

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 1st September 2008 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

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

117/08. APOLOGIES FOR ABSENCE

Mrs Seaman, Mrs Morrison and Mr Webber.

118/08. DECLARATIONS OF INTEREST

No interests were declared.

119/08. PUBLIC PARTICIPATION

2 residents of 37 Sutton Wick Lane attended the meeting to address the issue of planning permission concerning 35 Sutton Wick Lane. Plans submitted to the Vale in June/July 2007 had been withdrawn. The plans had been submitted again later in the year, but are still believed to be inaccurate. The members of the public had received a letter from the Vale's planning department last week informing them that the plans would shortly be sent out again to the Parish Council and also to give local residents a chance to comment on them. The residents have many objections to the development and have requested that officers from the Planning Enforcement Department come out to visit the building, but each time they've been told that there is nothing wrong with what's being built. Mr Scharf said that it would be very helpful if the Parish Council's Planning Committee met on site and discussed the application, once it is received from the Vale. Mrs Pooley proposed, and Mrs Parker seconded the proposal, that the PC should write to the Vale concerning the planning application. **Action** – Mr Scharf to draft a letter to the Vale's Planning Department.

120/08. MINUTES OF THE PARISH COUNCIL MEETING OF 4TH AUGUST 2008.

The Minutes were agreed and signed with the following amendments: APA/11 Low flying helicopters – The Clerk to contact Flt. Lt. Powell again and arrange a meeting for local residents to attend, where the RAF would explain more about the need for flying over the village.

115/08 Mrs Pooley and Mrs Morris and Mrs Parker attended the DAMASCUS AGM, which they thought was really excellent.

The Clerk to contact the Chair of the DAMASCUS Project and thank them for inviting the PC to attend their AGM and note the potential for them to attend to make a presentation.

121/08. NEWS FROM COUNTY COUNCILLOR.

- Councillor Badcock reported that he was due to meet with OCC Highways, concerning HGV's using the Kiln Lane bridleway on Thursday 4th September.
- Councillor Badcock was also due to attend a meeting with the Environment Agency on 2nd September.
- A drains surveillance van had been seen inspecting the drains near Sutton Wick Lane, which would hopefully lead to positive action on the blocked drains there.
- Councillor Badcock had spoken with Thames Valley Police regarding vehicles speeding down the High Street in Drayton. The majority of the speeding takes place by vehicles on their way out of the village, which makes it difficult to justify the expense of having a third vehicle activated sign installed. **Action** – The Clerk was requested to write to Councillor Badcock on the PC's behalf to request that a third sign is installed at the entrance to Drayton on the road from Sutton Courtenay.
- A survey concerning the proposed reservoir would shortly be distributed to local residents.
- The County Council is currently undertaking a public consultation on having more 20mph zones around schools in the County.

122/08. MATTERS ARISING

40/06 Topple testing for headstones – Mr Scharf explained the situation concerning memorials in the Parish Burial Ground. The Clerk had contacted both the PC's insurance company and the Institute of Cemetery and Crematorium Management. Their advice had been circulated to all PC members. Mr Scharf proposed, and Mrs Parker seconded the proposal, for the Clerk to write to Mr Peter Cline asking him to carry out the topple testing. **Action** – The Clerk to write to Peter and provide him with a copy of the guidelines on memorial safety, issued by the ICCM, and also request that he provides the PC with a copy of his findings. Once these are received Mr Scharf would draw up a proposal for the PC on what the next steps should be.

109/07 SW Lane Flooding – Mentioned in Councillor Badcock’s report.

129/07 HGV’s using bridleway – Councillor Badcock to meet with OCC Highways later this week.

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

38/08 Policy for fly posting/village noticeboards - Item carried forward.

APA11 Play/recreation facilities in the village – Mr Scharf reported that Mr Webber is deferring action on this item until he has spoken with Mr Caudwell regarding the availability of land in the village for recreational use.

APA11 Low flying helicopters – A meeting for local residents with the RAF is planned to take place on Monday 29th September at 7.30pm in the Day Centre.

71/08. Tree protection – The Clerk had written to Mr George Reade at the Vale and was awaiting a reply.

84/08. Villages of the Year Competition – Mr Scharf had looked at websites for Radley and Blewbury. **Action** – Mr Scharf to speak to Radley about their website.

86/08. Changes to bus services – Action – Mr Scharf to chase the County Council for a reply in order to include some information in the next issue of the Chronicle.

113/08. List of work from Drayton Village Hall & Recreation Ground Committee – The various options for resurfacing the village hall car park were discussed. As an immediate and necessary measure potholes in the car park needed filling in. Mr Butler proposed that the quote from Redlime for £900 + vat be accepted for patching the car park area. This proposal was seconded by Mr Scharf. **Action** – The Clerk to contact Redlime to arrange for the work to be carried out. The Clerk to also contact the Village Hall & Recreation Ground Committee to let them know when the work is likely to be carried out.

It was agreed that the other proposed work would be discussed at the November Finance Committee Meeting. This would include the car park extension, lighting, marking out and resurfacing of the whole area. Mr Scharf urged PC members to inspect the area prior to the budget setting meeting in November.

Mrs Parker mentioned the possible extension to the football pavilion, to include a covered hard standing area with seating. **Action** – Item to be added to the next agenda.

The Village Hall & Recreation Ground Committee had also requested that the hedges surrounding the recreation field needed to be cut back. **Action** – The Clerk to inform the Committee that the PC are happy with this request and ask them to organise a contractor to cut back the hedge, then let the PC know how much this will cost so that the PC can make a contribution towards the work.

115/08. Shrub on burial ground plot – Mrs Morris mentioned that the shrub had been pruned back again. **Action** – The Clerk had yet to visit the archive office and look at the records to see why it had been agreed that a shrub could be planted on a burial plot.

Mrs Morris had received a complaint from a member of the public that some ivy was growing up a yew tree and strangling it in the burial ground. As there aren’t any yew trees in the Parish Burial Ground, this was believed to be the responsibility of the church.

115/08. Affordable housing/housing needs survey form – Mr Scharf reported that Mr Webber, as District Councillor, was in the process of putting together a housing needs survey form which would be distributed to local residents.

123/08. 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	£54.02 (incl. VAT £4.94)	
R Sharpe	August caretaker	£353.92	} £823.92
	August grasscutting	£470.00	
VWHDC	Dog bins April-June ’08	£341.09 (incl. VAT £50.80)	
Copycat Services	Photocopying August ’08	£24.39 (incl. VAT £3.63)	

Receipts

HM Revenue & Customs	VAT claim 19/2-5/7/08	£472.51
Manning	Interment – Matthew Manning Plot 10C	£50.00

B Other business

- **S137 – Millennium Green Trust** – The MGT had applied for a grant totalling £1132.00, made up of £650 for the refurbishment of the sundial, £200 for a plaque to explain how the sundial would work and a further

£282 towards the grass cutting of the Millennium Green. Mrs Pooley declared an interest in the plans for the refurbishment of the sundial, as her husband had designed the gnomon. The various parts of the donation application were discussed at some length. Mrs Parker proposed that 50% of the grant should be paid. The proposal was seconded by Mrs Morris, but as no other members were in agreement, the motion was not carried. As a clear decision on how much the donation should be for could not be reached, Mr Butler proposed that the item should be carried forward to the next meeting so that more councillors could express their views on the matter. Mrs Parker seconded this proposal. **Action** – The donation request would be included on the next agenda and in the meantime each Councillor present would email around a summary of their views on the grant claim.

- **Quotes for work to the Village Hall Car Park** – Mr Scharf thanked Mrs Parker for all her hard work in speaking with contractors and arranging for quotes to be sent in.
- **Finance Committee Meeting, 1st September @ 7pm**
 - All Councillors had received copies of updated financial spreadsheets from the Clerk. These had been discussed at the finance meeting earlier. Expenditure was on target for the budgeted amounts, with the exception of grants and donations which was less than anticipated.
 - Draft Financial Regulations – Mr Butler to amend the regulations to allow the Clerk to become a signatory for the cheques and then bring a further formalised copy to the next PC meeting.
 - Financial Risk Assessment - Mr Butler mentioned that one action, which was required on the Risk Assessment Analysis to review that the PC had adequate insurance cover, had been overlooked. A question arose as to who was responsible for accidents/public liability insurance in the village hall car park. **Action** – The Clerk to forward a copy of the Village Hall Agreement to Mr Hornsby and ask him to look into the matter on the PC’s behalf. Mr Butler also mentioned the Council Activities section on the Risk Assessment, where an action was required to ‘improve the budget’. It was discussed and agreed that there isn’t really anything further the PC can do to improve the budget. The PC is on track this year to hold quarterly budget monitoring meetings. It was also discussed that the Clerk should ensure allotment rents collected are checked by the Chair of the L&G Purposes Working Group.
 - Community Day 2009 – carried forward to next PC meeting.
- **Review of burial ground fees** – The Clerk had distributed a table comparing the burial ground fees for the Parish Burial Ground, with those of other local PC burial grounds. The fees were discussed in some detail. Mrs Parker proposed that there should be no change to the PC burial ground’s fees. Mr Scharf seconded the proposal. **Decision** – All agreed that the fees should remain unchanged at the present time.

124/08. RIGHTS OF WAY & CONSERVATION WORKING GROUP

- OCC had been out to cut back the overgrown vegetation between Gypsy Lane and Oday Hill. BW29 had also been cut back.
- Mrs Pooley had replaced some of the way marks.
- Mrs Pooley had asked OCC to install the sign posts at either end of bridleway 29.
- Following the last PC meeting, Mrs Pooley went to look at the Millennium Green and found there was a lot of broken glass in the centre of the sundial. This had now been cleared up by the village caretaker.

125/08. PLANNING COMMITTEE BUSINESS

NO	ADDRESS	DETAILS	PARISH	DISTRICT
26/08 DRA/445/31	DRAYTON MILL	ERECTION OF 2 DETACHED DWELLINGS (EAST PADDOCK).	OBJ	Dev. Control Meeting on 26/8/08
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	
28/08 DRA/19940/2-CA	73 HIGH STREET	DEMOLITION OF EXISTING CHALET BUNGALOW.	NO OBJ	PER
29/08 DRA/16643/4	WALNUT COTTAGE, ABINGDON ROAD	PROPOSED INTERNAL ALTERATIONS & 2 NEW OBSCURED REAR DORMERS.		

30/08 WORKS TO TREES	DRAYTON VICARAGE, 8 GRAVEL LANE	VARIOUS WORKS.	NO OBJ	PER
31/08 WORK TO TREE	MAGPIE COTTAGE, HIGH STREET	WORK TO FELL ONE CUPRESS.	NO OBJ	PER
32/08 DRA/20619	5 HIGH STREET	PROPOSED RE-BUILD & ENLARGEMENT OF PORCH WITH UTILITY ROOM TO INCLUDE DISABLED TOILET & ERECTION OF A CONSERVATORY.	NO OBJ	
33/08 DRA/6169/7	85 ABINGDON ROAD	ERECTION OF 2 STOREY BUNGALOW.	OBJ	

B. Planning application for 85 Abingdon Road – Mr Scharf had received a telephone call from Mr Dix, concerning the PC objecting to this planning application. **Action** – Mr Scharf to call Mr Dix to explain that the PC had discussed the application and wouldn't be changing their decision of objecting to the application.

126/08. LEISURE & GENERAL PURPOSES WORKING GROUP

- **Village caretaker** – The Clerk reported on the village caretaker's work for the month. Mr Scharf had yet to speak with Ron Sharpe about the grass cutting in Sutton Wick Lane.
- **L&G Purposes Working Group meeting** – A village meeting would be held to discuss the allotment policy and waiting list on Monday 8th September at 7.30pm in the Day Centre. Mrs Parker to Chair the meeting.
- The Clerk had received an email from Josie Midwinter informing the PC that there is damage to the kerb stones on the edge of the road opposite the church gate. **Action** – The Clerk to inform OCC Highways and copy the letter to Councillor Badcock.
- Mrs Pooley requested that the Clerk contact the village caretaker and ask him to cut back the bushes in Halls Close.

127/08. CORRESPONDENCE – to be noted

NALC

Local Council Review – September 2008

Thomas Eggar

Paperwork from Richard Hornsby concerning the land swap at The Village Green – Mr Scharf had now signed two affidavits for the 'land swap' on The Green to take place. These had been sent to the County Council, via Burgess Salmon.

VWHDC

Letter to the Secretary of State for the Environment, Food & Rural Affairs & a copy of the Vale's submission on Thames Water's Draft Water Resources Management Plan

128/08. ANY OTHER BUSINESS

- The Clerk had been contacted by Mr Malcolm Peters, from the Environment Agency, about attending a PC meeting to provide a briefing on Thames Water's proposed reservoir. Mr Peters would come along at 7pm, prior to the main PC meeting, on Monday 6th October.
- Mrs Morris gave her apologies for the October PC meeting.
- Mrs Pooley would be stepping down as the PC's reporter for the Chronicle next year. Mrs Morris would be acting as Mrs Pooley's deputy for the remainder of the year.
- Mrs Parker mentioned the 'Adopt a Kiosk' programme being run by BT, following their consultation through the VWHDC earlier in the year to remove red phone boxes. The Clerk to check on the current situation.

129/08. The date of future meetings were confirmed as MONDAY 8TH SEPTEMBER @ 7.30PM – Meeting concerning allotments. MONDAY 29TH SEPTEMBER @ 7.30PM – Meeting with RAF concerning helicopters flying over the village.

The next MAIN PARISH COUNCIL MEETING would be held at 7PM, with the Environment Agency briefing from 7-7.30PM, followed by the monthly PARISH COUNCIL MEETING, on MONDAY 6TH OCTOBER.

All meetings to take place in the CAUDWELL DAY CENTRE, GRAVEL LANE, DRAYTON.