Topics for the next Village Newsletter*
No matters noted, but now the Clerk to ask the Editor to ensure that Councillors, the Clerk and District and County Councillors are added to the list of the many digital copies of the newsletter emailed when published.
Carried forward
- e) *Pavilion SSE 5 year electrics inspection and test – 3rd quote and Smart Meter*
Smart meter cupboard door not yet repaired. The Clerk has written to SSE.
Carried forward

As regards the 3rd quote, the Parish Council has now received an offer to complete this work free of charge from an electrician.
Carried forward.
- f) *Map of Permissive Rights of Way/ footpaths in Ducklington- completeness review open until 2025.*
The book is now to be available in about a week.
Carried forward
- g) *Cracks/ poor foundations appearing in the road from Ducklington to Curbridge*
Work along the above road is due to commence on 11 January 2021- 19 February 2021
Carried forward

Matters Arising from Previous Meetings (continued)

h) Bollard around Village Pond/ Green site -ES

ES described that 6" to 7" diameter bollards would cost circa £32 per post. After discussion it was resolved that ES will have made 12 or so individual posts, so that those in immediate need of replacement can be being repaired/replaced as soon as possible. Grass around the base of each replaced bollard will be sprayed annually so grass will not grow. Strimming damages the bollard base and encourages rot.
Carried forward.

i) Village Hall Kitchen - ES

Carried forward

j) Vehicle Activated Sign (VAS) road sign and post.

Data checks to be carried forward to next month.
Carried forward

k) CCTV at Glebelands – ET

ET reported the following 3 quotes:

1 - MG Systems £4,600.00+VAT – annual charge £150.00+ VAT

2. - Broadsword £2,995.00+VAT – annual charge £175.00+VAT

3. – Chris Lewis £5,661.00+VAT – annual cost £218.00+VAT

The last 2 quotes are Wi-Fi driven.

Councillors discussed the quotes which at first sight seemed to vary considerably.

ET agreed to send out the 3 quotes again for the next meeting.

Carried forward

l) Tennis Court

The Tennis Court had been re-opened but only to be used under the "Rule of 6 People".

RB mentioned the moss on the surface and it was resolved that the Clerk would obtain a quote to spray and remove any moss before use.

Carried forward

MB reported that he had obtained a net key for £29.64 - under the agreed budget of £30+VAT.

m) Annual Independent Playground equipment check by RoSPA Playsafely

Dick Rudd has completed the urgent repair schedule, but makes the following points in his monthly check of equipment:

- The slide unit at Chalcroft has corrosion. JD reviewed the matter with Dick, but felt Dick should make the final judgement. Dick's view is that it should be removed.

Councillors discussed the matter and resolved to act as follows - since the Annual Inspection did not say the slide had to be removed, ET agreed to meet with Dick to jointly review the risk and class as High, Medium or Low. If High, ET will arrange that the slide is cordoned-off so it cannot be used.

JG agreed to obtain quotes for 2 replacement slides

- Dick reported that he had removed the seat of the Zip Wire as the brake unit has failed to work adequately.

Councillors resolved that the Clerk ask Dick to have the brake repaired/ replaced.

Matters Arising from Previous Meetings (continued)

n) Seating and tables at Bartholomew Close - DD

A quote was sent by email to Councillors on 6 October. After discussion, it was resolved to choose recycled plastic benching and seating from that quote.

Carried forward

o) Planting/ tidy-up of borders in car park- £2,123.00+VAT

This work likely to be January 2021.

RB reported that a supply of water via a hose from the school should be possible.

p) Parish Council village signage carrying wrong telephone number- MB

MB reported that the stickers to correct the above had been obtained at a cost of £35.50+VAT and put in place.

Dick Rudd had reported that at least one the Covid-19 had been taken down and MB agreed to check

Carried forward

q) Gigaclear compound on Chalcroft

The Clerk reported that Dominic Homes Community Engagement Manager has assured the Parish Council that in creating a compound area on Chalcroft to store equipment etc. that all damage here and in other parts in the village such as kerb stones dislodged and grass disturbed etc will be put back in the original condition when Gigaclear finishes their current installation work.

In addition, Dominic has agreed that the contractor MKJ will offer to do any small area of tarmacking required by Councillors.

r) Councillors unable to attend Zoom Parish Council meetings

ES and ET (technical) offered help at the last meeting. Only one Councillor still has problems that ES and ET continue to assist.

Carried forward

s) Gates at the entrances to the village - MB

Councillors discussed the first quote of £1,110 per gate where 3 are required – a total of £3,330 + VAT. Installation has to be in accordance with OCC regulations.

Councillors resolved to accept MB's offer to see if the gates could be financed wholly or in part from Councillor Ted Fenton's current grant availability- see also 109.20 above.

t) Independent Duty of Care review of village trees – Report from ODS

The report from ODS contained only one urgent item which was that a willow at Bartholomew Close be capped at 5 metres. *Young Tree Services confirmed this work will be carried out on 4 December 2020.*

113.20 New Business

a) *Village Christmas Tree*

To be able to act quickly on the above, Councillors ES, DD, MB, JG, ET and MM met on 30 November 2020 by Zoom to discuss the acquisition of a tree and lighting. The meeting agreed that MB would source a tree, DD would deal with the electrical connections and MM would obtain tree lights.

Councillors at this meeting discussed the matter further and resolved to accept the following with thanks the work performed. The cost of the tree and its lights at £100 and £60 respectively and it was noted that the Christmas tree was positioned on the elevated corner of the Churchyard. It was also resolved to donate £100 to the Church.

b) *Hedge cutting between Lovell and Peel Close*

A resident had complained that this work should be undertaken urgently. Councillors resolved to agree this request
Carried forward

c) *Open Spaces grass cutting contract for the three years to 2021-2023 inclusive*

The Clerk reported that he had sent contract information to three suitable contenders including the current holders. Two had been received and the third is awaited.
Carried forward

d) *Requests for donations*

Councillors had been sent requests from Volunteer Link-Up (Witney) and Oxfordshire Association for the Blind. Councillors considered each application and after discussion resolved to award £50 to both bodies.

114.20 Playgrounds, Sports field, Open Spaces and allotments

a) *Monthly Playground Inspection and litter picking reports*

Playgrounds – Dick reports No Faults Found other than the slide.

Litter Report for the month:

- Spillage of pink paint outside church gate which Will cleared up as best he could
Councillors noted this work

Other items brought forward

- ES had noted Ivy on the cemetery walls and agreed to contact Max Everett to show him exactly the scope of the work required.
Carried forward
- Flooring of pavilion changing rooms – DSC awaiting quotes and pursuing grants
Carried forward
- Sports Field maintenance and DPC pitch fees for next season
Carried forward

Playgrounds, Sports field, Open Spaces and allotments (continued)

Allotments

- Tree within the allotment area – JD reported that the tree has been taken down has been taken away and the old sheds/ wood etc. has been tidied up and allotments generally “squared-up” by burning rubbish that was in the area where the rat problem occurred. Hopefully this will stop this problem arising again. The “blue asbestos” had also been removed and disposed-of by a qualified contractor.

Councillors noted the report.

- JD said he wishes to suggest to Councillors that this clearance will now allow additional parking to be created. Recently several accidents have occurred with cars parked on the road.

JD suggests this happens next year.

Councillors considered the request and decided to carry the matter forward.

Carried forward.

115.20 FINANCE

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

Balance on Current Account	£21,634.06
Bonus saver	£19,137.29
Total Cash Holding at 3 December 2020	£40,771.35

ES had reviewed and agreed both bank reconciliations with the cash book.

- a) *DPC Annual Governance and Accountability Return- year ended 31 March 2020*

The Clerk reported that he has now received the External Auditor Certificate certifying their agreement and clearance of the above Statements that include the Annual Accounts. The Statements and the Audit Certificate have been placed, as required by law, on a DPC notice board and its web site.

Councillors noted the above with thanks

FINANCE (continued)

Chq. No	Name - Description		£ p - inc VAT	Relevant legal statute
	Clerk / RFO Net Salary & working from home allowance £26		£503.10	LGA 1972 s111/2
	Clerk / RFO expenses:			
	Mileage: 54 miles @ £0.45p		£24.30	LGA 1972 s111
	Mobile contract & calls£0.55p: 18 November 2020		£23.97	LGA 1972 s111
	Printing of papers etc for 4 November - 5th Zoom meeting		£35.00	LGA 1972 s111
	Postage grass cut quote £0.88p + 24 2nd class stamps£15.60		£16.48	LGA 1972 s111
229	TOTAL	£602.85		
230	HM Revenue & Customs only 075PS00154457 - PAYE		119.40	LGA 1972 s111/2
239	Dick Rudd-Playground Report £90 + £40 collect bark (ES) £ Lub Zip £10		140.00	LG(MP)A1976 s19
231	Will Hutchinson Litter picking 2/11-29/11 -4 weeks@£15		60.00	LG(MP)A1976 s19
232	Moore - External Audit of DPC Accounts etc year to 31 March 2020		240.00	LGA 1972 s111
233	Margaret L Johnson Ltd - Paper and arch file		7.40	LGA 1972 s111
234	J. Miles cut cemetery grass etc - 9 November 2020		138.00	LG(MP)A1976 s19
235	Mc Cracken& Son - Open Space grass cutting		244.80	LG(MP)A1976 s19
236	THD Tree Care (Tom Davies) Top beech hedge tp previous/ disposal		185.00	LG(MP)A1976 s19
237	Cotswold Web Limited - annual web site hosting charge 12*20 as last year		288.00	LGA 1972 s111
238	Witney Signs - telephone number for DPC signs		42.60	LG(MP)A1976 s19
236	THD Tree Care (Tom Davies) Village Christmas Tree - inv. Awaited		120.00	LG(MP)A1976 s19
240	St. Bartholomews Church - Use of electrics donation		100.00	S.137
241	Marilyn Morris - lights for village Christmas Tree		60.00	LG(MP)A1976 s19
	TOTAL		2,348.05	

Councillors resolved that all the above payments should be made
Cheques signed by : ES and DD on 10 December 2020

116.20 Other Matters for Discussion – matters for next meeting Agenda

DD – Big Lunch next year – First weekend in June 2021

JG - Parish Council Tennis Court open/ closure information on Facebook

M. Walsh email to DPC requesting the making-good of the verge in Lovell Close – see also 112.20(q)

The meeting closed at 10 PM

117.20 Date of Next Meeting

Meeting of the Parish Council

13 January 2021 Zoom meeting hosted by DD at 7.30PM

Signeddated.....

Chairman