

Drayton Parish Council

Minutes of the Annual Parish Meeting of Drayton Parish Council, Held on Monday 11th May 2009 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Mr Scharf, Mrs Morrison, Mr Williams, Mr Webber, Mrs Pooley, Mr Butler, Mrs Morris, Mrs Hind, Mr Cook, Councillors Mike & Marilyn Badcock (arrived @ 8.05pm)

56/09. APOLOGIES FOR ABSENCE

Apologies had been received from Mr Wright.

57/09. DECLARATIONS OF INTEREST

No interests were declared.

58/09. CO-OPTED PARISH COUNCILLORS

Mrs Pooley proposed, and Mr Scharf seconded, that Mrs Gill Hind, Mr Andrew Wright, Mr Julian Cook and Mr Richard Williams, be co-opted onto the Parish Council. **Decision** – All present were in agreement. Mrs Hind, Mr Cook and Mr Williams then signed the ‘Declaration of Acceptance of Office’ register. (Mr Wright would be asked to sign at the next meeting). All new Co-opted Councillors had already received a copy of ‘The Good Councillors Guide’, The Code of Conduct and an induction pack. Mr Cook gave the Clerk his signed Members’ Interests form. The other co-opted Councillors had yet to return their signed forms to the Clerk.

59/09. ELECTION OF CHAIRMAN FOR THE YEAR 2009/2010.

Mr Webber and Mrs Hind proposed, and Mrs Pooley seconded, that Mr Scharf be elected as Chairman for the year.

Decision – All agreed and Mr Scharf accepted the position as Chairman.

60/09. ELECTION OF VICE CHAIRMAN FOR THE YEAR 2009/2010.

Mrs Hind and Mr Williams proposed, and Mrs Pooley seconded, that Mrs Morrison be elected as Vice Chairman for the year. **Decision** – All agreed and Mrs Morrison accepted the position as Vice Chairman.

61/09. PUBLIC PARTICIPATION

Mr Andrew Beacroft, from Sutton Wick Lane, attended the meeting to talk about the grass areas of common land in Sutton Wick Lane. The grass had been cut by the previous caretaker, after the PC agreed that it was responsible for the common land areas. Mr Beacroft wanted to know if the new caretaker would be prepared to cut the areas of grass. Mr Scharf confirmed that the PC is the registered holder of the common land in Sutton Wick Lane.

Mr Cook then declared an interest, but didn’t leave the room. Mr Scharf asked Mr Cook if he would be willing to cut the areas of grass in Sutton Wick Lane. Mr Cook said that he was happy to cut these areas while he was out cutting the other areas and that he wouldn’t charge extra for doing so. Mrs Morris proposed and Mrs Pooley seconded that Mr Cook should cut the areas of common land in Sutton Wick Lane. **Decision** – All agreed. Mr Scharf thanked Mr Beacroft for attending the meeting.

62/09. APPOINTMENT OF COMMITTEES/REPRESENTATIVES FOR 2009/2010.

FINANCE: R Butler (Chairman), H Morrison, J Pooley , D Scharf

PLANNING: H Morrison (Chairman), J Pooley, D Scharf , J Cook and R Williams

WORKING GROUPS

LEISURE & GENERAL

PURPOSES: ? (Chairman), D Scharf, R Butler, R Webber, G Hind and (provisionally) A Wright

RIGHTS OF WAY &: J Pooley (Chairman), D Scharf, J Pooley, J Cook and R Williams

CONSERVATION

REPRESENTATIVES

Mrs C King

Drayton Almshouses

D Scharf

Public Transport Liaison

R Webber

Drayton Hall & Recreation Ground Management Committee

Mrs C King

Drayton Charities (nominated Trustee)

Mrs M Watts	Drayton Charities (nominated Trustee)
J Pooley	Drayton Chronicle contributor (until October '09, then Mr R Williams)
J Pooley	Millennium Green Trust (nominated Trustee)
J Pooley	DAMASCUS Project
R Webber	Neighbourhood Action Group (NAG)

There was no current representative for Drayton Primary School.

It was agreed that the Leisure and General Purposes Working Group should meet. The main items on the agenda would be to decide upon who would be Chairman, to set out a job description for the Group and to discuss the memorial inspections. **Action** – The Clerk to email around the Councillors to set a date for the meeting.

Mrs Pooley agreed to be the PC's representative for the Millennium Green Trust and provisionally for the DAMASCUS Project, as it was thought that Mr Wight may be interested in taking this on.

County Councillors Mike and Marilyn Badcock arrived at the meeting.

63/09. NEWS FROM COUNTY COUNCILLORS

- Proposed incinerator – the Councillors reported that the results from the Safety Executive and Environment Agency had yet to be received by the County Council. Councillor Marilyn Badcock said that she was happy to take any letters and comments from local residents on board. Mr Scharf said that the PC would like to be re-consulted about the proposed incinerator once the results were back.
- HGV's using bridleway – Mr Scharf reported that he had inspected the bridleway earlier in the day and, due to the width, it would require at least 4 bollards to prevent lorries driving down it. Councillor Badcock said that he had spoken with the police concerning the issue of HGV's using the bridleway, but there hadn't been any recent reports of problems. **Action** – Mr Webber offered to speak with the County Council's Countryside officers and also the ROW department and report back to the PC.
- Premium Route bus service – Mr Scharf said that Drayton would possibly be benefiting from the X2 bus and that the next real time bus stop signs should be installed at the village centre bus stops by the summer.
- Speed signs – Councillor Mike Badcock said that he had spoken with the police recently and they had told him they didn't believe there was a need for a third speed activated warning sign at the end of the High Street. The County Councillors have written to the police to dispute this.

64/09. STANDING ORDERS.

The Standing Orders, July 2003, as recommended by the National Association of Local Councils were adopted unanimously.

65/09. MINUTES OF THE ANNUAL PARISH ASSEMBLY OF 6TH APRIL 2009.

An amendment was made to item number 8, final paragraph to read: Two 13/14 year old girls, Laura and Jasmine, spoke very well voicing their concerns that there weren't enough activities in the village for young people. They gave several ideas of activities for young people and were happy to be involved in setting them up. The minutes were then agreed by Council and signed by Mrs Morrison.

MINUTES OF THE PARISH COUNCIL MEETING OF 6TH APRIL 2009.

An amendment was made to 50/09 to read: A stretch of hedge along FP 11 has been removed by the owner of the adjacent garden. George Reade said that the owner is entitled to do this and to plant whatever he/she chooses or to erect a fence. The minutes were then agreed by Council and signed by Mrs Morrison.

66/09. MATTERS ARISING

40/06 Topple testing: The topple testing had taken place on Tuesday 5th May and IMI had produced a report detailing the findings. A number of headstones required immediate attention and others would need sorting out within 6 months. Stickers had been put on the headstones which were found to be unsafe. One headstone, which had been found to be very dangerous, was laid down. **Action** – The Clerk to contact the next of kin to let them know they would need to make the memorials safe. The Clerk to also make another sign, which would be displayed on the burial ground gates, to say that the memorials had recently been inspected and as some had found to be unsafe special care should be taken when visiting the area. For further information to contact the Clerk. The Clerk to also write to BRAMM notifying them that the inspections had been carried out and to request that they ensure their members' comply with the guidelines. The Clerk to have a copy of the inspection report and a copy of the advice from NALC photocopied for every Parish Councillor. Mrs Pooley would mention the inspections in the report for the Chronicle. The issue would also need to be discussed at the L&GP Working Group meeting as the matter must be treated with urgency.

129/07 HGV's using bridleway: Discussed under minute 63/09.

APA 11: Play/recreation facilities: Deferred.

165/08 Replacement of Village Hall doors: The Clerk had received further quotes from the Treasurer of Drayton Village Hall for the replacement doors. Drayton Village Hall Committee were requesting that the PC pay £1437.50 towards the total cost of £5750.00. Mrs Pooley proposed, and Mrs Morrison seconded, that the PC should donate £1437.50. **Decision** – All agreed that it was a very worthwhile project and would benefit the users of the Village Hall. The PC agreed to donate £1437.50. **Action** – The Clerk to write to the Treasurer.

165/08 PC/Village Hall agreement document: The Clerk had sent the letter to the solicitor on 16th April, but had yet to receive a reply. **Action** – The Clerk to chase the solicitor for a response.

10/09 Cutting back the hedge around the Village Hall carpark: **Action** – Mr Cook to speak with Brian Webb.

21/09 Annual payment to Custodian Charities: Mr Scharf still hadn't looked through the document.

40/09 Culham Open Evening on 22nd April: Mr Butler and Mrs Morrison attended and found the evening very interesting. About 100 people attended. Mrs Morrison said that there are 2 fusion reactors on the site, which carry out around 10 experiments a day. **Action** – The Clerk was asked to write to the centre and thank them for inviting the PC along to the Open Evening.

41/09 Community Day Committee: Mr Webber reported that there was a good number of people on the committee this year. A meeting of the committee was due to be held on 12th May.

41/09 Litter around the village: Mr Cook proposed, and Mrs Pooley seconded, that the PC should write to the VWHDC to say that the PC had noticed there was a lot of rubbish around the village after the weekly refuse collection. There was also a lot of broken glass left behind, which the recycling lorries don't pick up. The County Council should also be written to and asked if they would be willing to meet with PC members at Drayton tip to discuss the litter issue. **Action** – The Clerk to write to the County Council and VWHDC.

67/09. 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	£586.30
(includes increase to SCP 20 w.e.f. 1 st April 2009)		
Inland Revenue	NI & tax	£49.02
M Sellwood	Expenses	£156.49 (£13.81 VAT)

The Clerk had purchased a new printer/scanner/copier during the month. The expenditure had been agreed with Mr Butler and Mr Scharf.

Julian Cook	April caretaker - £344.50	TOTAL PAYMENT
	April grass cutting - £550.00	= £894.50
ORCC	Annual subs. 2009/2010	£20.00
Allianz Cornhill	Insurance for 2009/2010	£1005.34
Local Council Review	Annual subs. 2009/2010	£13.50
OALC	Annual subs. 2009/2010	£409.78 (£53.45 VAT)
Caudwell Day Centre	Room hire Nov '08-May '09	£81.00
Independent Memorial Inspections	Inspections & report	£1156.79 (£150.89 VAT)
S137 – Abingdon Alzheimer's	Grant/donation	£350.00
Drayton Wasps FC	Grant/donation	£300.00

Receipts

Allotment rents	2009-2010	£123.75
Abingdon Stone & Marble	Additional inscription – Turner	£25.00
Tonks Bros.	2 nd interment – Chambers (plot 56)	£40.00
National Savings & Investments	Interest for 2008/2009	£1161.55

B. OTHER BUSINESS

- **Finance Committee Meeting on 11th May 2009. End of year accounts for 2008/2009.**

The meeting had been held prior to the main PC meeting and the accounts for 2008/2009 were reviewed. Mr Butler said that the Parish Council would have underspent by £3,500.00 for the year 2008/2009. Less had been spent on Administration than was budgeted for. This was mainly due to no solicitors fees needing to be paid. There was also less spent on Leisure and General Purposes than expected. Mr Butler said that there would be a total carry forward of £38,447.92. Mr Butler verified the last 3 months bank statements and the statement received from National Savings to ensure that they agreed with the accounts. Mr Butler proposed, and Mrs

Morrison seconded that the Annual Return be accepted. **Decision** – This was unanimously agreed and the Chairman and Clerk, Responsible Financial Officer, signed the Annual Return. Mr Butler proposed, and Mr Webber seconded that the Statement of Accounts be accepted. **Decision** – This was unanimously agreed and the Chairman and Clerk, RFO, signed the Statement of Accounts. Mr Butler proposed, and Mr Williams seconded that the Annual Governance Statement be accepted. **Decision** – This was unanimously agreed and the Chairman and Clerk, RFO, signed the Annual Governance Statement. . The PC answered ‘yes’ to all the items on the Annual Governance Statement. The Clerk had produced a bank reconciliation sheet, notes to the Annual Return and a Receipts & Payments Account for the year, which both the Chairman and Clerk signed

Insurance cover - Mr Butler had looked through the renewal documents. The only change to the insurance cover for the next financial year was an increase to the fidelity guarantee cover, which would increase to £60k (as recommended by the auditor last year).

Risk Assessment - Mr Butler had completed the Risk Assessment document, which had been emailed to all Councillors to check. A couple of slight amendments had been made to the draft document. Mr Butler proposed and Mr Webber seconded that the amended document be accepted. **Decision** – All agreed. Mr Scharf signed the document.

AOB - The Clerk informed everyone that the National Savings book had been lost. The Clerk had sent it off to NS & I to add the interest for the year to the book, but the Clerk hadn't received the book back. The Clerk had telephoned NS & I, who were in the process of issuing a replacement book.

Allotment rents – Mr Butler gave the Clerk an envelope containing £245.00, which was checked by Mr Scharf.

S137 Grants/donations – Abingdon Alzheimer’s – the application was discussed. Mr Butler said that the Finance Committee proposed a donation of £350.00. Mr Cook seconded this proposal. **Decision** – It was agreed to donate £350.00 to the Abingdon Alzheimer’s Club. Drayton Wasps FC – the application was discussed. Mr Butler said that the Finance Committee proposed a donation of £300.00. Mr Cook seconded the proposal. **Decision** – It was agreed to donate £300.00 to Drayton Wasps Football Club.

68/09. PLANNING COMMITTEE BUSINESS

3/09 DRA/10104/2	212 STEVENTON ROAD	PROPOSED WIDENING OF DROPPED KERB.	NO OBJ	PER
4/09 DRA/6552/2	31 STEVENTON ROAD	PROPOSED ALTERATIONS TO INCREASE THE WIDTH OF THE EXISTING VEHICULAR ACCESS	NO OBJ	PER
5/09 DRA/19750/1	36 WHITEHORNS WAY	DEMOLITION OF EXISTING SINGLE STOREY GARAGE & UTILITY AREA. ERECTION OF 2 STOREY SIDE EXTEN. SINGLE STOREY REAR EXTEN. & NEW FRONT PORCH, WITH ASSOCIATED INTERNAL ALTERATIONS	NO OBJ	PER
6/09 DRA/14013/2	2 THE GREEN	ERECTION OF A DWELLING WITH PARKING & ALTERATIONS TO ACCESS (LAND AT 2 THE GREEN).	OBJ	

7/09 DRA/10949/5	LITTLE SMITHS FARM	ERECTION OF REPLACEMENT 3 BED DWELLING	NO OBJ	
8/09 DRA/20832	6 MARCHAM ROAD	DEMOL. OF EXISTING SINGLE STOREY REAR EXTEN. & CONSTRUCTION OF SINGLE STOREY REAR EXTEN. WITH CONVRTED LOFT SPACE TO EXISTING & PROPOSED ROOF SPACES WITH SMALL DORMER ROOF EXTENSIONS TO EXISTING ROOF.	NO OBJ	
9/09 DRA/3960/1	26 STEVENTON ROAD	ERECTION OF FIRST FLOOR EXTENSION ABOVE EXISTING GARAGE & 2 STOREY REAR EXTENSION.	NO OBJ	

B. Other business

Mr Scharf had received a call from Paul Caudwell regarding land in the village and suggested that the PC meet with him and other landowners. Mr Webber proposed that the PC's Planning Committee should first invite a representative from the VWHDC Planning Department to attend a PC meeting, further to the publication of the Strategic Housing Land Availability Assessment. **Action** – The Clerk to write to the Vale and invite a representative to attend the July PC meeting.

69/09. LEISURE & GENERAL PURPOSES WORKING GROUP

(i) Village caretaker – Mr Cook had completed an inspection sheet for the play area and bmx track. Mr Cook said that there was a dead tree in the burial ground and a silver birch tree near the post box in Sutton Wick Lane, which he would be happy to remove as part of his monthly caretaking duties. **Action** – Mr Scharf and Mr Butler to have a look at the trees in the first instance.

Mr Cook said that the noticeboard on the Village Green required some attention and that he would be happy to monitor the other noticeboards in the village to keep them tidy. He would also clean the bus shelters this week.

(ii) Calor Villages of the Year Competition – closing date 30th May 2009. **Action** – Mr Scharf would complete as much of the form as possible.

(iii) List of work from Drayton Village Hall & Recreation Ground Committee – Mr Cook asked about the hard standing area around the Village Hall. Mr Scharf mentioned that the PC is trying to find out from their solicitor what the PC's responsibilities are with regard to this. Also once the hedge had been cut back, then exactly how much hard standing area which could be used for car parking, would become clear.

70/09. RIGHTS OF WAY & CONSERVATION WORKING GROUP

- Mrs Pooley mentioned that Footpath 18 (from the east side of Sutton Wick Lane) which runs across the field to Gypsy Lane, had become impassable due to the broad beans growing so high in the field. **Action** – The Clerk to write to Paul Caudwell to request that the footpath is reinstated.
- Letter to Mark Sumner re FP 21. The Clerk had sent the letter to Mr Sumner on 16th April, but had yet to receive a reply. **Action** – The Clerk to chase Mr Sumner for a response.

71/09. CORRESPONDENCE – to be noted

Abingdon Stone & Marble

Memorial for David Strong

The Clerk had received a letter from Abingdon Stone & Marble, showing the proposed changes to the memorial of Mr Strong. The PC would not allow raised kerb stones in the Parish Burial Ground. **Action** – The Clerk to inform them of the PC's decision.

OCC Transport

Consultation on Premium Route & provision of bus shelters

Mr Scharf said that OCC would be happy to include an additional bus stop (under the A34 bridge, on the way out of the village), but the PC would have to adopt it. Mr Scharf proposed, and Mr Butler seconded, that the PC

should adopt the shelter once installed by OCC. **Decision** – All agreed. **Action** – The Clerk to write to John Hammond at OCC (copy the letter to Jan Penny) notifying them of the PC's decision.

Oxfordshire Highways	Street Lighting – <i>deferred until next PC meeting.</i>
Helping mark the Centenary of the North Berks Football League 1909 – 2009 – <i>deferred until next meeting.</i>	
Caudwell Day Centre	Accounts for 2008 – 2009 & notification of room hire increase in costs
OPFA	Spring 2009 Newsletter
VWHDC	Standards Committee Meeting on 28 th April 2009

Root & Branch	Tree Preservation Order – number 10 – <i>deferred until next meeting.</i>
Drayton Parish Charities	Thank you letter for donation/invite to Garden Open Day, 28 th June
	Letter from Mrs King, Clerk to the Trustees.

The Trustees of the Almshouses had asked that Mrs King write to the PC to make them aware that Mrs Gill Hind wouldn't be able to apply to become a Nominated Trustee of the almshouses as it would contravene Charity law if she were both a beneficiary and trustee of the charity. She would also need to declare an interest if any matter concerning the Drayton Almshouses, which includes the Robert Corneville Charity, is discussed at a PC meeting.

72/09. Any Other Business

- Mr Webber requested that the grass on the Village Green and the play area off Lyford Close be included on the next agenda.
- Mrs Pooley asked that a noticeboard for the young people be included on the next agenda.
- Mr Scharf mentioned that he had a copy of GARD's response to Thames Water's WRMP response for anybody still interested.

73/09. The date of the next meeting was confirmed as MONDAY 1ST JUNE at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.