

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 7th September 2009 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

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

114/09. APOLOGIES FOR ABSENCE

Apologies had been received from Mrs Morris and Mr Wright.

115/09. DECLARATIONS OF INTEREST

No interests were declared.

116/09. MINUTES OF THE PARISH COUNCIL MEETING ON 3rd August 2009

The Minutes were agreed and signed with the following amendment: 40/06. Mr Williams reminded members of the Ministry of Justice Report and that the PC should avoid taking draconian measures.

117/09. PUBLIC PARTICIPATION

4 members of the public attended the meeting. 2 members of the public, who currently had a coffee shop in Bampton near Witney, attended the meeting to speak about the possibility of opening a coffee shop in Drayton and were seeking the Parish Council's advice on suitable premises in the village.

118/09. RESERVOIR

Daniel Scharf reported that he had been approached by Nick Thompson on behalf of GARD. Mr Scharf had been corresponding with Defra about the choice of a public inquiry to resolve the differences between TWUL and the Environment Agency and others. He had also raised the possibility of the whole process being illegal due to the unequal resources making a fair hearing difficult, the compromised position of the EA, and most importantly the note in the Defra letter noting that the Reservoir would be the subject of National Policy Statement (therefore an application to the Infrastructure Planning Commission) that cannot be pre-judged by the decision on the WRMP. He said that GARD had invited him as an individual with planning experience to discuss the with the Counsel (Mr Crean) chosen by GARD and he had sent a copy of the Defra correspondence. As far as he understood the position of the PC, they would not object to him learning more about the process as we were in a position of not wanting to waste time on a process that appeared flawed and did not have the expertise or resources to challenge TWUL. This would be job for the district and county councils and the EA if they have the resources. Richard Webber expressed concerns about the ability of the Councils to put up there case at in inquiry where TWUL had unlimited funds to employ senior Counsel but reminded the PC that both the councils and the EA believed that the case for the reservoir was not proved. Mr Scharf said that the problem was to work out whether to present evidence about a reservoir that was now of uncertain size (and therefore of uncertain location) and at some time in the future.

119/09. NEWS FROM COUNTY COUNCILLORS

- The County Councillors spoke about parking restrictions on the Drayton Road, opposite the Hartwells Garage in Abingdon. There are double-yellow lines on the road and restrictions for loading and unloading between 7.30 – 9.30am and 4.30 – 6.30pm. However, the Councillors were asking the PC to support them with requesting that the loading and unloading restriction is extended to 3pm. All agreed that the PC should support this request. **Action** – The Clerk to write to Mr Hugh Jones at Oxfordshire County Council.
- Path across the Village Green – Councillor Marilyn Badcock apologised for not finding out about the gravel path.
- Crossing on the Abingdon Road – Councillor Mike Badcock said that he had spoken with Highways about the crossing, but they had said there isn't anything that they can do and that it was a matter for the police. **Action** – Councillor Badcock to find out who owns the cameras on top of traffic lights.
- Councillor Badcock informed the PC that South Oxfordshire would be meeting tomorrow night to discuss traffic issues.
- Bus stops in the village – Mr Scharf read out an email, received by the Clerk, from Mr Hammond OCC. The email was a reply to Mrs Penny regarding additional bus shelters in the village. Mr Hammond confirmed that he hoped the alteration to the stops in Steventon Road could be delivered in the first phase of the scheme, with construction work taking place later this year, or very early in 2010.
The County Councillors then left the meeting.

120/09. MATTERS ARISING

40/06 Topple testing

Following the last meeting, the Clerk had contacted the insurance company to clarify the situation with regards to the burial ground. The insurers confirmed that, as the PC is solely responsible for the maintenance of the burial ground, then the PC's legal liabilities arising out of the area will fall within the scope of the Public Liability section of the insurance policy. The insurers would expect the burial ground to be subject to a regular inspection and maintenance programme to ensure that the area is in good state of repair and suitable for public use. All inspections and maintenance should be recorded.

The maintenance of headstones and memorials would normally be the responsibility of the deceased's relatives and it would be their responsibility to ensure the safety of these items. However, as operators of the site the Council do have a responsibility to ensure that the area is safe and the items should be included within the inspection regime and appropriate action taken to ensure that the area is safe.

The insurers also confirmed that the Public Liability would not be affected if the PC took on the repairs, rather than laying the stone down. This would be the case where a relative could not be traced. The policy does not cover relatives suing the Council because work was done, but as long as the Parish Council keeps copies of the letters sent trying to track the relatives this would be sufficient.

The Clerk had also contacted the Ministry of Justice to enquire if the PC carried out the work to those memorials where a relative was unable to be traced, who would be responsible for the memorial in the future. The advice from Mr Brian Webb at the Ministry of Justice was that the memorial is always the responsibility of the deceased's relatives, even if the PC pay to have the memorial made safe.

Also following the last PC meeting Mr Williams had drafted a letter for the Clerk to send to the deceased's relatives, where a memorial was found to be unsafe. The letter was to be altered slightly, to reflect the advice received from the Ministry of Justice. After some discussion it was agreed to have a deadline date of the 30th October, by which time the relative should have returned the tear off slip to the Clerk advising what action, if any, the family would be taking. Or giving authorisation for the Parish Council to put in place remedial measures it considers appropriate.

Action – The Clerk to send the letter to the traced deceased's relatives for all those memorials found to be unsafe, including those that were non-urgent and required attention within 6 months.

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 - Mr Scharf and Mr Webber had met with Tim Treuhertz at the District Council to discuss the compulsory purchase of land for additional recreational facilities in the village. Mr Scharf said that, if the issue went to a public inquiry then it would have to be shown that alternative sights had been considered. Mr Scharf also mentioned the progress at Manor Farm, which may mean in the future that more land will be available for a recreational purpose. Mr Scharf added that the District Council is researching the 1976 process, but should the PC go down the public inquiry route again this would cost.

Mr Cook asked whether the PC knew how many people in the village want an additional recreational facility. Mr Webber mentioned the village questionnaire that was sent to every household in the village some time ago, but the response to the questionnaire was quite poor so it was difficult to say how many people would want an extra facility.

Mr Webber mentioned the Local Development Framework, which would be going back to Planning again. Mr Webber added that the issue of where in the Vale additional housing should be built had yet to be decided, although larger villages were being considered. The matter was complicated by the current state of the housing and building markets.

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 – Mr Butler said that he believed the annual payment to be a recoupment fee for funds for the Village Hall charity. The Clerk had contacted the bank about the payment, but was told that as the standing order was set up a number of years ago, it would be advisable to speak with a member of staff at the local branch in Abingdon. **Action** – The Clerk to go the bank in Abingdon. Mr Butler to investigate the matter further.

41/09 Litter around the village - Action not completed, carried forward – Mr Scharf to draft a letter to Mr Pickard at OCC, who has now taken over from Mr Cherry, regarding the site management issues.

50/09 Letter to Countryside Services – FP21 The Clerk had received a reply by email from Mr Sumner, who had contacted Highways to see if they would take on the issue as it involves highway verge. They have told him that they do not have any money at present to carry out the works. Mr Sumner would be talking with his line manager to find out if they could absorb any of the costs if they carried out the work themselves. Mr Sumner wanted to know from the PC why the issue was suddenly a danger. **Action** – The Clerk to reply to Mr Sumner that the main factors which have made the area dangerous is erosion, possibly caused by the last couple of years heavy rainfall.

72/09 Lyford Close play area – The Clerk distributed a copy of ‘BMX dirt jumps and trails’ received from the Oxfordshire Playing Fields Association. Mr Scharf mentioned that BMX tracks would be discussed at the OPFA’s AGM on 21st October at 7.30pm in Islip.

Mr Cook said that he is only contracted to cut the grass at Lyford Close once a month. **Action** – Mr Cook to include in a future report how much it would cost if he gave the area an additional cut each month.

72/09 Noticeboard for young people - Mr Scharf received an email back from Andrew Gould which said that he is currently busy with the lotto grant, but hoped to have time at the end of the summer to discuss a noticeboard.

86/09. Concrete marker posts on Village Green – Mr Cook reported that the posts had now been fixed. Mrs Pooley mentioned that there was a yellow hydrant marker, which had fallen over near Sutton Wick pond.

95/09. Additional dog bin for Eastway – The Clerk had contacted the Vale again. The cost of the dog bin would be £145 + Vat and £90 + Vat for installation. As the PC had already agreed to fund an additional bin, the only cost to be decided was the installation cost. Mr Cook proposed that the PC pay for the £90 installation cost. This proposal was seconded by Mrs Morrison. **Decision** – The PC would also pay for the £90 installation cost. **Action** – The Clerk to confirm the details with the Vale and pass the information on to Mrs Pooley, who agreed to meet with the contractor to finalise the location of the bin.

108/09. Millennium Green – Mrs Pooley had contacted Mr Hamilton, from the MG Trust. Mrs Pooley had also found out from the Vale who cuts their grass and passed the details onto Mr Hamilton. From next year Mr Wilkins would be cutting the Millennium Green. In addition Mr Brian Webb would cut the grass twice; one early summer and one late summer cut. Mr Hamilton hoped to attend the November PC meeting.

110/09. Broken noticeboard on the Village Green – Mr Cook had replaced the board, but said that the surround would also need replacing shortly. **Action** – The Clerk to obtain some catalogues with noticeboards in.

110/09. L&GP working group meeting (allotments waiting list) – Mr Butler reported back from the meeting. A letter would be sent to those people at the top of the waiting list to find out which empty plot (s) they would be interested in. **Action** – Mr Butler to forward the letter onto the Clerk for posting.

110/09. Asbestos shed – Mr Scharf had contacted one contractor, who would charge £600 to remove and dispose of the small shed. The contractor did say that the other options available to the PC were to leave the shed where it was or to purchase a boiler suit and special mask and remove the shed themselves. This was discussed and it was decided to get further quotes from a specialist contractor to carry out the work. **Action** – Mr Scharf to obtain at least one further quote for the work.

111/09. North Berks Football League Centenary – Mr Scharf had spoken with Mr Glen Woolley and Mr Alan Alston, who are both very happy for the Council to purchase 2 tickets to the Centenary Celebration Dinner on behalf of Drayton FC. **Action** – The Clerk to contact the Centenary Celebrations Coordinator and request that the tickets are sent to Mr Woolley, c/o The Red Lion, and that the PC is invoiced for the tickets.

111/09. Affordable Housing Seminar 17th September – Mr Butler to attend the seminar.

121/09. 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
Inland Revenue	NI & tax	£49.02
M Sellwood	Expenses	£65.43 (£5.25 VAT)
Julian Cook	August caretaker - £367.50	TOTAL PAYMENT
	August grass cutting - £550.00	= £917.90
OALC	Planning applications course	£23.00 (£3 VAT)
OPFA	Annual membership 2009-2010	£42.00
Playsafety Limited	Annual Rospa inspection	£72.45 (£9.45 VAT)
	Lockway Play Area	
BDO Stoy Hayward	Audit for 2008/2009	£327.75 (£42.75 VAT)
S137 – Mrs M Parker	Grant for Community Day	£600.00

Receipts

HMRC (by BACS)	VAT claim 31/3 – 30/6/09	£283.78
Edward Carter Funeral Directors	2 nd interment – Webb (plot 81)	£40.00
VWHDC	Cleansing grant for '09/'10	£300.00 (by BACS)

B. OTHER BUSINESS

• Donation requests S137

Community Day 2009 At the last meeting the PC agreed to donate £600 to the Community Day. However, the cheque couldn't be written out at the meeting as members weren't certain who to make the cheque payable to. The Clerk had contacted Mrs Parker, who requested that the cheque was made payable to her.

• External audit 2008/2009

The Clerk had received back from BDO Stoy Hayward, the external auditor, the Notice of Conclusion of Audit, the Annual Return and Issues Arising from Audit. The only matter mentioned on the Issues Arising from Audit was that the PC had yet to carry out the 'Review of the effectiveness of the internal audit'. There was a standard form to complete for this. **Action** – Item to be included on the October Finance Committee Meeting. The Annual Return was approved and accepted by the Council.

• Budget amendment to S137

Mr Butler said that the budget would need to be amended, following the October finance meeting. The reason for this was because the original amount expected to be spent on improvements to the Village Hall would have to be shown under S137.

• Internal auditor for 2009/2010

The Clerk had received notification from the PC's current internal auditor that he wouldn't be able to do the audit for next year. He had given a name and contact information of another auditor who may possibly be able to carry out the work. The Clerk had already checked with the external auditor about having a different internal auditor. Their advice was that the PC could choose who they wanted to but should record each year that they believed the internal auditor to be independent (not related to a member of the PC or Parish Clerk) and that they are competent. **Action** – The Clerk to contact Mr Hood at Arrow Accounting to find out if he would be available and how much he would charge. Mr Scharf to forward details to the Clerk of a further auditor to contact.

• Financial Risk Assessment – Item carried forward to the Finance Committee Meeting.

122/09. RIGHTS OF WAY & CONSERVATION WORKING GROUP

- Mrs Pooley had given Mr Cook a list of footpaths that required cutting back. Mrs Pooley added that the pyracantha bushes in Halls Close would also need cutting back.
- Mrs Pooley reported that the kissing gates on FP12 were installed last week.

123/09. 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	PER
13/09 DRA/8850/2	23 BINNING CLOSE	DEMOL. EXISTING REAR CONSERVATORY &	NO OBJ	PER

		ERECT SINGLE REAR EXTENSION. REPLACE FLAT ROOF ON EXISTING DORMER WITH PITCHED ROOF & REPLACE EXISTING VELUX WINDOW WITH PITCHED DORMER.		
14/09 WORK TO TREES	GARDEN OF GOTHIC HOUSE	VARIOUS WORKS	NO OBJ	PER
15/09 DRA/19623/2	6 CHURCH LANE	PROPOSED SIDE EXTENSION & 2 ND STOREY REAR EXTENSION OVER EXISTING.	NO OBJ	
16/09 DRA/4272/1	4 CHURCH LANE	DEMOLITION OF EXISTING SINGLE STOREY EXTENSION. ERECTION OF NEW SINGLE STOREY REAR EXTENSION.		
17/09 DRA/20940	THE GARDEN STUDIO, THE GREEN	DEMOLITION OF EXISTING LEAN-TO GARDEN ROOM. ERECTION OF NEW GARDEN ROOM, ENTRANCE PORCH & ALTS TO EXISTING ROOF TO ADD CHIMNEY FLUE & ROOFLIGHTS.		
18/09 DRA/7803/1	44 HIGH STREET	REPLACEMENT OF 2 DECAYED WINDOWS.		
19/09 DRA/17884/3	31 ABINGDON ROAD	ERECTION OF A SINGLE STOREY REAR EXTENSION.		

B. Circulation of Planning Applications - Mrs Morrison reminded all members on the Planning Committee that planning applications should be circulated in the correct order, so that the application went back to her last. This would enable Mrs Morrison to compose a response to the District Council. She also reminded members that all comments must be dated on the form. Mr Scharf explained that because, there may be a conflict of interests, he doesn't comment on applications received.

C. 35a Sutton Wick Lane – The Clerk had received a copy of a letter, sent by Mr Adam Barak of 37 Sutton Wick Lane, to the District Council, regarding the permitted planning application for 35a Sutton Wick Lane. Mr Scharf read out the letter to the Councillors. **Action** – The Clerk to write back to Mr Barak.

124/09. LEISURE & GENERAL PURPOSES WORKING GROUP

- Village caretaker September recommendations – Mr Cook asked what height he should cut the oldest beech hedge in the burial ground. Mr Scharf replied that Mr Cook should use his judgement, so that it doesn't grow too high and become unmanageable.
- Burial ground regulations – Mr Scharf explained that, following a recent request from a member of the public who wished to carry out some improvement work to her late mother's grave, the issue of having gravel on a grave had been raised. At the moment whether to allow gravel or not wasn't included on the burial ground regulations. **Decision** – After discussion it was decided to leave the regulations unchanged.
- Memorial request from Set in Stone Ltd – The Clerk had received a request for a memorial which would be made up of kerbs, a statue of Jesus, 2 hearts and a book. **Action** – The Clerk to write back to Set in Stone and ask for a more detailed picture of the design, as the current memorial doesn't fit with the PC's regulations.
- Bye law Village Green – Mr Butler had requested this as an agenda item, following reports of vehicles for sale being parked on the grass on the Village Green. However, Mr Butler said that a bye law to stop this

wasn't necessary. A person who parks a vehicle on the grass on the Village Green is in contravention of the law. **Action** – Mrs Pooley to mention this in her report for the Drayton Chronicle and Mr Cook to phone the police if he sees any further vehicles parked on the grass.

- ROSPA inspection – The Clerk had received the report back on the annual safety inspection of the Lockway play area, from Playsafety Ltd, and distributed copies of the report to the Councillors. There were no high risk items mentioned on the report. **Action** – Mr Cook would look through the report and provide the PC with a costing for the work that was required.

125/09. CORRESPONDENCE – to be noted

Email from Mr C Davis re. plaque on the Village Green

The plaque is bent over and the inscription can not be read. The plaque is near the three red-flowering horse chestnut trees on the Village Green, which were planted in 1937 to celebrate the coronation of King George VI.

Action – Mr Cook to inspect the plaque to see if it can be repaired, or would need replacing.

Oxfordshire County Council

Countryside Services Annual Report

Thank you letter for the PC's recent donation, from the Secretary to the Drayton Twinning Society

VWHDC

Notice of intention to undertake works to trees in conservation area

126/09. Any Other Business

- Mrs Hind reported that her computer is currently out of action, so she wouldn't be able to receive emails.
- Mr Scharf mentioned the memorial to the Sutton Wick air crash disaster, which had been discussed some time ago. **Action** – The Clerk to bring the file to the next meeting.

127/09. The date of the next Parish Council Meeting was confirmed as Monday 5th October 2009, at 7.30pm and the Finance Committee Meeting before this at 7pm, both to be held in the Caudwell Day Centre, Gravel Lane, Drayton.