

**Drayton Parish Council**  
**Minutes of the Parish Council Meeting of**  
**Drayton Parish Council, Held on Monday 7<sup>th</sup> April 2008 at 7.45pm**  
**At the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON**

**Present:** Mr Scharf, Mrs Parker, Mr Webber, Mr Butler, Mrs Pooley, Mrs Seaman.

**44/08. APOLOGIES FOR ABSENCE**

Apologies had been received from Mrs Morrison.

**45/08. DECLARATIONS OF INTEREST**

No interests were declared.

**46/08. MINUTES OF THE PARISH COUNCIL MEETING OF 3<sup>RD</sup> MARCH 2008.**

The Minutes were agreed and signed with following amendments:

33/08. Mr Scharf mentioned that up to 6 people can live in a building being run as a care home and wouldn't need planning permission as it could still be classed as a household.

33/08. **Action** – The Clerk to contact OCC to find out who owns the left side of the verge along Steventon Road and if highways whether it would be repaired.

33/08.

<i>Price Band</i>	<i>Drayton Residents</i>	<i>Non Residents</i>
W < 120m	£5.00	£7.50
X 121 to 190m	£7.50	£11.25
Y 191 to <u>280m</u> (approx. old whole plot size)	£10.00	£15.00

(The change being made to price band Y, 191 to 280m – instead of 300m).

35/08. Mr Scharf mentioned that a local resident had asked whether the concrete bags along the cycle track to Abingdon, which had been replaced with white plastic bags, could soon be put right so they looked the same as the rest.

36/08. (158/07) The Draft Agreement between the PC and Drayton Football Club had been changed to relate to the VHRGC who would be considering these proposals. The Football Club would be invited to future meetings of the Village Hall & Recreation Ground Committee.

36/08. (15/08) Mrs Pooley reported that she had received a telephone call from Mrs Crick of East Way to say that Mr Sumner had visited the area very recently.

**47/08. MATTERS ARISING**

- **31/05 Deeds reconstruction** – The Clerk had yet to obtain the information concerning Lyford Close play area.
- **40/06 Topple testing** – Deferred until the next meeting.
- **129/07 HGV's using bridleway** – The Clerk had written to OCC, via the County Councillors, to say that the PC would be prepared to pay for a bollard to be installed at the Lock Way end of Kiln Lane. **Action** – The Clerk to chase the reply.
- **8/08 Vandalism to bus shelters** – **Action** – Mr Webber to chase Mr Foster for a reply.
- **21/08 Parking in Halls Close** – The Clerk had written to Mr Sayce, following the last meeting, to say that the PC would be looking further into this issue. After careful consideration the PC decided that there wasn't anything further they could do. **Action** – The Clerk to draft a further letter to Mr Sayce which Mr Scharf would check first.
- **33/08 Verge along Steventon Road** – The Clerk had written to OCC Highways, then subsequently spoken with Mr John Bowman, regarding the issue of who is responsible for the maintenance and grass cutting of the Steventon Road verge on the eastern side, between East Way and the Green. Mr Bowman had confirmed that OCC Highways are responsible for the grass cutting and maintenance of the verge between East Way and the High Street, with the exception of the wide verge on the junction which is the PC's. **Action** – The Clerk to check with Mandy Bell when the grass verge damaged along Steventon Road would be repaired.
- **35/08 Reinstatement of concrete bags along cycle track** – The Clerk had written to and received a reply from Mr Turner, OCC Highways, to say that the replaced sand bags do look out of place and that he would investigate the possibility of them being replaced with something more appropriate.

- **37/08 Draft Donation Request Document** – Mr Butler had amended the document, following last month's meeting. **Action** – Mr Butler to write a short item for the Drayton Chronicle concerning grants/donations.
- **38/08 32a High Street** – The Clerk had written to Mr Rodger Hood at the Vale concerning the committee resolution. Mr Scharf read out the reply from Mr Hood, which apologised for the oversight of the conditions in relation to the height of the proposed dwelling and obscure glazing to the roof lights, suggested by the Development Control Committee, not being attached to the final decision notice. He also stated that the approved plans showed the height of the proposed dwelling in relation to the neighbouring property and a condition was attached requiring the roof light facing this neighbour to have a sill height of at least 1.7m above floor level. The Enforcement Team have visited the site to check measurements. Mr Hood further added that he does not consider that the omission of these suggested conditions has resulted in any material harm in planning terms to the neighbouring property.
- **38/08 Policy for trees** – Deferred until the next meeting.
- **39/08 Policy for fly posting/village noticeboards** – Deferred until after the next meeting. Mr Scharf said that the new planning committee should look at this issue.

#### 48/08. FINANCE/ADMINISTRATION COMMITTEE BUSINESS

All invoices, payments and receipts had been checked by Mr Butler, prior to the cheques being signed.

##### A Payments

M Sellwood	Clerk's salary	£532.30
Inland Revenue	Tax & NI	£42.76
M Sellwood	Clerk's expenses (Includes RSA payment for April-June of £50)	£104.01 (£4.82 VAT)
Steve Sharpe	March caretaker/grass cutting	} £859.70 Caretaker - £409.70 Grass cutting - £450.00
Custodian Charities	Standing Order	£50.50
Orchard Street Furniture	New bench for Sutton Wick Lane	£475.88 (£70.88 VAT)
Thames Water	Water for cemetery/allotments	£8.95
Copycat	Photocopying February/March	£30.67 (£4.57 VAT)

##### S137 payment

Millennium Green Trust	Grant/donation for 2007/2008	£1500.00
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##### B Receipts

Allianz Cornhill	Insurance claim for Sutton Wick Lane bench	£261.60
HM Revenue	VAT claim paid by BACS 16/10/07-18/2/08	£260.24
Drayton Brownies	Fundraising contribution for new litter bin	£170.00
Caudwell	Water for horses, paddock beyond burial ground	£5.00
Abingdon Stone & Marble	New memorial – Purbrick	£40.00
Abingdon Stone & Marble	New memorial – Absalom	£40.00
Edward Carter	3 <sup>rd</sup> interment plot 150 (Buckell)	£40.00
National Savings	Interest for 2007 – 2008	£1,356.32

##### C Other business

- **Grass cutting – Action** – The Clerk to check with Steve that the invoice submitted was correct in relation to the grass cutting for March.
- **S137 payment to the Millennium Green Trust** – Mr Scharf proposed that the MGT be awarded £1500.00. Mrs Pooley seconded this proposal. **Decision** – All agreed that the MGT be awarded £1500.00.
- **S137 grant/donation request from HomeStart** – The document was still in circulation.
- **Draft Financial Regulations** – Deferred until updated pension information received from OCC.
- **Draft Donation Request Document** – The document had been updated and circulated to all PC members prior to the meeting.
- **Risk Assessment for the financial year 2007/2008** – The document had been circulated to all PC members prior to the meeting. Mr Butler proposed that the document be agreed and signed. This was seconded by Mrs Pooley. **Decision** – It was agreed that the document should now be signed off, which Mr Scharf did. The Parish Council thanked Mr Butler for all his hard work in drawing up the document.
- **Annual inspection/schedule of assets** – Members of the PC had carried out the annual inspection. The Clerk had updated the schedule of assets to reflect this and distributed a copy to each councillor.

- **Insurance renewal notice** – The insurance renewal was due on 1<sup>st</sup> June and the Clerk passed the notice and policy booklet to Mr Butler for his consideration.

#### 49/08. PLANNING COMMITTEE BUSINESS

NO	ADDRESS	DETAILS	PARISH	DISTRICT
4/08 DRA/20065/1	57 HILLIAT FIELDS	DEMOL. OF EXISTING GARAGE. CONSTRUCTN OF A DOUBLE GARAGE & CONSERVATORY TO SIDE OF PROPERTY.	NO OBJ – to consider closeness of dropkerb to corner. Leave on safety grnds	PER
6/08 DRA/20428	2 GRAVEL LANE	DEMOLITION OF EXISTING CONSERVATORY. ERECTION OF A SINGLE STOREY REAR EXTENSION.	NO OBJ	PER
7/08 DRA/2395/16	GILBOURNS FARMHOUSE, 155 DRAYTON ROAD	ALTERATIONS TO EXISTING DWELLING INCLUDING ADDITION OF PORCH	NO OBJ	PER
8/08 DRA/2395/17-LB	GILBOURNS FARMHOUSE	ALTERATIONS TO EXISTING DWELLING INCLUDING ADD TO PORCH	NO OBJ	PER
9/08 DRA/14549/1	222 STEVENTON ROAD	DEMOLITION OF EXISTING CONSERVATORY & ERECTION OF 2 STOREY REAR EXTENSION.	NO OBJ	PER
10/08 DRA/8104/1	11 SUTTON WICK LANE	ERECTION OF SINGLE STOREY SIDE & REAR EXTENSIONS & ERECTION OF A FIRST FLOOR REAR EXTENSION.	NO OBJ	

#### 50/08. LEISURE & GENERAL PURPOSES WORKING GROUP

- **Village caretaker** – The Clerk reported on the village caretaker’s work for March. Steve and Ron had also included a monthly inspection report for the play area and BMX track.
- **Drayton Youth Zone** – Mrs Parker reported that the Youth Zone continues to do well, however more volunteers would be most welcome. The young persons workshop took place on Saturday 29<sup>th</sup> March and was well attended. The DAMASCUS Project would be following up on the workshop.
- **Allotments** – The allotment warden had emailed Mr Scharf concerning a couple of issues. Firstly, that a Drayton resident allotment tenant had let a neighbour help her with her plot and had put a dividing line across it. The allotment warden had enquired whether she would like to have the plot permanently split with her sharer but she decided no. The tenant wasn’t keen in supplying the warden with her sharers details. **Decision** – The PC decided that if this situation goes on for more than a year then the sharer would have to be classed as an allotment tenant and the PC would require the person’s information.  
The second issue was concerning the beech hedge, between the allotments and the church yard. Josie Midwinter had been in touch with the allotment warden to say that the Church would like the whole of the beech hedges cut and had received a quote of £200 for the work, which could be split and the PC would need to pay £68. Mr Butler proposed that the PC accept the quote and are prepared to pay £68 under S137 towards the work. Mr Webber seconded this proposal. **Decision** – The PC would pay £68 towards the work.

#### 51/08. RIGHTS OF WAY & CONSERVATION GROUP

- Mrs Pooley had requested that OCC put a hold on the signs, however as it was the PC’s fault the new sign was incorrectly named Mrs Pooley asked the Councillors if it would be acceptable for her to order another sign. **Decision** – All agreed for Mrs Pooley to order the sign. The sign for Frogmore Tree would stay as it is and it was suggested that the new Rights of Way & Conservation Group could meet in the future to arrange to ask for a new tree to be planted near the site of the sign.  
Mrs Pooley said that Mr Caudwell had now reinstated the footpaths, following the autumn ploughing. **Action** – A letter of thanks to be sent to Mr Caudwell. Mrs Pooley would forward the letter to the Clerk to send.

The Love Lane sign had been removed and it's whereabouts were unknown. **Action** – Mrs Pooley to telephone Gary (DAMASCUS Project) and ask if it was possible for the youth to make a replacement sign.

**52/08. CORRESPONDENCE – to be noted**

Clerks & Councils Direct  
Local Channel  
OALC

OCC  
OPFA  
ORCC  
Oxfordshire Partnership  
SEERA

March 2008  
Websites for Parish Councils  
Review of 2003 Standing Orders &  
Chairmanship (NALC document)  
CAG Newsletter  
Various seminars  
Calor Villages of the Year Competition 2008  
Briefings  
Regional Housing Strategy 2008-2011

**53/08. ANY OTHER BUSINESS**

- Mrs Parker gave the Clerk a receipt for food bought for those who helped re-paint the village hall. Mrs Parker to be reimbursed at the next meeting.
- Mrs Pooley requested that when people are replying to one person's email this isn't forwarded to all Councillors unnecessarily.
- Agenda item for next month – making a feature of old pumps and signs in the village.

**54/08. The date of the next meeting was confirmed as the ANNUAL PARISH MEETING on MONDAY 12TH MAY at 7PM, in the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON.**