

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 3rd August 2009 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Mr Scharf, Mr Williams, Mrs Pooley, Mr Butler, Mrs Morris, Mr Webber, Mr Cook, Councillors Mike & Marilyn Badcock

101/09. APOLOGIES FOR ABSENCE

Apologies had been received from Mrs Morrison and Mrs Hind.

102/09. DECLARATIONS OF INTEREST

Mr Scharf and Mr Webber declared an interest in the Drayton Twinning Society's grant application request.

103/09. PUBLIC PARTICIPATION

Mr & Mrs Fearnley, from the Drayton Twinning Society, attended the meeting to talk about the grant application request.

Mr Scharf and Mr Webber declared an interest and left the room. Mr Butler took over as Chair for this item.

Mr Fearnley apologised for the late submission to the Clerk of the grant application form. Mr Fearnley then went on to explain about this year's event, when 30 visitors from Lesparre would be coming. This would be the largest number of visitors so far. The donation request, for £1290.00, would be used for transporting the visitors from the airport to Oxford and back as well as for other coach trips during their stay.

Mr Butler explained that the request would be discussed further and voted on during the finance section of the main meeting.

Mr Scharf and Mr Webber then re-joined the meeting.

104/09. MINUTES OF THE PARISH COUNCIL MEETING ON 6th July 2009

The Minutes were agreed and signed with the following amendments: 90/09. For example, only areas that had special scientific and archaeological interest would be a constraint and not considered but all other constraints would be considered including flooding.

72/09. DS felt that the question of whether it was wasted space should be investigated and wanted to discuss it further next month.

95/09. Allotments/Church Yard – The L&GP meeting reported that the access footpath needs cutting back and cleared plus overhanging tree/bush needs to be cut back.

97/09. Vale can't recommend a contractor for the removal of asbestos but has sent a web address in an email to the Clerk.

105/09. NEWS FROM COUNTY COUNCILLORS

- Speed limits review of A & B roads in Oxfordshire – the County Councillors asked if the PC had any comments for them to take back to the County Council, with regards to the speed limits review. Mr Cook spoke about his concerns regarding the crossing on the Abingdon Road. He said that some motorists in the mornings are running the red light, which is a particular hazard during the school run. Mr Scharf added that the only way to resolve the matter was to have a camera installed on the top of the lights to catch the offending motorists. Mr Cook also mentioned that some Council contractors, whilst removing weeds from the path across the Village Green, had made the surface quite rough and it could be dangerous for older people using it. Councillor Marilyn Badcock said that they would take these comments on board and report back to the PC. Mr Scharf said that the speed which vehicles travel through the village should be looked at. Councillor Mike Badcock then spoke about the speed limits from Drayton through to Steventon and whether this should be a continuous 30mph speed limit. There was then some further discussion around having 20mph zones in the village and how this would be enforced. Mrs Morris suggested the possibility of having a lower speed limit near the crossing for the school and Mr Webber suggested having an additional crossing installed between Lockway and the A34 bridge.

Councillor Mike Badcock said that the South Oxfordshire review of roads would be coming up shortly.

- Cycle paths – at the last PC meeting the Parish Councillors were asked to look at the area of Abingdon along Drayton Road into which the cycle path feeds, for suggestions as to how this could be improved. Mrs Pooley said that, after you get to Preston Road, the cycle track gets quite disjointed. Mr Webber said that he felt the majority of cyclists would use the cycle path where it seems sensible, and use the footpath where it's not. Mr Scharf summed up that, as there was no consensus of opinion from members, cyclists would use the paths where it was sensible to.

The County Councillors then left the meeting.

105/09. MATTERS ARISING

40/06 Topple testing

The Clerk had received 2 quotations for making safe the unsafe memorials in the burial ground; one from Thomas Cakebread and the other from Abingdon Stone & Marble. Mr Scharf mentioned that Thomas Cakebread were able to offer a training course, which they had discussed with Julian, on how stones should be accepted into the cemetery and also how to test them. They would be contacting the Clerk again once a space on a training course becomes available.

There then followed much discussion about the quotations and how the PC should proceed. Mr Williams reminded members of the Justice of the Peace Report and that the PC should avoid taking draconian measures. Mrs Pooley proposed that the PC should send the contactable next of kin a further letter, with a tear off slip for them to complete and return to the Clerk, detailing whether or not they wish to have the memorial made safe themselves. Mr Williams seconded the motion. There then followed a vote on the proposal, but the motion was not carried as there were 3 votes against it.

Mr Cook said that the letter should give the next of kin a time limit to reply, but shouldn't mention any possibility that the PC would meet any costs. Mr Williams added that the PC may have to take responsibility for all the unsafe memorials, but that the PC must give the contactable next of kin the opportunity to pay for the work to be done themselves. Mr Williams then proposed a letter which would outline the situation. It is the next of kin's responsibility, as owners of the grave, to get the work done. The letter could give an estimate of the costs involved and would request that owners respond by a given date as to whether or not they would wish to get the work carried out themselves. The letter would also stipulate that if the owner hasn't contacted the PC by the deadline date, then the PC would have to take responsibility for the unsafe memorial.

Mrs Pooley seconded Mr Williams' proposal. Mr Williams' proposal was then put to the vote and 4 members were in favour. This resulted in the proposal being carried. **Action** – Mr Williams to draft a letter and circulate it amongst PC members for comment within the next 5 days.

At item from Finance/Admin Committee Business was then moved forward on the agenda for discussion.

106/09. S137 grant application request from the Drayton Twinning Society

Mr Butler took over as Chair of the meeting again, as Mr Scharf and Mr Webber had both declared an interest in this item.

The Society had requested £1290.00 towards transportation costs for the visitors from Lesparre this year. Mr Butler put forward the proposal to donate the full requested amount to the Society. Mrs Morris seconded the proposal. The proposal was then put to the vote. Members voted unanimously in favour of donating £1290.00 to the Drayton Twinning Society.

Mr Scharf and Mr Webber rejoined the meeting.

129/07 HGV's using bridleway

Deferred until members checked whether the bridleway appears as a road on Sat Navs.

APA 11: Play/recreation facilities Action – Mr Webber and Mr Scharf to meet with the Head of Legal Services at the VWHDC to discuss the compulsory purchase of land. For the benefit of the recently co-opted Councillors, Mr Scharf summarised the order of events of the compulsory purchase order of land in the 1970's. The PC approached Mr Binning about using some land for recreational use in 2008, but understand he isn't willing to give up the land voluntarily.

165/08 PC/Village Hall agreement document

Action not completed. Action carried forward – DS and a member of the LGPWG to go and see Ann Webb to discuss face to face.

10/09 Cutting back the hedge around the Village Hall car park Action – Mr Cook to speak with Brian. Mr Scharf to include this as an agenda item for the meeting with Ann Webb.

21/09 Annual payment to Custodian Charities Action carried forward – Mr Scharf had provided Mr Butler with the documents for him to investigate.

41/09 Litter around the village - Spillages from refuse collection vehicles – The Clerk had received a reply from the Waste Management Team at the Vale and had contacted them again, since the last PC meeting, to say that the problem of spillages from the collection vehicles are still occurring. The Waste Management Team have said that they require more specific information as to which roads are affected, so that they are able to trace which refuse collection teams are responsible. **Action** – The Councillors to keep a record of which roads are affected.

Drayton Recycling Centre – **Action** – Mr Scharf to draft a letter to Mr Pickard at OCC, who has now taken over from Mr Cherry, regarding the litter and site management issues.

50/09 Letter to Countryside Services – FP21 Action – The Clerk to write again and ask for a formal reply to the previous letter and point out that the Parish Council feels this is a potential danger, therefore, should be given a higher priority.

72/09 Lyford Close play area – Gill Hind had sent a note to Mr Scharf to say that she felt the area should be left as a BMX track, incase others wanted to use it as such. Mr Cook said that he had spoken with some of the local children about the areas use as a BMX track, but the children had said that they didn't think it was a very good track as many of the mounds were now disrupted and the area gets quite overgrown. Mr Webber suggested that the PC could get an expert to look at the area and see how it could be upgraded. Mr Scharf added that the PC wouldn't wish to spend a large amount of money on the area. **Action** – The Clerk to find out who would be an appropriate contact for advice.

72/09 Noticeboard for young people Action – Item carried forward. Mr Scharf had contacted Mr Gould, but in the absence of a reply, would contact him again.

86/09. Concrete marker posts on Village Green Action – The Clerk to chase Thames Water.

94/09. VWHDC – comments back by 8th July Mrs Morrison had returned the PC's comments to the Vale about the Draft Supplementary Planning Document.

95/09. Additional dog bin for Eastway – The Clerk had obtained a catalogue from Glasdon. A dog bin, similar to the one installed in Hilliat Fields, would cost £183. However, this wouldn't include the cost of having the dog bin installed. Mrs Pooley proposed that the PC should pay £183 for a new dog bin. The proposal was seconded by Mr Williams. The Clerk reminded members that there would be an ongoing cost for having the bin emptied by the Vale each week. **Action** – The Clerk to ask the Vale if they would be able to install the dog bin, or if not give advice if the PC is able to install it themselves. The Clerk to report back at the next meeting.

95/09. FP18 – The Clerk had written to Mr Caudwell. Mrs Pooley reported that the broad bean crop had now been cut back and the footpath was now clear.

95/09. Lych Gate War Memorial Fund – Mrs Morris gave the Clerk a copy of a letter, dated 8th February 1991, from Mr Mott to the Rev. Loveland, for the file. Mr Cook had now fixed the broken light in the Lych Gate.

99/09. Bus services – Mr Scharf spoke about the X2 service, which runs every 45 minutes. In the mornings it is helpful to transfer buses in Abingdon to another Express service to get in to Oxford. The management at Oxford Bus Services have said that customers aren't officially allowed to transfer buses in Abingdon, however the majority of the bus drivers are allowing customers to do so.

99/09. Letter to RAF – The Clerk had written to the RAF to offer the PC's condolences, following the recent light airplane crash.

107/09. 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 (includes x8 extra hours for June re. memorial testing)	Clerk's Salary	£638.43
Inland Revenue	NI & tax	£82.68
M Sellwood	Expenses	£67.67 (£4.27 VAT)
Julian Cook	July caretaker - £345.50	TOTAL PAYMENT
	July grass cutting - £550.00	= £895.50
VWHDC	Servicing of dog bins 1 st April – 30 th June 2009	£351.11 (£45.80 VAT)
S137 – Drayton Hall	Donation towards new doors	£1437.50
S137 – Drayton Twinning Society	Donation towards transport costs	£1290.00

Receipts

Set in Stone	Memorial – Walter Burgess (plot 190)	£40.00
Set in Stone	Memorial – John Baker (plot 203)	£40.00
Lloyds TSB Current a/c	Interest	£12.63
Mr & Mrs Haste	Allotments rental access 09/10	£60.00
Abingdon Stone & Marble	Memorial for R Hutt (plot 206)	£40.00
Abingdon Stone & Marble	Additional inscription (plot 56)	£25.00
Abingdon Stone & Marble	Memorial for P Fitton (plot 6C)	£40.00
Tonks Brothers	2 nd interment Griffin (plot 96)	£40.00

B. OTHER BUSINESS

• Donation requests S137

Community Day 2009 had requested £600 to assist with the costs of this year's event. The Finance Committee had agreed to propose the PC donate the full £600 requested. Mrs Morris seconded this proposal. All those who could vote were in favour of donating £600. However, the cheque couldn't be written out at the meeting as members weren't certain who to make the cheque payable to. **Action** – Carried forward.

Drayton Twinning Society the application had been discussed above, under minute ref. 106/09.

Drayton Hall the donation request had previously been agreed under minute ref. 165/08.

- **Additional Parish Cleansing Grant for 2009/2010** – The Clerk had been notified by the Vale that the PC had been awarded a grant of £300.00. This would be the last year the grant would be available.
- **Finance Committee Meeting – 3rd August @ 7pm**
Mr Butler went through the items discussed at the meeting, held prior to the main PC Meeting.

BUDGET & ACCOUNT ANALYSIS: APRIL – JULY 2009

The accounts were reviewed. Mr Butler proposed to move as much as possible of the £10k allocated in the budget for improvements to the Village Hall, from the Public Amenities/Open Spaces section to the Grants/Donations. The reason for this is that since the budget was set the PC have obtained advice from it's solicitor that it isn't directly responsible for the upkeep of the Village Hall. **Action** – The Clerk to check on the upper limit that the PC can give in grants and donations under S137 for this financial year and to include the item on the September main PC meeting agenda.

INTERNAL AUDIT OF ACCOUNTS FOR 2008/2009

• Annual review of the effectiveness of the internal audit

The auditor had provided a pro-forma for the PC to follow when carrying out this procedure. **Action** – Mr Butler to review the document, which would be discussed again at the next meeting.

• Books of accounts kept properly

The auditor picked up that there was a formula error on one of the accounts spreadsheets. **Action** – Mr Butler to investigate where the error occurred.

- **Accuracy of cashbooks to prime records**

The Clerk mentioned that she is now reclaiming VAT that the caretaker has incurred in his expenses, as advised by the auditor. The auditor mentioned the S137 limit of £2k per recipient in his report. However, the Clerk had previously contacted OALC about an upper limit and there advice was recorded in the December 2008 Minutes, under 162/08B. There is no absolute threshold that determines how much the PC can donate to one body, but the PC must ensure that the amount donated is reasonable and commensurate with the number of parishioners the donation will benefit. It should be recorded explicitly in the Minutes why the PC decided to donate a certain proportion of the S137 allowance for the year to a certain body.

- **Risk Assessment & Financial Regulations**

Both documents have now been completed.

- **Budget/precept**

The auditor noted that an amount in the budget for solicitors fees has now been included for 3 years, but only £14 has been allocated against the budget. Mr Butler explained that the PC have to include a figure for the fees as this could be needed at any time.

- **Income**

The auditor noted that the PC should review the burial ground fees annually. **Action** – Item to be included on the December agenda.

- **Payroll**

Nothing to mention from the auditor’s report.

- **Fixed assets/insurance & Fidelity Guarantee**

The Fidelity Guarantee has now been increased to £60k.

- **Bank reconciliation**

There was an error on the final statement as at 31 March 2009, which the Clerk would correct for next year.

- **Statement of accounts**

There were no amendments to these in the auditor’s report.

ANY OTHER BUSINESS

- Internal auditor for 2009/2010 – item to be included on the September PC meeting agenda.
- Financial Risk Assessment - item to be included on the September PC meeting agenda.
- The Clerk had received a donation request from the Drayton Twinning Society for £1290.00, which would be discussed at the main meeting.

108/09. RIGHTS OF WAY & CONSERVATION WORKING GROUP

- Mrs Pooley spoke the Millennium Green Trust AGM, which had recently taken place but to which the PC hadn’t been invited. Mr & Mrs Price had spoken with Mrs Pooley about the Millennium Green, which was looking overgrown and uncared for. Mr Webber said that he understood the problem was that the Trust was having difficulty in finding a decent contractor to carry out the work. It was agreed that Mrs Pooley could ask Mr Hamilton, on the PC’s behalf, if the Trust was having a problem getting the Green cut. **Action** – Mrs Pooley to contact Mr Hamilton.

109/09. PLANNING COMMITTEE BUSINESS

9/09 DRA/3960/1	26 STEVENTON ROAD	ERECTION OF FIRST FLOOR EXTENSION ABOVE EXISTING GARAGE & 2 STOREY REAR EXTENSION.	NO OBJ	
10/09 DRA/2395/18	GILBOURNS FARMHOUSE, 155 DRAYTON ROAD	PROPOSED 2 BAY CAR PORT WITH STORE OVER.	NO OBJ	PER
11/09 DRA/14713/1	27 ABINGDON ROAD	FIRST FLOOR SIDE EXTENSION & NEW PORCH	NO OBJ	PER
12/09 DRA/14126/26-LB	STONEHILL HOUSE, STONEHILL LANE	REMOVAL OF INTERNAL WALL TO ALTER BATHROOMS	NO OBJ	PER

13/09 DRA/8850/2	23 BINNING CLOSE	DEMOL. EXISTING REAR CONSERVATORY & ERECT SINGLE REAR EXTENSION. REPLACE FLAT ROOF ON EXISTING DORMER WITH PITCHED ROOF & REPLACE EXISTING VELUX WINDOW WITH PITCHED DORMER.	NO OBJ	
14/09 WORK TO TREES	GARDEN OF GOTHIC HOUSE	VARIOUS WORKS		

B. Training for Planning Course on 20th October 2009.

Action – The Clerk to arrange for Mr Williams to attend the training course.

110/09. LEISURE & GENERAL PURPOSES WORKING GROUP

- Village caretaker August recommendations – Mr Cook had no recommendations but said that he has young lad from the village helping him at the moment with the litter picking. Mr Cook has yet to fix the broken noticeboard on the Village Green.
- Allotment waiting list – Mr Butler proposed that there should be a meeting of the L&GP Working Group to discuss the waiting list. **Action** – Mr Butler to email around members to arrange a date for the meeting.
- Asbestos shed – The Clerk had supplied Mr Scharf with 3 local contractors who would be able to remove the asbestos panels. **Action** – Mr Scharf to contact the contractors.

111/09. CORRESPONDENCE – to be noted

Abingdon & VWH Branch Alzheimer's Society
Email received from Mr Beacroft

Summer 2009

Action – The Clerk to forward the details on to the County Councillors.

Helping mark the Centenary of the North Berks Football League

Mr Scharf read out the letter, received from the Football League, and asked members for suggestions of what the PC could do to help commemorate the Centenary. Mr Webber proposed that the PC could pay for a couple of tickets for football club members to attend the gala dinner. Mrs Morris suggested that the PC should ask the football club if they have any ideas of how the PC could assist. **Action** – Mr Scharf to speak to Glenn and find out what the FC feels the PC could do. Item carried forward to next agenda.

OPFA

Summer Newsletter 2009

ORCC

Affordable Housing Seminar 17th September
Action – Mr Butler to attend.

Oxfordshire County Council

Primary Capital Programme: locality reviews
Oxfordshire Highways Annual Report

112/09. Any Other Business

- Mr Scharf read out a letter he had received from Mr John Killick, regarding a survey of hedgerows suggested by the CPRE. **Action** – The Clerk to write back to Mr Killick to say how impressed the PC is with his progress and would agree to as much publicity as possible.
- Mrs Morris gave her apologies for the September meeting.
- Mrs Pooley mentioned that Alison Rooke, from the VWHDC, is now receiving the Chronicle by email.

113/09. The date of the next meeting was confirmed as MONDAY 7TH SEPTEMBER 2009 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.