

**MINUTES OF DUCKLINGTON PARISH COUNCIL MEETING
HELD ON WEDNESDAY 7 MAY 2025
in the Lilac Room, Village Hall commencing at 7.30 pm**

52.25 Election of Chair and Vice Chair; David Duthie was elected Chair and Matthew Barker Vice Chair

53.25 Parish Councillors Present: David Duthie (Chairman)
Matthew Barker (Vice Chairman)
Peter Almgill (from 8.00pm)
Richard Border
Paul Lishman
John Dunsdon
Jo George

In Attendance: Adrian Walsh (District Councillor)
Thomas Ashby (County Councillor)

54.25 Parish Councillors' Apologies: Sarah Varnom

55.25 Public Participation; Marilyn Morris gave an update on activities of the former Litterpicking Group, explaining desires of the Group to progress with works to Greenspaces. This was widely welcomed and supported. Marilyn will present a more formal plan with costs for approval.

56.25 To approve the Minutes of the Parish Council meeting of 9 April 2025:

Cllr Border proposed and Cllr Barker seconded and the Council **RESOLVED** to accept the minutes as a true record of the meeting.

57.25 County Council (OCC) / District Council (WODC) Matters:

Cllr Ashby was congratulated and Welcomed to the Meeting. Once an email account was opened he hoped to get to work in earnest.

Cllr Adrian Walsh explained that the District Plan (WODC) has been delayed, but, hopeful to see it in June/July. A resolution on possible Unitary Authority should be made post November.

Cllr Border, having spoken with our MP the previous Thursday, asked both Councillors if they could also endeavour to put a small update into the Village Newsletter each issue. As our MP, both said they would try to commit to this.

58.25 Parish Councillors - Disclosure of interests on agenda items

59.25 Review of delegation arrangements to committees, staff and other local authorities;

reference of existing committees.

Resolved to make no changes to the Terms of Committees appointed in line with Briefing Pack apart from Cllr Barker replacing Cllr George on the Urgency Committee. Cllr Lishman to be added to the Projects Committee. Resolved not to increase the number of Committees. Confirmations to be sent to outside bodies.

60.25 PLANNING

No New Planning Applications:

Existing Planning Applications:

- (a) Application No: **25/00423/OUT** - Land to the South of Standlake Road, Ducklington - Outline planning application for up to 38 dwellings with creation of new vehicular access off Standlake Road and provision of public open space with associated infrastructure and earthworks. All matters reserved except accessibility to the site, for vehicles in terms of positions and treatment of access to the site.

Applicant: Jenny Hutchings

Town and Country Planning Act

Councillors noted the contents of an email from Rachel Biles, Strategic Projects Lead (Leisure) West Oxfordshire District Council.

The Clerk reported that Oxfordshire County Council (highway authority/transport) has objected to the outline application on a number of grounds.

No new news.

- (b) Application No: **25/02878/RES** - Land East of Witney Road, Ducklington (The Moors) - Reserved Matters application for Appearance, Landscaping, Layout and Scale together with associated works

Applicant: Mr John Brooks (Ainscough Strategic Land)

Town and Country Planning Act

Councillors noted the contents of a letter from the Environment Agency (EA) dated 24 March 2025.

Cllr Barker highlighted the fact that the site lies within the 3.3% annual exceedance probability (AEP) flood outline in accordance with the New National Model (NNM), which is identified by the Planning Practice Guidance (PPG) as within Flood Zone 3b (the functional floodplain).

Councillors were also gratified to note that the letter from GWP Consultants (ref 241216, dated 23 December 2024), which was commissioned by the parish council, was taken into account by the EA in their submission to West Oxfordshire District Council.

Cllr Barker has a presentation almost ready for when the Planning Committee confirms the hearing date. Cllr Lishman volunteered to speak with James Nelson to get an update.

Neighbourhood Plan update

(c) Cllr Lishman updated on progress with information being gleaned on Baseline material.

61.25 Matters Arising from Previous Meetings

a) Hotel

No further news.

b) Village Hall

Cllr George reported that the next meeting is 20th May 2025. It was agreed the Village Hall minutes should be included in the Briefing Pack, following meetings.

c) CCTV Camera Log

Cllr Barker asked for confirmation as to who are responsible for checking the CCTV monitoring. Cllr George confirmed that she and Edward Todd are the authorised checkers.

d) Village Newsletter update

Councillors were reminded that the deadline for articles to be published in the June/July Village Newsletter is 16 May 2025. Hopefully, photos can be submitted following VE Day.

Articles for publication in the June / July Village Newsletter should be submitted to Emma Buckard: newsletter@ducklingtonparishcouncil.gov.uk

e) Projects Committee

Cllr George highlighted progress to date on the Art Trail, including the need to make some payments.

f) **Nature Plan**

Cllr George informed the Council of the damage caused to the “Triangle” area and the Complaint made to Cottesway Housing. Cllr George will try to source some Boulders from Smiths of Bletchington

g) **EV Microhubs**

Nothing to report.

h) **Ash Tree at Bartholomew Close**

Cllr Duthie reported that the tree has now been removed.

i) **Village Memorial**

Cllr Duthie reported that the Memorial has been cleaned and pointed, with the 2 plaques removed down to the lower ledge. We need to see if we can get a more competitive price for re-blackening the lettering.

The Clerk confirmed in the Briefing Pack the repair to the damaged kerbstones on Standlake Road adjacent to the War Memorial.

j) **Annual Governance & Accountability Return**

Cllr Duthie explained that one box needs completing to allow full details to be sent off to Internal and External Auditors.

k) **Insurance Renewal**

Held over to next Month.

62.25 New Business

a) **Village Events Committee**

Cllr Barker confirmed everything in place for tomorrow's VE Day Celebrations. Donations from Tea and Cakes would be going to Royal British Legion

63.25 Playgrounds, Litter, Open Spaces, Sports Pavilion, Sports Field, Allotments

a) **Playgrounds - Inspection Reports**

The Clerk had posted photos of repairs to Picnic bench at Glebelands by John

Nixon.

b) MUGA - Floodlit use.

Policy for use and costs to be drawn up for non village organisations.

c) CCTV

Cllr Almgill proposed and Cllr George seconded the Clerks recommendation to accept the Broadsword quote for Replacement Camera. Carried unanimously.

d) Litter Picker's Report

Councillors noted the litter picker's report in the Briefing Pack.

e) Village Litterpicking and Planting Workgroup

See Public Participation earlier

f) Village Green - VE Day 80th Anniversary

Cllr Barker reported that plans for the event to commemorate the 80th anniversary of VE Day on 8 May 2025 were all sorted.

g) Sports Field - DSC Beer Festival

The Clerk had reported (see Briefing Pack) that all documentation was in place. Resolved to approve application as Clerks recommendation. Cllr Duthie Proposed and Cllr Barker Seconded. Unanimously carried.

h) Allotments

Cllr Dunsdon updated on the previous month's Arson attack and reported how the Community had supported the Allotment holder.

Cllr Dunsdon also reported on the Allotment holders plans to repair/refurbish the Entrance Gate. It might be necessary to purchase some new ironmongery/gate fittings.

Cllr Almgill advised that the new mapping of each plot and to link the same to the name, address and email of each plotholder, in order that the council can raise invoices for 2024-25 was almost complete.

64.25 FINANCE

a) Account Balances, Debts due to Council and Bank reconciliation

Account Balances

The Clerk advised members that the sum currently held in the Unity Trust Bank Current T1 account is £64,582.97 (as at 31 March 2025) and in the Unity Trust Bank Instant Access account is £20,204.77 (as at 31 March 2025).

Debts due to Council

The Clerk reported he had received a payment of £217.00 from the Treasurer of Creditor 1 on 1 May 2025 to reduce the outstanding balance to £3,689.00.

Bank Reconciliation

The Clerk circulated a Bank Reconciliation to councillors at the meeting which was signed by the chairman.

b) Invoices due for payment

Councillors considered the schedule of proposed payments set out in the Briefing Pack and **RESOLVED** that all be paid. Cllr Duthie, Cllr Barker or Cllr Almgill to authorise the payments. Cllr Almgill Proposed and Cllr Duthie Seconded. All approved.

c) Appointment of Internal Auditor.

Cllr Almgill proposed we appoint Mrs S Zollman as Internal Auditor. Cllr Duthie Seconded. All approved.

d) Community Fund Payments.

Cllr George asked for it to be noted that monies raised by the Community Fund are vetted by at least 2 members of the Committee, before paid into the Council Funds and prior to any Payments being made. Let it be recorded that payment to Councillor Barker from the fund has been authorised by Jo George and Margaret Barnes

65.25 Other comments/Matters for next Agenda

a) Cllr George reported that she holds the Ducklington Parish Council log in for the Parish Community Group Facebook Page. It was discussed and agreed that should Cllr George have any doubt on posting articles considered to be of interest to Parishioners she could contact the Clerk, Chair or vice Chair before posting.

b) Cllr Dunston asked if our request for Funeral payments were being observed. Cllr Duthie confirmed the current situation.

51.25 Date of Next Meeting: Parish Meeting, Wednesday 4 Junel 2025 - 7.30 pm,
Village Hall.

The meeting closed at 8.57 pm.

Signeddated.....2025
Chairman