

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 9 May 2018
IN THE LILAC ROOM, VILLAGE HALL, DUCKLINGTON AT 7.30 PM**

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

In Attendance: Richard Brown – Clerk
Ted Fenton – Oxfordshire County Councillor (63.18 only)

59.18 Members' Apologies: All present

Attendance apologies: None

60.18 Annual Meeting of the Parish Council

The Chairman welcomed Councillors to the meeting following the recent elections of 3 May 2018. He congratulated Matthew Barker on being elected and the other Councillors that were re-elected. Thanks was also given to Peter Almgill (not re-elected) for his previous long service to the Council.

The Chairman then moved to the business of the Annual Meeting as follows:

- Elected Councillors were asked by the Clerk to each sign their Declaration of Acceptance of Office forms for countersignature by himself as Proper Officer. This was completed by all Councillors and Clerk who retains each form. The Clerk also handed out personalised "Register of Members' Interest Forms" and the Parish Council's "Code of Conduct". These 2 forms had been supplied by the District Council Returning Officer and required completion. The Clerk was handed completed forms from 6 Councillors and the other 3 agreed to take them, by 4 June, to the Returning Officer themselves.
- **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

Annual Meeting of the Parish Council (continued)

- **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

61.18 Approval of the Minutes of the Parish Council meeting on 4 April 2018

The minutes of the above meeting were approved by the Council and signed by ES as a true record.

62.18 Thames Valley Police matters

No attendance by PCSO's.

63.18 County/ District Council Matters

Ted Fenton- OCC

Councillors started by asking Ted when they could expect the potholes around the district to be repaired and further suggested that wholesale re surfacing was necessary after many years of little attention.

Ted replied that OCC has only a small budget for such work- mainly to be used for pot hole repairs and not re surfacing as the Dragon machine had proved to be excellent at patching holes and is very cost effective. Consequently, residents should note all problems and enter the "spot" on the OCC web site "Fix My Street". This assists OCC to inspect and grade the holes so that the worst examples are treated the first. This record will help OCC decide their future regime for road Inspections.

Councillors noted Ted's comments and asked him to find out when Ducklington was due to expect repairs and Ted agreed to this request. Councillors also complained about the increased damage to Ducklington roads being caused by the construction of 24 homes in the village.

Ted noted the above and concluded by saying that the Oxford/ Cambridge Expressway corridor route is still under discussion.

64.18 Parish Councillors – Disclosure of interests on agenda items

MB declared an interest with regard to the planning application in the name of Mr & Mrs Booth at **68.18**

65.18 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
No further update.
Carried forward
- b) *Village Newsletter – Frequency of issue and printing costs*
Councillors discussed the Editors recent suggestions and resolved to accept the following:
A move from 6 issues per year to 4 quarterly newsletters.
The June/ July issue will explain the changes to readers/ advertisers and the first quarterly issue will be the August/ September/October 2018 edition – deadline for contributions being 9 July. The Editor will inform the distributors and MM agreed to contact the Editor re GDPR issues- see d) below
The printer suggested by the Editor is also accepted, being the best value of 3 printer's approached for the revised format.
- c) *Section 106 Councillor working party*
To agree a mutually acceptable date to meet to prepare a schedule.
Carried forward
- d) *General Data Protection Regulations (GDPR)*
MM had prepared a Risk Assessment schedule for GDPR and spoke to Councillors indicating the issues she had found. After discussion, it appeared to MM that her schedule needed certain amendments at it was agreed that it would be brought to the next meeting.
Carried forward
- e) *School Head –her questions over ownership of trees and their roots in ditch by school*
DD reported that he had viewed the trees in question with Sarah and determined that they were not the Parish Council's responsibility.
- f) *Ditch clearance*
Awaiting confirmation of ditch and bramble clearance from Max Everett
Carried forward
- g) *Verti-draining of the Sports Field – Only the part owned by the Parish Council*
DD reported that the work had been completed satisfactorily on 26 April 2018.
- h) *Insurance certificate required for Big Lunch on 3 June*
DD reported that the original cheque needed alteration to the correct bank account name. This was amended and initialed by 2 Councillors. DD reported that the insurance certificate would be issued on receipt of the amended cheque.
Carried forward
- i) *Tree repairs indicated by Boward report*
Awaiting completion by Tom Davies
Carried forward
- j) *Annual Parish Meeting -24 May 2018*
ES agreed to source the equipment requested by Speakers for PowerPoint displays.

66.18 New Business

a) To consider the renewal of insurances for 1 June 2018

The Clerk tabled Came & Co (brokers) 3 renewal insurance options received on 9 May. The lowest price renewal offered was by Inspire using AXA as their insurance provider. Other offers were received from Hiscox, Ecclesiastical all with higher premiums but lower sums assured. Came & Co premium for Inspire was given as £1,348.65, but that could be reduced by the Parish Council agreeing to enter a new 3 year Long Term Agreement (LTA). The premium would then fall to £1,283.72. This compares favorably with the previous year premium of £1,248.70.

After discussion, Councillors resolved to accept the Inspire quote of £1,283.72 and to enter a new 3 year LTA with Came & Co.

b) Clerk's salary- hourly rate

The Clerk reported that his last increase in hourly rate was February 2015 and requested a review.

Carried forward

c) Transparency Code

The Clerk provided Councillors in Clerk's Briefing Notes with the additional requirements of the Code. For example, all items of expenditure of £100 are required to be made publically available - the Parish Council already show all individual payments in each set of agreed Minutes that have been lodged on the Council's web site for many year's.

However, certain items will need to be added which are:

- Councillors responsibilities
- Agendas of each meeting
- Details of land and building assets

After discussion Councillors resolved to ask the Clerk to send a schedule of these items to the Web Administrator to add to the Council's web site.

Carried forward

d) Parish Councillors/ Clerk email accounts and Council's web site

Clerk's Briefing Notes page 6 of 9 drew Councillors attention to the fact that Peter Almgill (whilst a Parish Councillor up to 2 May 2018) had agreed to set up email accounts for Parish Councillors, solely for Parish Council business. This follows advice given in the General Data Protection Regulations referred to in minute 65.18 d) above.

Peter had kindly sent log-on details for new email accounts in an email to Councillors and the Clerk dated 7 May 2018. However, the Clerk wished to advise Councillors that he had not been able to log-on to this new email account. This meant that he was not aware of current emails as Peter had also arranged that the old email address forward emails electronically to the new account. The old email account had been locked from further use. A new email account for the Clerk was not strictly necessary as the old account was a dedicated account just for Parish Council matters. Consequently this new account had taken him by surprise in a very busy period.

The Clerk also advised Councillors that a potential problem now arose in that Peter holds the codes and technical ability to run both the email accounts and the maintenance of the Parish Council website.

Councillors considered the matters and, after discussion, resolved to ask the Clerk to write to Peter asking if he would be prepared to act as an advisor to the Council for the time being until another competent technical body could be appointed to take over both matters from him and for the Clerk to search for technical experts and supply suggestions to Councillors at the next meeting.

Carried forward

New Business (continued)

- e) *Deanfield Homes – bridge from their new footpath on Standlake Road into the sports field*
Clerk's briefing Notes carried the letter from Deanfield Homes Land director Tom Rider asking that a Councillor meet him to discuss the above. The issue to resolve is that the height of the new path is above the existing "sleeper" bridge into the field and a cost effective solution is required to provide safe access.
After discussion, Councillors resolved to accept SB's kind offer to meet with Tom Rider and report back at the next meeting.
Carried forward

67.18 Playgrounds/Sports field

- a) *Monthly Playground Inspections and litter picking reports*
Clerk's Briefing Notes page 3 reported that he had received a playground inspection report from Dick Rudd dated 20 April 2018 that stated "No faults found". 2 waste bins have small rust holes which WODC say they will replace at some time in the future.

Dick also reported that at the Chalcroft site he had repaired the cracked tiles under the playground equipment as requested by Councillors following Dick's report last month.

JD reported that he has discussed the hedge trimming etc around the Pond site with Dick as Councillors had requested at the last meeting. After discussion, Councillors resolved to now leave any hedge cutting until the autumn.

- b) *Litter picking report.*
Will reported that there were no particular issues.
- c) *Pavilion legionella review*
DD agreed to carry out this task and report back at the next Parish Council meeting.
Carried forward
- d) *Complaints from members of the Sports Club*
The Clerk reported in Clerk's Briefing Notes that Councillors had received 5 individual complaints dated 23 April regarding the condition of the playing surface at the sports field. The issues mainly concerned with the length of the grass and to a lesser extent the surface etc.
DD in an email told the Councillors and Clerk that he had cut the grass for the first time on 21 April, but that he and SB had agreed that the pitch was too wet to play upon and after drying out (between 21st and 23rd) and had created an unfit pitch only in isolated areas, which the Sports Club rectified on the same evening. The grass has continued to grow quickly in the unusual weather conditions of very wet and then warm.
The Sports Club have been reminded on many occasions that it is their responsibility to ensure that the pitch is fit for use before any game. If the Sports Club allow sport to take place it is their responsibility to deal with the complaints - not the members to complain directly to the Parish Council who has spent large sums of money on improving the surface. Councillors resolved, after this discussion, that a reply should be sent to each complainant saying that the Parish Council will deal with the matter at a future meeting.
- e) *Relationship with Sports Club*
JD proposed that, as a result of the complaints from the Sports Club such as in d) above, a working party of councillors be formed to meet with the club with the aim of forming better relations between the Parish Council and the Club. This proposal was seconded.

Playgrounds/Sports field (continued)

Councillors then discussed the existing mechanism already agreed by the Parish Council with the Sports Club in resolving issues. This involves Councillors attending Club meetings and reporting back to the next Parish Council meeting. Unfortunately this has not been successful because of the lack of co-operation from the Sports Club, due in part to the fact that the Club did not usually advise the Parish Council as to when their meetings would be held.

JD's suggestion for a working party was put to the vote.

The result was three in favour, one abstention and five against.

However, although the working party was not adopted, the existing mechanism remains in force to deal with any issues.

68.18 PLANNING

PLANNING APPLICATIONS GRANTED

None

PLANNING APPLICATIONS

- 18/01083/HHD and 18/01084/LBC - Mrs. Rodriguez, Strickland Cottage, 11 Witney Road
Raise height of chimney.

No comment

- 18/01105/ HHD – Mr.Talty, 24 Beanhill Road.
Raise existing roof height to enable creation of rear 2 storey extension and porch.

No comment

- 18/01140/FUL- General Manager, Oxford Witney Hotel.
Change of use of offices and meeting rooms to allow 22 new bedrooms to be constructed.

No comment

- 18/01082/HHD- Mr & Mrs Booth, 3 Moors Close
Front and rear extension and part demolition of garage.

No Comment

69.18 FINANCE

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

Balance on Current Account	£26,122.51
Bonus saver	£18,990.11
Total Cash Holding at 25 April 2018	<u>£45,112.62</u>

The Chairman (ES) had already checked and signed the bank reconciliations.

Debts: £Nil.

- b) *To approve the Parish Council's Financial Statements for the year ended 31 March 2018*
Clerk's Briefing Notes pages 12-17 showed the detailed "Line-by Line" incomes and expenditures.

It revealed income of £36,419.50 and expenditure of £47,489.77 which results in a deficit of £11,070.27. This deficit was versus a budgeted surplus of £159.00. The additional expenditure of £11,229.27 is mainly attributable to a donation of £2,250 (made at the request of the Sports Club to contribute to their legal expenses they incurred when they took over the lease of part of the Sports Field from the owners), a VAT refund that was claimed before 31 March (the year end) that related to the year in the sum of £4,736.44 (received on 3 April 2018) and unexpected mower repairs of £3,851.89.

The Clerk explained that these Accounts has not altered from the draft agreed the previous meeting.

Councillors discussed the Accounts and resolved to accept them and for the Chairman to sign and date with the meeting date. The Clerk signed as Responsible Financial Officer.

- c) *To consider, complete and sign Section 1 of the Annual Governance Statement Return (AGAR) 2017/18. To be signed, by law, in advance of Accounting Statements below.*
Clerk's Briefing Notes page 18 showed the questions that needed to be answered "Yes" or "No" as Councillors are responsible for ensuring that there is a sound system of internal control, including arrangements for the preparation of Accounting Statements.
Councillors considered questions 1-9 and answered "Yes" to all questions, except question 9 that concerned Trust Funds that are not applicable to Ducklington PC.
Councillors then resolved that the Chairman should sign the document with the date being the meeting date. The Clerk added his signature as Clerk.

- d) *To consider, complete and sign Section 2 of the Annual Governance Statement Return (AGAR) Accounting Statements 2017/18*
Clerk's briefing Notes page 19 showed the results of b) above in the format required in the AGAR.
After discussion and review Councillors resolved that the Chairman should sign the document with the date being the meeting date. The Clerk added his signature.

FINANCE (continued)

- e) To review the invoices below (that may include others since the issue of the Agenda for this meeting) and to authorise for payment, with cheques to be signed by 2 Councillors.

22 Invoices to review and authorise for payment			
Chq. No	Name - Description	£ p - inc VAT	Relevant legal statute
	Clerk / RFO Net Salary & working from home allowance £18	478.00	LGA 1972 s111/2
	Clerk / RFO expenses:		
	Mileage: 60 miles @ £0.45p	£27.00	LGA 1972 s111
	Mobile contract & calls:	£29.92	LGA 1972 s111
	Printing 4 April meeting papers	£38.00	LGA 1972 s111
	1st and 2nd class stamps	£15.00	LGA 1972 s111
889	TOTAL	£587.92	
890	HM Revenue & Customs only 075PS00154457 - PAYE	115.00	LGA 1972 s111/2
891	Dick Rudd-P/G 24 April report £60 / remove Notice Board Witney Rd £10	£70.00	LG(MP)A1976 s19
	Dick Rudd - Repair tile p/g equipment at Chalcroft	£50.00	120.00
892	J. Miles - cut cemetery grass and 2 strips 28/29 March and 25 April	256.00	LG(MP)A1976 s19
893	Mc Cracken & Sons Ltd - 1st cut open spaces grass 31 March (£2339 PA)	234.00	LG(MP)A1976 s19
	Shire Tyre Ltd - Carterton Mower tyre repair	84.00	LG(MP)A1976 s19
895	Will Hutchinson Litter picking - 24/4 to 29/4 (£15*4)	60.00	LGA 1972 s214
896	Margaret L Johnson - 1 cartridges and 1 files divider	22.74	LGA 1972 s111
897	RP Brown - Norton Internet security - laptop 18/4/18- 17/4/19	54.99	LGA 1972 s111
898	Maxwell Amenity Ltd - ALS verti drain sports field 24/4/18	2,169.60	LG(MP)A1976 s19
899	Came & Co - brokers - Inspire Insurance Co 1/6/18 to 31/5/19	1,248.70	LGA 1972 s111
	TOTAL	4,952.95	

All invoices agreed and cheques signed by PG and DD

70.18 Other Matters for Discussion – for information only

JD- Bonfire ash is getting too much in corner of allotments and needs clearing – ES agreed to assist.

SB – New grass cutting contractors missed on the 2nd cut 2 strips at Manor Road/ Peel Close and outside 3&4 Peel Close.

DD – Grass strip missed opposite the entrance to Council's car park.

PG – additional litter bins required at Witney Lake. Bins are well used, but there are not enough as bins become full resulting in litter being dropped.

71.18 Date of Next Meeting

Monthly Meeting of the Parish Council
6 June 2018, 7.30PM at the Village Hall, Lilac Room

Signeddated.....

Chairman