

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 7th July 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.

89/08. APOLOGIES FOR ABSENCE

Mrs Seaman. Councillor Mike Badcock gave apologies from Councillor Marilyn Badcock.

90/08. DECLARATIONS OF INTEREST

No interests were declared.

91/08. PUBLIC PARTICIPATION

No members of the public were present.

92/08. MINUTES OF THE PARISH COUNCIL MEETING OF 2ND JUNE 2008.

The Minutes were agreed and signed.

93/08. MINUTES OF THE FINANCE COMMITTEE MEETING OF 2ND JUNE 2008.

The Minutes were agreed and signed.

94/08. SUTTON COURTENAY INCINERATOR.

The Clerk had received by email from Sutton Courtenay PC, and circulated, a copy of the minutes of the meeting of parishes held on Monday 12th May. A further meeting was due to be held this evening, 7th July, to discuss the proposed incinerator.

Councillor Badcock said that the County Council were in agreement with the Vale of White Horse District Council that an incinerator was needed, so it looked highly likely the scheme to build one would go ahead. A member of the PC raised concerns that this would have an impact on the number of lorries travelling through Drayton. Councillor Badcock replied that this shouldn't be the case as the lorries are planned to access the site by the Didcot link road. Also a vast majority of the waste is transported to the landfill site by rail, especially waste from London.

95/08. NEWS FROM COUNTY COUNCILLOR.

- Councillor Badcock asked the PC if a survey had been carried out at the recent Community Day concerning Abits. Mrs Parker replied that it wasn't a survey, but just one of the items included in the Community Day Programme. Mr Scharf also confirmed that a survey hadn't been carried out.
- There was a vacancy for a school governor at Kingfisher School in Abingdon and the County Councillors would be very happy to recommend a Parish Councillor for this position, if any were interested. Cllr Badcock said that details could be found on the Web.
- Abits – a meeting was due to be held on 23rd July which would again look at the surveys carried out by the County Council and consultants.

96/08. MATTERS ARISING

40/06 Topple testing for headstones – The Clerk had contacted Josie Midwinter, who is interested in having the memorials in the Church Burial Ground topple tested. The Clerk had then contacted a company for a quotation for the topple testing, but was waiting to receive a reply.

109/07 SW Lane Flooding – Councillor Badcock had ascertained that Thames Water are responsible for the drain. **Action** – The Clerk to contact Thames Water.

129/07 HGV's using bridleway – The Clerk had received a reply by email from Mark Sumner, which had been circulated to all PC members, saying that current legislation does not allow OCC to authorise a bollard within the highway. **Action** – The Clerk to contact the County Solicitor to check on the current legislation and also to reply to Mr Harvey & Mrs Harvey thanking them for their concerns and assuring them that the PC are looking into the matter.

33/08 Verge along Steventon Road – A Parish Councillor said that a member of the public, who's son had parked on the verge and churned the grass up, had put down some grass seed and watered the area. Mrs Pooley reported that she had contacted OCC concerning some grass verges in the village they are responsible for cutting. Shortly afterwards OCC's contractors came to Drayton and cut back the long grass.

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

38/08 Policy for fly posting/village noticeboards - Mr Webber had checked with the Vale that it was acceptable to put up signs advertising the Community Day. The Vale had confirmed that this was alright to do as the event wasn't held to make a profit and the Parish Council were aware it was happening. **Action** – Mr Webber to check extent of delegation to Parishes before we develop our policy.

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

APA11 Low flying helicopters – Mr Harvey had kindly emailed the Clerk a log of incidents, including a photograph, when there were helicopters flying low over the village. Additionally, during the PC meeting, 2 Puma helicopters flew low through the village over the High Street. **Action** – The Clerk to contact the MOD and include the record of low flying. The Clerk to enquire whether their policy regarding low flying has changed since they last visited the PC, when an assurance was given that helicopters from Benson were instructed not to fly over the village, and invite them to attend a further meeting to explain to residents the policy.

70/08. Hedge at rear of 38 Steventon Road – Mr Scharf had met with Nora O'Malley, from the Vale Housing Association, who accepted responsibility for the overgrown hedge.

71/08. Vale's Community Tree Planting Policy – Mrs Pooley and Mrs Morris had met with Mr Reade, tree officer at the Vale, and looked at various trees around the village. Mr Reade confirmed that the tree outside Vickerys is OK for the time being. Mrs Pooley mentioned to Mr Reade that the PC were looking into the possibility of replacing the tree at Frogmore Tree. Mr Reade advised that if a new tree was planted by the PC it would need watering every 1-2 days for the next 18 months, so this wasn't really feasible. Mrs Pooley would mention this in the Chronicle report. A community woodland was also discussed with the tree officer, however this would require land and also numerous people to plant and water the trees. Mr Webber said the item should be included with any future discussions around land for play and recreation purposes.

Mrs Morris mentioned the trees in the front gardens of houses on the right-hand side of Steventon Road, under the bridge on the way to Steventon. **Action** – The Clerk to write to the Vale and ask that they look at the trees with the view to having a TPO placed on them. Mrs Pooley would speak again with Mr Caudwell concerning additional tree planting.

71/08. Wildflower meadow on the Millennium Green – Mrs Pooley had attended the Millennium Green Trust's AGM and had spoke with Mr Hamilton concerning a wildflower meadow on the Millennium Green. Mr Hamilton advised that wildflower seeds had been planted in the past, but the land was too fertile and they wouldn't take.

Mr Webber raised the issue of the grass not being mown short enough in the middle of the Millennium Green, which made it difficult for people to walk across it. **Action** – Mrs Pooley said that she would have a word with Gwen Price about this. Mr Scharf added that the path around the edge of the Millennium Green was in danger of disappearing as the grass cuttings hadn't been cleared away.

77/08. Affordable housing – Mr Scharf reported that a meeting had taken place at his house, where affordable housing was discussed. Mr Scharf distributed an information pack to each PC member. The Vale would print questionnaires regarding affordable housing for the village. Mr Butler asked what the definition of affordable housing is. Mr Scharf replied that it was housing which is rented or equity shared.

80/08. Land at Manor Farm – Mr Scharf had spoken with Mr Knight, at Cooke & Arkwright, who said that there was nothing to report as he hadn't received any further instructions from the Earl of Plymouth.

84/08. Villages of the Year Competition – It was previously decided that the PC wouldn't enter the competition this year, but use the year to sort out the issues where the village is lacking. Mr Scharf had arranged for Anton from ORCC to come and talk about village plans and a village website. He would be going to Mr Scharf's house on 14th July and all PC members were invited to attend. Mr Scharf would also try and ask a couple of volunteers who may be interested in setting up a village website to attend the meeting.

85/08. East Way meeting – 5th June 2008. Mrs Pooley said that a large number of people had attended the meeting with Mr Sumner last month. OCC have now put gravel down in some of the potholes in East Way, but haven't completed the improvements as it is still undecided who owns the land at the entrance to East Way, adjacent to the pavement. Matt Ball, from OCC, is looking into the issue to find out who is responsible. Mark Sumner said that he would get a costing for the residents of how much it would be to have sprayed chippings put down to improve the road.

85/08. Overhanging fir and holly trees, 17 High Street – The Clerk had written again to the resident at 17 High Street. Mrs Pooley had then contacted Mr Caudwell, who had arranged for the overhanging branches to be cut back. Mrs Pooley also mentioned the overgrown hedge outside of Ashby Engineering and the overgrown vegetation outside of 11 Hilliat Fields. **Action** – Mr Scharf would speak with the owner of the premises about the overgrown hedge. The Clerk to contact OCC Highways regarding the house in Hilliat Fields.

86/08. Drayton Hall accounts – Mr Butler had reviewed the accounts.

86/08. Thames Water's Draft Water Resources Plan – Mr Scharf and Mrs Parker were due to attend a meeting at the Vale on 21st July to be briefed on the District Council's position concerning the Plan. Mr Webber said that the Environment Agency have to announce their position concerning the Plan by mid-August. Mr Scharf said that the PC would need to submit a formal response to Thames Water on it's Draft Water Resource

Plan before the August PC meeting. **Action** – Mr Webber and Mr Scharf to draft a reply on the PC’s behalf and email round to all members within the next 2 weeks.

86/08. Changes to bus services – Mr Scharf said that the 35a bus service is now the 35b and 35c. Mr Scharf is in continuing correspondence with OCC Transport about why a premium bus route has been carved up and contracted to 2 different bus companies. **Action** – Mr Scharf to include an item in the Drayton Chronicle to explain what’s going on with the bus services. Mr Scharf would also contact County Councillor Roz Smith, the Shadow Member for Transport.

97/08. 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	£162.22 (incl. VAT £5.07)	
(Includes RSA of £50 for July, August & September)			
R Sharpe	June caretaker	£442.93	} £912.93
	June grasscutting	£470.00	
IRS Limited	New Cut Mill sign	£59.21 (incl. VAT £8.82)	
Thames Water	17/3 – 17 June 2008 for Allotments/cemetery	£34.89	
BR Consulting	Internal Audit for 2007/2008	£133.00	

S137 payments

Copycat Services	Community Day programmes	£280.00
Sutton Courtney	Neighbourhood Action Group	£36.00
Village Hall	(hire of village hall for NAG5 meetings)	
Melanie Parker	Reimbursement of costs for Community Day	£276.94

Receipts

Mr & Mrs Williams	Allotment rental access 08/09	£60.00
M & J Didcock	2 nd interment – V Head, plot 75.	£40.00
Mrs Anderson	Cremated remains – Huggins	£105.00
(time of burial, 6.30pm on 1 st July) Plot 9C		
VWHDC	Cleansing grant 2008/2009	£600.00
TSB Current a/c	Interest	£13.47

B Other business

- **Donation requests S137** – HomeStart – C’ fwd.
- **Returned cheque re. NAG5 meetings** – The cheque for £60, made payable to Rita Atkinson, had been returned and cancelled. An invoice for the hire of Sutton Courtenay Village Hall for the NAG5 meetings had been received by the Clerk and a cheque for £36.00 had been issued this evening.
- **Draft Financial Regulations** – The Clerk had received a reply from OCC Pensions, which had been copied to Mr Butler. The PC would need to pay between 15%-20% of the Clerk’s salary for a pension. The Clerk would be required to pay 5.5% into the pension scheme. **Action** – Mr Butler could now draft the PC’s Financial Regulations.
- **Funding for the Community Day** – The Community Day for 2009 would be added to the next agenda.
- **Quotes for work to Village Hall car park** – Item c’ fwd.
- **Risk Assessment obligations for 2008/2009** – Mr Butler reminded all members of working groups and committees to look at their obligations for this year.
- **1st quarter’s receipts and payments – updated spreadsheets.** The Clerk had circulated the spreadsheets to all PC members for their information. **Action** – Any comments to be made at the next PC meeting.
- **Clerk’s holiday** – Mrs Morris had kindly agreed to hold the burial book while the Clerk was away.
- **Internal audit of accounts for 2007/2008**

Further to the PC meeting of the 2nd June all relevant paperwork had been passed to the internal auditor and the Clerk provided a copy of his report to all the Councillors. Mr Butler went through the auditor’s recommendations:

- VAT on cheque 1657 hadn't been claim back. **Action** – Clerk to put this on next VAT claim.
- VAT on cheque 1670 – the PC couldn't claim this VAT back as the invoice/receipt was not made out to the Parish Council.
- Section 137 – The PC should check what the current limit for payments is under this statutory power. **Action** – The Clerk to contact OALC concerning this issue.
- Financial Regulations – The information from OCC Pensions had now been received and Mr Butler would be producing a draft document shortly.
- Risk Assessment. The PC to ensure this is undertaken on an annual basis.

98/08. 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 2nd June
15/08 DRA/4744/7	38 CHURCH LANE	PROPOSED REAR EXTENSION & ALTERATIONS	NO OBJ – concerns raised re. energy efficiency.	PER
16/08 DRA/20511	42 STEVENTON ROAD	ERECTION OF A 2 STOREY FRONT EXTEN. TO CREATE A PORCH & LARGER 1 ST FLR BEDRM, INSERTION OF A BAY WINDOW AT THE FRONT OF THE PROPERTY, SINGLE STOREY REAR EXTENSION.	NO OBJ	PER
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	PER
18/08 DRA/20524	3 MEADS CLOSE	ERECTION OF A SINGLE STOREY REAR EXTENSION.	NO OBJ	PER
19/08 DRA/17884/2	31 ABINGDON ROAD	ERECTION OF REAR AND FIRST FLOOR EXTENSIONS.	NO OBJ	PER
20/08 DRA/5680/3	32A HIGH STREET	ERECTION OF A GARAGE.	OBJ	Dev. Control Meeting on 14th July
21/08 DRA/10313/2	83 HIGH STREET	SINGLE STOREY SIDE & REAR EXTENS. & 2 STOREY REAR EXTEN. ALTERATIONS TO FRONT TO INCREASE ROOF HEIGHT. DETDCHD DBLE GARGE TO FRONT OF PROPERTY.	OBJ	Dev. Control Meeting on 14th July

22/08 DRA/16508/2	51 SUTTON WICK LANE	PROPOSED NEW ROOF TO ACCOMMODATE 2 BEDROOMS & STUDY ERECTION OF A GROUND FLOOR EXTENSION.	NO OBJ – req that consideration given to energy efficiency of large glass windows	PER
23/08 DRA/20481 AMENDED PLANS	8 HIGH STREET	DEMOL. OF EXISTING GRND FLOOR EXTENSIONS & CHIMNEY. EXTEN. TO REAR OF PROPERTY TO WIDEN SPAN & HEIGHT OF DWELLING & CONVRSN OF NEW ROOF SPACE TO CREATE 2 BEDS. ERECTION OF 2 STOREY & SINGLE STOREY REAR EXTENS. INSTALL OF 2 VELUX WINDOWS & 3 DORMER WINDOWS IN NEW ROOF.	OBJ	Dev. Comm. Meeting 23rd June PER
24/08 DRA/6765/6	UNITS 1 & 2 MARCHAM ROAD	DEMOL. OF EXISTING WORKS BUILDING & REDEV. TO PROVIDE 4 DWELLINGS & CLASS B1 UNIT INCLUDING PARKING & ACCESS.	NO OBJ – concerns re. no. of parking spaces does not appear sufficient. Suggest energy saving measures be incorp. into new buildings.	PER
25/08 DRA/14248/3-X	LAND ADJACENT TO 2A HILLIAT FIELDS	ERECTION OF A SINGLE STOREY DWELLING (OUTLINE)	OBJ	REFUSED
26/08 DRA/445/31	DRAYTON MILL	ERECTION OF 2 DETACHED DWELLINGS (EAST PADDOCK).	OBJ	
27/08 DRA/14126/25-LB	STONEHILL HOUSE	TO REMOVE REDUNDANT BRICK & TIMBER PARTITION IN CELLAR TO PROVIDE SPACE FOR WOOD PELLET BOILER.	NO OBJ	

99/08. LEISURE & GENERAL PURPOSES WORKING GROUP

- Village caretaker** – The Clerk reported on the village caretaker’s work for the month. The Clerk had been requested to ask the caretaker to include the dates on the report of when the grass cutting was done. The additional £20 for cutting areas in Sutton Wick Lane had been included on the caretaker’s invoice. The extra 10 hours, agreed last month, for cutting back the hedges and ivy trees on the footpaths hadn’t yet been done, so would be included next month. Mr Scharf mentioned that he had spoken with Ron Sharpe about the dispute between neighbours in SW Lane over the grass cutting there. **Action** – Mr Scharf to meet up with Ron and discuss this further.
Mrs Pooley suggested that Steve Sharpe separates out work on ROW in his financial claim each month, so that it doesn’t appear that ROW never uses its budget. **Action** – The Clerk to contact Steve about this.

- **Drayton Village Hall & Recreation Ground Committee Meeting on 2nd July** – Item c’fwd.
- **Allotments** – Mr Butler requested that a L&GP Committee Meeting was arranged to discuss the allotments. **Action** – Mrs Parker to organise this.
- **Burial Ground** – The Clerk had raised a concern that the plots in the burial ground for cremated remains are getting ever closer to the burial plots. **Decision** – It was agreed that the plots for ashes should stop at number 10 and then a second row for cremated remains would be put behind the first row. The Clerk was waiting to hear from Josie Midwinter when the remainder of the hedge in the burial ground would be cut back.

100/08. RIGHTS OF WAY & CONSERVATION GROUP

- Mrs Pooley had been in touch with Steve and Ron Sharpe, who had now cleared away the fallen trees behind Haywards Farm.
- Mrs Pooley had received a number of complaints regarding the East Way bridleway. Ron Sharpe had started to clear away the overgrown branches etc. and the County Council had come along and finished the job, as it is their responsibility to look after the area.
- Mrs Pooley had spoken to Mark Sumner to find out who the owner of footpath 20 is and was advised that it belonged to Mr Webb. Mrs Pooley had tried to speak with Mr Webb about the footpath, but he had been quite offensive. Mrs Pooley had emailed Mark Sumner, for him to contact Mr Webb direct.
- Mrs Pooley had attended the AGM of the Millennium Green Trust. The Corneville Trust had donated £1850 towards the renovation of the sun dial on the Millennium Green. Mr Hamilton had enquired when the MGT needs to submit an application form for a grant/donation from the Parish Council. **Action** – The Clerk to contact Mr Hamilton.
- Mrs Pooley requested that ROW was sometimes higher up on the agenda. **Action** – The Clerk to move ROW before planning on the next agenda.

101/08. CORRESPONDENCE – to be noted

Clerks & Councils Direct	July 2008
DAMASCUS Project	AGM on Tuesday 8 th July, Sutton Courtenay Village Hall, 7.30pm
Local Council Review	
OCC	Road Safety News Highways Annual Report Countryside Services Annual Report 2007-2008
OCC/VWHDC	Local Council Liaison Event – 5 th November, 6-9pm, Wantage Civic Hall
ORCC	Spring/Summer 2008 Review
SEERA	Review of Sub-Regional Allocation of Primary Land-Won Aggregates in the South East – Consultation Paper
SEERA	The South East Regional Sustainability Framework
Sutton Courtenay PC	Meeting on 12 th May – proposed incinerator
Thames Valley Police	Invite to event on 21 st July 2008 at Oxford Belfry Hotel

102/08. ANY OTHER BUSINESS

There was no other business for discussion.

103/08. The date of the next meeting was confirmed as MONDAY 4TH AUGUST at 7.30PM, in the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON.