

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 10 November 2021
In the Village Hall main room commencing at 7.30 PM**

118.21 Members

Present:

Edmund Strainge- ES (Chairman)
David Duthie –DD (Vice Chairman)
Peter Almgill- PA
Matthew Barker- MB
Richard Border – RB
John Dunsdon- JD
Joanna George – JG

In Attendance:

Richard Brown – Clerk
A member of the public

119.21 Members'

Apologies:

Pat Hill – PH
Edward Todd- ET

- 120.21** *Edmund Strainge-ES- started the meeting and immediately said he had an important matter to announce before going any further.*

ES began by referring to the Moors outline Planning Application where he had advised all of his interest in the matter.

ES continued by saying that he was aware of the extensive interest in the application and that many residents had expressed negative interest – wanting the area to remain agricultural land. In realising over time the strength of opposition he had given the matter great thought and in particular his role as Parish Councillor of some 40 years and his position as Chairman of the Parish Council.

Consequently, he said he was resigning both roles and will depart immediately.

Councillors were taken aback and ES answered that he had not informed anyone of this announcement and his decision – adding that this was for the good of the Parish Council where he had much enjoyed his tenure – living in the centre of village for much of that time.

ES then left and DD took over the Chair.

Councillors then discussed the announcement and were of one opinion that ES had acted in a very honourable way and how excellent he had been as both Councillor and Chairman, always putting Ducklington at the heart of his concerns – always as now acting with integrity and having much knowledge over many years of the history of the village, its life and changes over time.

- 121.20 To approve the Minutes of the Parish Council meetings of 8 September 2021, 6 October 2021 and the Extraordinary Meeting of the 3 November 2021.**

Councillors resolved to accept all three sets of Minutes, with JD requesting that the September Minutes noted that the District Councillor was also present at the Moors Meeting with Ainscough/Turley.

122.20 Thames Valley Police matters

No representation or matters raised by Councillors

123.21 County OCC/ District Council WODC Matters

No representation. However JG reported that at the sports field, a dual bin was needed for recyclable/ other rubbish and asked the Clerk to see if this could be obtained from WODC. RB posed the question for Ted Fenton asking whether OCC has made any assessment of the possible loss of carers in the County forced to have Covid-19 injections.

124.21 Parish Councillors – Disclosure of interests on agenda items

DD with regarding to the discussion on the hedge etc. at item 126.21(l)

125.21 PLANNING

PLANNING APPLICATIONS

Applications:

- 21/03121?HHD- Mr Bishop, 6 Aston Road
Conversion of roof space with construction of rear dormer and raised ridge line.
Councillors had no concerns or objections.
- 21/03405/OUT- Land East of Witney Road, Ducklington, called “The Moors” – Ainscough Strategic Land
Outline planning permission for up to 120 dwellings with associated landscaping and infrastructure with detailed vehicular access from the Witney Road (with all other matters including other access arrangements reserved)

Councillors commented as follows to WODC planners:

Councillors held an extraordinary Parish Council meeting on 3 November 2021 to seek the views of Ducklington residents – please see those minutes.

Councillors also received a detailed Word document from MB objecting to the application based on many grounds and those views gathered from the extraordinary Parish Council meeting referred to above.

After discussion, Councillors resolved to object to the planning application, accept the document after a small number of changes were suggested, such as adding a reference to Section 72- (Heritage Impact), photographs showing flooding that had already occurred and typos.

All to be submitted to WODC planners by the Clerk.

- 21/ 03584/S73 – Mr Halfpenny, 12 Moors Close
Variation of condition 3 of planning permission 20/01030/HHD to allow walls to be finished in render in place of facing brick (retrospective)

Councillors commented that whilst they have no concerns or objections, this is yet another retrospective application.

Phone Box 43 Witney Road

ET had reported that this project was nearing completion, but the defibrillator still needs to be moved from Mr Townsend yard. Councillors resolved to thank Mr Townsend for hosting it and supplying the electrical power during that period. ET reported that the new defib.box was now in place and MB stated that it was now operational, Thanks were also due to Wiring Solutions for connecting up the power free of charge and the sign writing work is finished a cost of £65.00+ VAT.

126.21 Matters Arising from Previous Meetings

- a) *Ditch investigation- Flood issues - work outside 75 Standlake Road*
No further work to date.
Carried forward
- b) *Section 106 Sub Committee – DD, RB, MB, ET & JG*
DD agreed with the above committee members to hold another meeting in the following week.
Carried forward
- c) *Village Newsletter*
The November to January 2022 edition has returned to a paper edition. The Editor therefore had to find a suitable printers and circulated the options/ costs by email to all Councillors.
Councillors agreed by email that it would be best printed by Flying Press at a cost of £299 for 738 copies at 16p per page. This price was similar to the pre pandemic cost. Councillors reported that the paper edition was a welcome return.
It was also noted and agreed that the Editor had asked that future Parish Council submissions for the newsletter should be sent by only one person. It was resolved that this would be the Clerk to whom all future copy will be sent.
- JG and another resident raised a query regarding advertising on the Parish Council's newsletter and JG further questioned what should be advertised on the Notice Boards. After discussion, Councillors resolved that only local adverts will be allowed in the newsletter and no adverts on the notice boards.
JG offered to maintain the Notice Boards with the Clerk and the special key needed to unlock the boards to be collected from the editor
DD agreed to advise the Editor accordingly and collect the key.
- d) *Pollard of trees around pond/ green site and dredging of the pond*
Councillors reviewed the latest quote for pollarding the trees and resolved to accept the most suitable quote of £275.00. JD agreed to chase- up this work.
Carried forward.
- e) *Vehicle Activated Sign (VAS) road sign- MB*
MB forwarded on 13 October to Councillors another Westcotec quote for a solar powered Speed Indicator devise costing £3,655 plus VAT
Councillors resolved that the Clerk be asked to contact Ted Fenton to see if support in its purchase can be sought from his County Councillor Grant scheme.
Carried forward
- f) *CCTV at Glebeland- operation*
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JG reported no activity logged since the last Parish Council meeting.
- g) *Gigaclear works -DD*
DD reported that tarmacking round the village pond / by the rectory remained outstanding and asked the Clerk to report this to Gigaclear and request a date for completion.
Carried forward

Matters Arising from Previous Meetings (continued)

- h) *Independent Duty of Care review of village trees each 3 years – Report from ODS*
Tom Davies carrying out this outstanding work to 2 trees in autumn 2021
Carried forward

The Clerk reported that he had received confirmation from SSE that the trimming work on Chalcroft where their cables are running through trees will be carried out on 2 December 2020.
Carried forward

- i) *Mill Meadow/ Peel and Strainges Close six tree replacement in autumn- ES*
Delivery of these trees to ES farm in December has already been put in place and will continue.
Dick Rudd will collect when advised by ES and charge for both the installation and continuing maintenance.
Carried forward
- j) *Working party of Councillors – undergrowth at Bartholomew Close*
Reducing hazel trees by one third. The Clerk reported no reply from Tom Davies email dated 18 September.
Carried forward
- k) *SSE electric costs at pavilion –ET reports*
The additional meter has now been installed at a cost of £60.00.
The bulb out in the car park by the tennis court has been replaced at a cost of £26+VAT
Car Park light heads at a quoted cost. In addition ET had sourced 2 quotes for additional lighting in dark areas of the site and an additional quote is needed, which DD agreed to obtain. These items will be added to the Section 106 schedule.
Carried forward.
- Investigation by DD into electricity credits received by the Parish Council at the request of the Sports Club.*
DD reported that no credits are due to the Sports Club for billings already made by the Parish Council as such credits only refund overbilled costs to the Parish Council when possibly the meter was changed for the Smart Meter.
However, the installation of the second meter will now allow the electricity usage at the Sports Club to be monitored and the Parish Council's overall electricity bill more accurately split between electricity cost of usage at the pavilion and, by deduction, the Parish Council's cost of the facilities in the wider area of the playground, car park and tennis court.
DD requested that the Clerk now bill the Sports Club for the current % of the last bill paid by the Parish Council of £674.79 in September, but held over whilst the investigation took place. A copy of this bill will be sent to D.Stevens for billing/ units used information
Carried forward
- l) *Hedge between Peel and Lovell Close – grub out existing and grass over- DD*
DD reported a quote for the above work.
Councillors discussed the continuing choices and resolved to leave this matter until the new financial year.
- m) *Parking problems in the village - Public Space Protection Order*
The Clerk reported no reply from WODC re the above to date.
Carried forward.

Matters Arising from Previous Meetings (continued)

n) *41 Beanhill Road – tree damage- Mr Spence*

JD reported at the last meeting that the resident had a reasonable complaint. Clerk wrote to Mr Spence on 11 October asking him for a quote for the repairs up to value of £240 - but had had no reply to date. JD agreed to follow-up
Carried forward

127.21 New Business

a) *Witney Oxford Transport Group*

Witney Oxford Transport Group voluntary, is a not-for-profit, cross-party group working to build a rail line connecting Oxford, Eynsham, Witney and Carterton

Charlie Maynard was offering to speak to Councillors at 8 December 2021 meeting.

Councillors discussed the objectives and resolved to ask the Clerk to set up this meeting.

Carried forward

b) *Household Waste Recycling – deep cleaning dates*

Councillors noted that Dix Pit will be closed 23 and 24 November 2021

c) *Donation requests:*

Volunteer Link Up – Witney

Councillors resolved to donate £50

Witney Baby Bank

The Clerk was requested to ask how many people in Ducklington have been helped – as Councillors have no historical connections with this organisation.

128.21 Playgrounds, Sports field, Open Spaces, sports club and allotments

Monthly Playground Inspection and litter picking reports

Dick found no new faults found in playground check of 20 October 2021.

Dick reports that the Horse at Chalcroft where other seats were cracking and have now been repaired – invoice to follow next month.

Zip Wire - Dick Rudd has now applied Wayoyl – cost £40

Dick has now received the correct bark and has filled the Zip Wire pit – cost £50.

Dick also reported that there is one dead tree on Chalcroft which he can remove for £50.

JD offered to view this tree and report back at the next meeting

Carried forward

Ditch at sports field (contained)

Ditch at the Sports field is beginning to “foul” and needs cleaning out – Max emailed say he will quote to clear on his return from holiday, but no update or invoice to date

Councillors considered this problem and its solution and resolved to carry it forward to the December meeting. DD agreed to obtain further advice on the matter.

Carried forward.

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

- *Litter Report for the month:*
No important matters to report

However Will has given notice to resign from the Litter Picking role – finishing at the end of December 2021. Will hand over litter picking tool to new appointment if required

Councillors considered the resignation and whether a different approach is now needed. Councillors asked the Clerk to circulate the Job Description for consideration.

Carried forward

Other items brought forward

- *Ivy on the cemetery walls – 9 July £120.00*
Councillors reported that this work is outstanding
Carried forward
- Christmas Tree – MB - £200 budget

Sports Club matters:

- *Flooring of pavilion changing rooms – DD*
DD had reported two quotes and a 3rd is awaited.
Carried forward
- *Grant application – Glebeland Oxfordshire FA Pitch Improvement Plan Grant application status*
ET reported that the grant has been received.
- *DPC Sports Club schedule for cutting / maintenance of sports field this season*
DD to schedule the above when DSC Grant application outcome above is known
Councillors discussed the matter and resolved the following structure:
Carried forward

The Parish Council will continue to pay the Contractors bills for grass cutting at the Sports Field and will accept the cost of paying annually for two thirds of the first twelve cuts. Refunds will then be requested each month from the Sports Club for one third of the first 12 cuts and fully for the remainder of the year.
Carried forward

- Sale of the mower -DD
Sales price offered to DD is £4,250.00
Councillors considered this price and resolved to accept Turney’s offer and for the Clerk to finalise completion.

Other items (continued)

- Request for a ramp into pavilion-ET
Councillors discussed the request and decided that more information was needed on its construction – barriers etc and which door into the pavilion was the best suited.
Importantly, its design needs to be in accordance with Disability Acts etc.
JG agreed to inform the Sports Club accordingly.
Carried forward.

Cross Valley Way sign

The Clerk reported that Lucy Kennerly has agreed with Martin Layer to organise this replacement to include an updated Lower Windrush Meadow logo.
Carried forward.

ALLOTMENTS

- a) *Water Meter/ Pipe new location* – Lidl James Haywood
No further information from James and the Clerk has written again to him for a progress report.
Carried forward
- b) *Allotment fees for the year ending 31 August 2022*
The Clerk reported that 10 accounts remain outstanding in the sum of £184.76.

129.21 FINANCE

- a) *Account Balances, Bank reconciliations and Debts due to Council*

Balance of current account	£31,396.51
Bonus Saver	£19,139.04

Total cash holding at 4 November 2021 £50,535.55

ES had reviewed and agreed both bank reconciliations with the cash book prior to this meeting and before he resigned from the Parish Council at the start of this meeting.

- b) *Additional bank signatories*
Additional signatories will now be needed as ES was a bank signatory
Carried forward
- c) The Clerk reported that the current internal auditor Mrs Thiele had notified the Clerk of her resignation from the role. However he described another who was willing to take on the position and whom he will place on the December agenda for consideration.
Carried forward
- d) *Budget and Precept calculation/ application for 1 April 2022 – 31 March 2023*
The Clerk in Clerk's Briefing Notes produced a copy of the Accounts – the payments only- to show Councillors what they had spent for the first seven months of the year against the annual budget.

This was so that they can decide what they need to spend in next year at their December Meeting. The Clerk will predict any costs that he can and send another schedule ahead of the December meeting for Councillors to list their suggestions for discussion.

FINANCE (continued)

The Clerk needs this budget agreed so that Councillors can use it to decide on the Precept income they will need for 2022/2023 – usually expressed as a % increase of the current year precept.

The Clerk has to send the Precept requirement to WODC Finance before the Parish Council's January 2022 meeting.

e) *Invoices due for payment*

Councillors considered the schedule of proposed payments and resolved that all be paid.

Name - Description		£ p - inc VAT	Relevant legal statute
Clerk / RFO Net Salary & working from home allowance £26		£503.30	LGA 1972 s111/2
Clerk / RFO expenses:			
Mileage: 43 miles @ £0.45p		£19.35	LGA 1972 s111
Mobile contract : 8 October 2021		£29.77	LGA 1972 s111
Printing of papers etc for 6 October 2021 meeting		£19.50	LGA 1972 s111
Masks for Extraordinary Meeting 3 November		£25.00	LGA 1972 s111
TOTAL	£596.92		
HM Revenue & Customs only 075PS00154457 - PAYE		119.40	LGA 1972 s111
Dick Rudd - Playground October check	£90.00		
Application Waxoyl to zip wire	£40.00		
Play bark collection and spreading in zip wire pit	£50.00	180.00	LG(MP)A1976 s19
Jim Miles - grass cutting cemetery and 2 pieces - 29 Sept		140.00	LG(MP)A1976 s19
Margaret L Johnson Ltd - printer paper		5.15	LGA 1972 s111
Mc Cracken & Son Ltd - Open spaces grass cut 27 October 2021		244.80	LG(MP)A1976 s19
Green Scythe Ltd - mow s/field August and September 8 cuts		940.80	LG(MP)A1976 s19
Will Hutchinson - Litter picking 4 -31 October		60.00	LG(MP)A1976 s19
Wiring Solutions Group Install meter £80 - bulb in street light £26		127.20	LG(MP)A1976 s19
Witney Signs - 2 Green strips/ 2 AED H&S for Telephone Box		102.00	LG(MP)A1976 s19
Flying Press - Newsletter		299.13	LGA 1972 s111
Complete Weed Control - Weed control to street back edges		318.00	LG(MP)A1976 s19
IJ Godfrey - Hedge cutting Glebeland and Bartholomew Close		396.00	LG(MP)A1976 s19
Edmund Strainge - Trees for Mill Meadow etc.		168.00	LG(MP)A1976 s19
Castle Water – water bill pavilion 6 months		63.84	LG(MP)A1976 s19
TOTAL		3,761.24	

Signed by : MB and DD

130.21 Other Matters for Discussion – matters for next meeting Agenda

JD – Reported that the water pipe into the ditch at the allotment site where he can see that the water flows the wrong way. He intends to keep a watch on the flow etc.

JG - Raised her concern regarding the Aston Road car park where there is no pedestrian walkway leading to the main road. However it was conceded that there was no viable way construct one.

MB- *For December agenda*

Discussion re adverts on Facebook page

WODC planning meeting date for Moors outline planning application?

Councillors having the ability to attend.

131.21 Date of Next Meeting:

Monthly Meeting of the Parish Council
8 December 2021 - 7.30PM
Village Hall, Main room.

The meeting closed at 10.25 PM

Signeddated.....

Chairman