

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 2nd June 2008 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Mr Scharf, Mrs Parker, Mr Webber, Mrs Pooley, Councillor Mike Badcock, Mr Butler, Mrs Morris, Mrs Morrison, Mrs Seaman.

75/08. APOLOGIES FOR ABSENCE

Councillor Mike Badcock gave apologies from Councillor Marilyn Badcock.

76/08. DECLARATIONS OF INTEREST

No interests were declared.

77/08. PUBLIC PARTICIPATION

Police Community Support Officers Chris Cochrane and Emma Chavagnon attended the meeting. PCSO Chris Cochrane explained that Drayton and Sutton Courtenay would be getting their own PCSO's from next week. Mrs Parker took the opportunity to invite the PCSO's to the Community Day in July. Mr Webber said a big thank you to the police and the PCSO's for all their hard work. He said that the public's perception of crime is actually much greater than actual crime statistics.

2 members of the public were in attendance; Ian Law of Corneville Road and June Messenger from Steventon Road. Both had attended the meeting as they were interested in affordable housing in the village. **Action** – Affordable housing to be added to the next PC meeting agenda.

Mr Webber proposed that a survey should be carried out to see if there is sufficient need in the village for affordable housing. **Action** – Mr Webber, Mr Scharf and other interested parties would arrange to meet to discuss the issue further.

78/08. MINUTES OF THE ANNUAL PARISH MEETING OF 12TH MAY 2008

The Annual Parish Meeting Minutes were agreed and signed with the following addition to 57/08: Of the 3000 people who attended the consultation in Abingdon, 60% agreed with the proposals, 20% of people were neither for nor against and the remaining 20% disagreed with the proposals. The survey did not include the detail of the proposal. The scheme then went ahead with the backing of the District, Town, County Councils and general public.

79/08. NEWS FROM COUNTY COUNCILLOR

Councillor Badcock reported that the Highways Agency has now withdrawn its objections to there being a southern bound access road onto the A34 at Lodge Hill. However, the issue now would be funding such a project. Councillor Badcock also mentioned that a report concerning the Abingdon Integrated Transport Scheme (AbITS) had been completed and would be out on Wednesday 4th June. The open meeting was due to take place on 9th June.

80/08. LAND AT MANOR FARM

Mr Scharf was still waiting for Mr Knight to return his telephone call.

81/08. MATTERS ARISING

40/06 Topple testing for headstones – Mrs Parker had carried out a count of the headstones. **Action** – The Clerk to contact Josie Midwinter then try to obtain 3 quotes for the topple testing.

109/07 SW Lane Flooding – Councillor Badcock said that he had looked at the area following the heavy rain last weekend and that it looked no worse than anywhere else in the village. Councillor Badcock had tried to contact Highways to find out what was going on concerning the drains in Sutton Wick Lane, but the person he needed to speak was on holiday. Item c'fwd. Mr Scharf said that Brian Webb had also informed the PC that the drain was blocked going into Abingdon. **Action** – Mr Scharf to contact Mr Beacroft to let him know what's happening with this issue.

129/07 HGV's using bridleway – Councillor Badcock was waiting to hear back from OCC Highways concerning this issue. Item c'fwd.

8/08 Vandalism to bus shelters – Mr Webber said that a new street light would be installed on the post facing the post office. There was still the possibility that a new street light and post would be installed by the bus shelter near Vickery's.

33/08 Verge along Steventon Road – Councillor Badcock was waiting to hear back from OCC Highways concerning this issue. Item c’ fwd.

37/08 Grants/donations from the PC – Item carried forward.

38/08 Policy for fly posting/village noticeboards - Mr Webber had checked and the issue of fly posting comes under the planning department at the Vale and fly tipping is dealt with by environmental health. The County Council has written to all Parish Councils to find out if they wish to have the responsibility of dealing with fly posting themselves. However, the District Council still wishes to sort out the fly posting in the parishes. Mrs Parker suggested that the PC writes to the District Council to request that it allows notices to be displayed advertising the Community Day. Mr Scharf said that all PC members should look at the Vale’s Draft Enforcement Policy, in particular item number 6, small number 4. **Action** – The Clerk to draft a brief reply to the Vale concerning the Enforcement Policy.

Action – Mrs Morrison to convene a meeting of the Planning Committee to discuss a Parish Council policy for the noticeboards.

50/08 Beech hedges in burial ground – The Clerk had checked with Josie Midwinter when the work to cut back the hedges would be completed. Josie had said that Julian Cook had to put the work on hold due to birds nesting in the hedges.

63/08. RAP Group Representative – Mr Scharf had attended the recent RAP group meeting and had informed the group that he would not be doing so again.

APA11 Play/recreation facilities in the village – Item c’ fwd.

APA11 Low flying helicopters – The Clerk had contacted the Ministry Of Defence and had received back a brochure and letter which would be passed onto Mr Scharf.

70/08 Bins at BMX track – Mrs Parker reported that the village caretaker was still trying to obtain a key to fit the bin. The older, broken bin would be removed.

70/08. Hedge at rear of 38 Steventon Road – **Action** – Clerk to contact the Vale Housing Association as members of the PC have looked at the hedge, but believe it to be the VHA’s responsibility.

71/08. Kissing gates on footpath towards golf course – Mrs Pooley had contacted Mark Sumner again to say that the PC are prepared to pay for 2 of the kissing gates.

71/08. Vale’s Community Tree Planting Policy – Mrs Morris had spoken with the tree planting officer at the Vale, who said that they would be happy to come and meet with some of the Councillors to do a site visit and survey and then give advice on tree planting. **Action** – Mrs Morris to contact the Vale again to request a copy of the Tree Preservation Order (TPO) map. Mrs Morris and Mrs Pooley to liaise about convening a meeting with the Vale.

71/08. Wildflower meadow on the Millennium Green – Item c’ fwd.

72/08. Thames Water Exhibition, 15th May – Mr Scharf, Mrs Pooley and Mrs Parker had attended.

82/08. 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	£539.93	
Inland Revenue	Tax & NI	£56.38	
M Sellwood	Expenses	£50.11 (incl. VAT £4.84)	
Steve Sharpe	May caretaker	£240.00	} £690.00
	May grasscutting	£450.00	
Copycat Services	Photocopying May 2008	£28.34 (incl. VAT £4.22)	

S137 payments

Rita Atkinson	Neighbourhood Action Group (hire of village hall for NAG5 meetings)	£60.00
Root & Branch	Donation towards new kitchen	£75.00

B Other business

- **Finance Committee Meeting** – 7pm on 2nd June.
 - The Finance Committee Meeting had been held prior to the main Parish Council Meeting and the accounts for 2007/2008 had been reviewed. The Finance Committee proposed that the Annual Return; Statement of Accounts and Annual Governance Statement be accepted. **Decision** – This was unanimously agreed and the Chairman and Clerk, Responsible Financial Officer, signed the accounts. The Parish Council answered ‘yes’ to all the items on the Annual Governance Statement.

- Mr Butler spoke about the money that the Parish Council has in reserves and urged everyone to think of any upcoming projects some of the money could be used for.
- Mr Butler reported that the Draft Financial Regulations were still on hold as the Parish Council was waiting for a reply from Oxfordshire County Council, Pensions Department, concerning any charges relating to the Actuary.
- Mr Butler reminded members of the Committees and Working Groups to check their actions on the Risk Assessment document, to be undertaken during the next 6 – 9 months.
- **Next Finance Committee Meeting** – To be held prior to the main PC meeting, at 7pm on Monday 1st September.

- **Donation requests S137 – HomeStart – Action** – The Clerk to contact HomeStart as the original paperwork had been mislaid.

Neighbourhood Action Group (NAG5) – The Finance Committee were in agreement that the NAG should be awarded a donation of £60.00. Mr Webber proposed that the NAG be awarded £60.00 and that the Clerk, when sending the cheque, should ask for an update on NAG's progress. **Decision** – All agreed.

Root & Branch – The project had requested between £50 - £100 as a donation towards a new kitchen. Mr Butler proposed that the project should be awarded £75. Mr Scharf seconded this proposal. **Decision** – All agreed to award Root & Branch £75.00.

- **Draft Financial Regulations** – Carried forward.
- **Cleansing grant for 2008/2009** – The Clerk had received notification from the Vale that the PC had been awarded a grant of £600.00 for the year. However, the Vale had also confirmed that the Cleansing Grant would be phased out over the next 2 years and would no longer be available from April 2010 onwards. **Action** – Item to be carried forward to the appropriate budget setting meeting.
- **Funding for the Community Day** – Mr Webber and Mrs Parker declared an interest in the organising of the Community Day. Mr Butler proposed that the Parish Council should award a donation of £600.00 towards the cost of the Community Day. Mrs Pooley seconded this proposal. **Decision** – All agreed that £600.00 should be awarded, when requested.
- **Deputy on Finance Committee** – The Clerk had received advice from the OALC concerning this matter and was informed that any council considering using substitute members would have to have a formal procedure in place and would probably be advised to appoint substitute members for each committee at the same time as it appoints the regular members. Any practical arrangements a council comes to should be contained in their Standing Orders. **Action** – Mr Butler to look over the Standing Orders document.

83/08. PLANNING COMMITTEE BUSINESS

NO	ADDRESS	DETAILS	PARISH	DISTRICT
11/08 DRA/20481	8 HIGH STREET	DEMOL. OF GRND FLR EXTENS & CHIMNEY ERECTION OF 2 STRY EXTEN. & CONVRSN OF ROOF SPACE TO CREATE 2 BEDS. INSTALL OF 2 VELUX WINDOWS & 2 DORMER WINDOWS IN ROOF.	OBJ	Dev. Comm. Meeting 2 nd June
13/08 DRA/17512/1	40 LOCKWAY	ERECTION OF A SINGLE STOREY SIDE EXTENSION.	NO OBJ	PER
14/08 DRA/6169/6 (AMENDMENT TO DRA/6169/5)	85 ABINGDON ROAD	ERECTION OF A NEW DWELLING WITH CONSERVATORY.	NO OBJ – concerns raised re. increased height of building.	WITH-DRAWN
15/08 DRA/4744/7	38 CHURCH LANE	PROPOSED REAR EXTENSION & ALTERATIONS	NO OBJ – concerns raised re. energy efficiency.	
16/08 DRA/20511	42 STEVENTON ROAD	ERECTION OF A 2 STOREY FRONT EXTEN. TO CREATE A PORCH & LARGER 1 ST	NO OBJ	

		FLR BEDRM, INSERTION OF A BAY WINDOW AT THE FRONT OF THE PROPERTY, SINGLE STOREY REAR EXTENSION.		
17/08 DRA/7757/1	28 BINNING CLOSE	ERECTION OF A SINGLE STOREY REAR CONSERVATORY.	NO OBJ – concern raised re. proximity of conservatory to boundary fence	
18/08 DRA/20524	3 MEADS CLOSE	ERECTION OF A SINGLE STOREY REAR EXTENSION.	NO OBJ	
19/08 DRA/17884/2	31 ABINGDON ROAD	ERECTION OF REAR AND FIRST FLOOR EXTENSIONS.	NO OBJ	
20/08 DRA/5680/3	32A HIGH STREET	ERECTION OF A GARAGE.	OBJ	
21/08 DRA/10313/2	83 HIGH STREET	SINGLE STOREY SIDE & REAR EXTENS. & 2 STOREY REAR EXTEN. ALTERATIONS TO FRONT TO INCREASE ROOF HEIGHT. DETCHD DBLE GARGE TO FRONT OF PROPERTY.	OBJ	
22/08 DRA/16508/2	51 SUTTON WICK LANE	PROPOSED NEW ROOF TO ACCOMMODATE 2 BEDROOMS & STUDY ERECTION OF A GROUND FLOOR EXTENSION.		

B. Planning Consultation Questionnaire.

Mr Scharf said that the document had little relevance to the PC, but advised those interested to view it and to make a personal contribution if necessary.

84/08. LEISURE & GENERAL PURPOSES WORKING GROUP

- **Village caretaker** – The Clerk reported on the village caretaker’s work for the month. The plaque for the new bin in the play area had been ordered and a charge of £23.50 would be included on next month’s invoice. Mr Sharpe had requested that some extra hours would need to be worked to clear the damage caused by the wind last weekend. Mrs Pooley would speak with Steve or Ron about this. The Clerk had spoken with Ron as he had requested that the PC pay him an extra £20 per month to cut additional areas of grass in Sutton Wick Lane. The areas in question are outside of the flats owned by Mr Caudwell. It was previously thought that the PC had no responsibility for these areas, but Mr Scharf had since found out that the areas are common land and therefore the responsibility of the Parish Council. Mr Butler proposed, and Mrs Parker seconded, that the PC pay the extra £20 per month during the grass cutting season for these areas to be mown. **Decision** – All agreed. **Action** – The Clerk was requested to write to Mr Caudwell.
- **Calor Villages of the Year Competition** – Mr Webber and Mrs Pooley had looked through the form and were of the opinion that the PC shouldn’t enter the competition this year, but work hard during the year and enter the competition next year. Mr Scharf had agreed with their decision. Mr Webber spoke about the PC having a website and that this could be investigated further at the Community Day. Having a Parish Plan was discussed and Mrs Parker mentioned that if the PC wishes to obtain funding for this from the ORCC then they would need to have 2 members of the PC on a Parish Plan Committee. **Action** – Mrs Pooley to mention this item in the report for the Chronicle. The Clerk to add this to the next agenda.
- **Allotments** – The Clerk had received a couple of queries from Mrs Butler, allotment warden. What should be done when a person refuses to give their telephone number on their agreement form? **Decision** – It was agreed that there wasn’t really anything the PC could do about this.

Secondly, would someone's daughter be able to take over their plot or would this be considered queue jumping?
Decision – It was agreed that there should be no right of succession where allotment plot rental was concerned. The person should be advised that their daughter must be placed on the waiting list, which is only open to Drayton residents. Next year's agreement form should include this information.

85/08. RIGHTS OF WAY & CONSERVATION GROUP

- A meeting had been arranged by Mark Sumner, OCC, concerning East Way. The meeting would be held on Thursday 5th June at 3.30pm in the Day Centre.
- Mrs Pooley reported that the fir and holly trees at 17 High Street have not been cut back and are still overhanging the footpath. **Action** – The Clerk to write again to the owners.

86/08. CORRESPONDENCE – to be noted

Drayton Hall	Accounts for 2006-2008 Action – Mr Butler to look over the paperwork.
OCC Transport	Changes to the Grayline 'Abingdon' network Mr Scharf mentioned that the 35b coming back into the village from Abingdon in the evenings or on Sundays requires a transfer to Thames Travel. The 44 service no longer serves the village at all. Action – Mr Scharf to write up the transport changes for the Drayton Chronicle.
Thames Water	County Planning Matters Waste & Minerals Newsletter UTMRD Stage 1 Needs & Alternatives Consultation Action – Mr Scharf to draft a reply to TW concerning the Water Resources Management Plan, then email it round to all for comments. Item on next agenda.
VWHDC	Parish Cleansing Grant 2008/2009 Thames Water's Draft Water Resources Plan, meeting with the Vale on 21 st July, 6.30pm. Mrs Parker and Mr Scharf to attend.
VWHDC	Draft planning enforcement policy – comments by 30 th June.

87/08. ANY OTHER BUSINESS

- Mrs Pooley went to the recycling centre in the village yesterday, only to find that the 'escape route' had been blocked off with bollards. Mrs Pooley had contacted Mr John Cherry, OCC, about this and was told that he would sort it out asap.
- Mr Webber had received a telephone call concerning the length of the grass in Binning Close, however this is the County's responsibility.
- Mr Scharf would be attending the school and village fete on Saturday 7th June. The village choir were due to meet possibly for the last time, due to a lack of funding, this Sunday 8th June.

88/08. The date of the next meeting was confirmed as MONDAY 7TH JULY at 7.30PM, in the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON.