

Drayton Parish Council

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

Present: Mr Scharf, Mr Cook, Mrs Pooley, Mr Butler, Mrs Morrison, Mr Wright, Mr Webber, Mrs Hind, Mr Williams, Mrs Smyth and Mrs Morris.

152/09. APOLOGIES FOR ABSENCE

Apologies had been received from County Councillors Mike & Marilyn Badcock.

153/09. DECLARATIONS OF INTEREST

Mrs Hind declared an interest, as a resident of the Almshouses.

154/09. MINUTES OF THE PARISH COUNCIL MEETING ON 2nd November 2009

The Minutes were agreed and signed with the following amendment: 145/09B. Mrs Pooley mentioned that Drayton Pre-School possibly would shortly be submitting a donation request as they were raising funds towards a new building.

155/09. PUBLIC PARTICIPATION

There were 3 members of the public present. Mrs Camilla King and Mrs Margaret Watts attended the meeting, as Trustees of the Drayton Almshouses. Mrs Hind had already declared an interest and was absent for this item.

Mrs King provided a general report on the Almshouses, together with a copy of the 11 page application form and the letter of appointment, which explains the terms of the agreement. Mrs King explained that the Almshouse Trust operates under the Almshouses Association and has to work to charity law. There are 5 voluntary trustees. There are 6 Almshouses in Drayton and at the moment 5 are occupied. Each is equipped with a cooker and dishwasher and is decorated when a new resident takes one over. In order to qualify for an almshouse an applicant has to be over the age of 60 and be able to live independently, as there is no warden. There is also a limit on the amount of savings an applicant can have. The trust uses the current government guidelines for this, which is £16,500. The trust tries to ensure that applicants have a strong family connection and gives details of a next of kin on the application form so that, in the event of a resident becoming unwell, there is a family member who is available to help them. The trust interviews potential residents and likes the next of kin to be present at the meeting. Everything is explained very carefully to the potential resident at the meeting.

If a resident isn't fulfilling the terms of their contract then the trustees would call a meeting to discuss the situation. Any resolution then made about a resident would have to be agreed by all of the trustees before any action is taken.

A trustee visits almshouse residents once a week. The rent, which is classed as a weekly maintenance charge, is currently £55 per week. It is increased each year, but by a very small percentage which is worked out by a government formula. Residents pay their own utility bills, but the trust pays for the water charges.

Mrs King then welcomed questions from PC members. Mr Webber asked what happens if an applicant doesn't have a next of kin. Mrs King replied that the applicant wouldn't be disqualified for this. Mr Webber also asked how the trust checks the information that the applicant gives in their application form is accurate. Mrs King replied that this can be difficult, but any discrepancies are usually picked up after talking with the applicant and going through their form. Mr Webber then enquired what would happen if a resident was unable to pay the rent. Mrs King said that there shouldn't be any reason for this, but if this did arise the resident would have to leave the property. Mrs Pooley then asked if there were any other reasons that a resident may be asked to vacate their property. Mrs King said that if a resident was constantly away from their property, for more than 28 days in any one year, this would be a reason for asking them to leave. However, this is flexible and so long as the trust is made aware that a resident will be away for longer than this stated period, allowances can be made. Finally, Mr Webber enquired if the name 'almshouses' was a potential cause for putting people off applying to become a resident. Mrs King said that this is a possibility, but that the name can't be changed as the trust associated to the Almshouses Association.

Mr Scharf thanked Mrs King and Mrs Watts for taking the time to attend the meeting. Mrs King and Mrs Watts then left the meeting and Mrs Hind returned to the room.

156/09.MATTERS ARISING

40/06 Topple testing

Mrs Hind had contacted Thomas Cakebread Memorial masons and was waiting to hear back from them.

APA 11: Play/recreation facilities - Mr Scharf reported that Tim Treuhertz, VWHDC solicitor, had requested a new plan but wanted to research the history of the subject first.

21/09 Annual payment to Custodian Charities – Mr Butler had written to Debbie Roberts, Finance Officer, from the Village Hall. Mr Butler proposed, and Mr Scharf seconded that the PC should terminate the annual standing order and that it was now down to the Village Hall to set one up. **Decision** – All agreed that the standing order should be cancelled. **Action** – The Clerk to contact the bank to cancel the standing order.

110/09. Asbestos shed – Mr Scharf was waiting to hear back from City Insulation.

124/09. Memorial request – Set in Stone – Following the Clerk sending the letter to Set in Stone, giving the reasons for the PC's refusal to the memorial request, a second set of drawings had been received. Much discussion then took place about the altered memorial request and everyone present agreed that it was a very sensitive issue. A vote then took place and Mr Williams proposed that the second request should be rejected. 9 Councillors voted in favour of this proposal. **Decision** – The memorial request was rejected. **Action** – Mr Williams to draft a letter to Set in Stone. Mrs Pooley to draft a piece for circulation after Christmas to go in the Drayton Chronicle.

126/09. Sutton Wick Beverley air crash disaster – **Action** – Mr Scharf to contact Mr Tony Hirons at RAFA again. Action not carried out. Item carried forward.

138/09. Tree cut down on the High Street – The Clerk hadn't heard back from Ringrose Tree Surgeons. **Action** – The Clerk to contact Ringrose again and also the County Councillors to find out if the tree will be replaced, as it was thought to be in a conservation area.

138/09. Safer Road Partnership 'Black Box' – Mr Webber reported that the project would be happening shortly.

146/09. Binning Close bushes – Mr Cook had looked at the bushes and said that he didn't think they were causing an obstruction. Mr Wright added that the bushes to the left appeared to have been cut back, but those to the right seemed to be overhanging. **Action** – Mr Cook to speak with the resident concerned.

146/09. Letter to Mr Caudwell – Mr Caudwell hadn't replied to the letter sent by the PC. Mrs Pooley said that the area has been weed killed, but the path hasn't been properly reinstated. **Action** – Mrs Pooley to contact Mark Sumner to find out if, what Mr Caudwell's done so far, is adequate.

157/09. 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	£1020.80
Inland Revenue	NI & tax	£324.46
(The Clerk's pay and NI/tax were for 2 months; November and December and she was due to finish working as Parish Clerk on 31 st December 2009)		
M Sellwood	Expenses	£82.03 (£4.01 VAT)
Julian Cook	November caretaker	£170.00
Caudwell Day Centre	Rent June – December 2009	£100.00
SLCC	Cemetery Management CD-Rom	£38.00

S137 Grants/donations

DAMASCUS Youth Project	Donation towards ongoing work	£2500.00
------------------------	-------------------------------	----------

Receipts

VWHDC	2 nd half precept (By BACS)	£16,000.00
M & J Didcock	2 nd interment – Simmonds (Plot 98)	£40.00
Edward Carter	New double – James (Plot 209)	£140.00

B. OTHER BUSINESS

S137 GRANT/DONATION – The DAMASCUS Youth Project had requested a donation for 2009/2010 of £2500.00. Mr Butler proposed that £2500.00 should be granted. Mrs Pooley seconded the proposal.

Decision – It was agreed that £2500.00 be donated.

- **SLCC CD-ROM** – Mr Cook proposed that the PC should purchase 1 CD. **Decision** – All agreed.
- **RECRUITMENT OF PARISH CLERK** – Potential candidates had been interviewed on 1st December and Mrs Kathryn Smyth had been appointed. Mrs Smyth attended the PC meeting and signed her contract. It had been agreed that both Mrs Smyth and Mrs Sellwood would be employed during December.
- **DRAFT EFFECTIVENESS OF INTERNAL AUDIT DOCUMENT** – Item carried forward.
- **INTERNAL AUDITOR FOR 2009/2010** – The Clerk had contacted Mr Hood again and checked that he was still able to carry out the internal audit for next year. Mr Hood had supplied a letter of engagement, which Mr Scharf signed and would be returned to Mr Hood.
- **FINANCE COMMITTEE/BUDGET & PRECEPT SETTING MEETING ON 30TH NOVEMBER** – The Clerk had supplied all members with a copy of the proposed budget for 2010/2011 before the PC Meeting. Mr Butler explained how it was proposed for the grant/donation part of the budget to be split. The Village Hall had asked the Parish Council for £5,000 during the next financial year. The Parish Council had ascertained from their solicitor that money may be given to the Village Hall through a different power than S137. Money can be given to any village group for running costs under Section 19 of the Local Government Act (Miscellaneous Provisions) Act 1976. The Committee therefore proposed that an allowance be made of £5,000 to be given to the Village Hall under S19. It was also proposed that £3,000 be allocated to the DAMASCUS Project and £2,000 to the Millennium Green Trust, making the total proposed budget for **S19** £10,000.

S137 - The maximum that the PC could spend under this power for the current financial year was £11,482.05. The Committee proposed that £6,000 be allocated to this section of the budget for 2010/2011.

S142 (2A) - This power is used for the PC to donate funds to CABs. The Committee proposed that £500 be allocated to this section of the budget.

Mr Butler went on to say that the Finance Committee are proposing to keep the precept the same as last year at £32,000. Mr Butler then proposed that the budget be accepted without amendment. Mrs Morrison seconded this proposal. **Decision** – All agreed to accept the proposed budget without change.

158/09. RIGHTS OF WAY & CONSERVATION WORKING GROUP

- Mrs Pooley said that some trees had come down on bridleway 8, beyond the burial ground and that she had contacted OCC. She hadn't received a reply from them about whose responsibility it was to remove the trees, but they have been cut down and put on the field.
- Hawthorn cuttings along Drayton/Abingdon cycle track – a resident had swept the cuttings away as they were causing a nuisance to cyclists. Mrs Pooley mentioned that she had emailed all PC members regarding this issue, but no one replied. Mrs Pooley asked that, in future, members do reply to emails otherwise it's felt a waste of time sending them.
- Sutton Wick path – the path is getting into a mess and Mrs Pooley asked Mr Cook if he could look at the path and see what can be done. Mr Cook agreed to have a look and said that it would involve additional hours to do the job. Mr Scharf requested Mr Cook to come back to Council with an estimate of the additional time involved in the first instance.
- Mr Wright reported that the new dog bin at Eastway wasn't being emptied. **Action** – The Clerk to contact the District Council about this.

159/09. PLANNING COMMITTEE BUSINESS

21/09 DRA/10313/3	83 HIGH STREET	RENDERING OF BRICK WALLS. NEW RED STOCK BRICK DETAILS AT WINDOW, DOOR HEADS & EAVES WITH EXTRNL FINISHES TO MATCH NEW EXTENSIONS.	NO OBJ	
22/09	23 ABINGDON	INSTALLATION OF A	NO OBJ	PER

DRA/652/5	ROAD	REAR CONSERVTRY		
-----------	------	-----------------	--	--

23/09 DRA/13449/1	50 STEVENTON ROAD	ERECTION OF A SINGLE STOREY EXTENSION	NO OBJ	PER
24/09 TREES	3 HIGH STREET	VARIOUS WORKS	NO OBJ	PER
25/09 DRA/17776/1	29 CORNEVILLE ROAD	FIRST FLOOR FRONT EXTENSION	NO OBJ	PER
26/09 DRA/21034	WILLOWDENE, ODAY HILL, STONEHILL LANE	PROPOSED EXTENSION TO EXISTING DWELLING & CONVERSION INTO 2 DWELLINGS	NO OBJ – ITEMS TO CONSIDER	
27/09 DRA/21043	44 STEVENTON ROAD	ERECTION OF SINGLE STOREY FRONT EXTENSION	NO OBJ	
28/09 DRA/21054	54 HIGH STREET	ERECTION OF 2 STOREY & SINGLE STOREY REAR EXTENSIONS. DEMOL. OF EXISTING OUTBUILDING		

B. The Planning Inspectorate – Site land at 2 The Green, Drayton - The appeal had been dismissed because of an overlooking window.

Parish/Town Council Planning Evening 18th November – Mr Williams attended the meeting, on behalf of the PC. The Planning Dept had raised concerns that some PC's were putting in objections to applications that weren't relevant. This was using up time and resources of the department and the DC had sent out a letter to all Town & PC's to say that it wished to carry out a consultation on the referral of planning applications to the development control committee. It was felt that this could be a training issue for some PC's, as Councillors may not all be aware of material conditions. Mr Williams mentioned that a list of material conditions is available on the Vale's website and that the OALC training course he attended on planning was very helpful.

Development along Milton Road – Mr Butler had received a letter from an enforcement officer to say that their investigations were not yet complete.

160/09. LEISURE & GENERAL PURPOSES WORKING GROUP

- Village caretaker December recommendations & information – Mr Cook said that he had carried out the jobs from the ROSPA report that he could and would continue them when the weather allowed.

161/09. CORRESPONDENCE – to be noted

Clerks & Councils Direct
OCC

November 2009

Oxfordshire Fire Authority's Integrated Risk Management Consultation Action Plan 2010-2011

Local Transport Plan 3 – **Action** – The Clerk to contact OCC

and request that more time is permitted for the PC to respond to the consultation. The Clerk to also provide members with a copy of the Plan, relevant to Drayton.

OPFA

Annual Review 2008 – 2009

VWHDC

to complete the form on the PC's behalf.

Chairman's Community Awards Lunch – **Action** – Mr Webber

Your Vale, Your Future – Additional Consultations

Waste Collection & Recycling Services meeting – Mrs Morris attended the meeting on 3rd December. The meeting was to advise about the changes to waste collection and recycling that would be taking place next year. Mrs Morris brought a map which highlighted potential problem areas for the waste collection vehicles, where it was thought they would have difficulty accessing properties. Should there be problems with some houses having wheelie bins then these would be issued with different coloured bags to use instead. The garden waste collection scheme would still continue. Mrs Morris suggested that an article be included in the Chronicle informing residents of the changes.

162/09. Any Other Business

- Mr Webber had attended a meeting regarding subsidised bus services.
- Mrs Pooley had seen a PCSO taking a photo of a car for sale parked at The Green, so there may be some progress with this ongoing issue.
- Mrs Morris asked if Councillors could email her if they knew of any more properties where access for the altered waste collection and recycling scheme could be an issue.
- Mr Scharf had given the documents from the Almshouses to Mrs Pooley, who would then circulate to other members.
- Mr Scharf said that GARD had held its AGM last week. GARD had now appointed a QC to represent them and there was going to be a public enquiry in June.

163/09. The date of the next Parish Council Meeting was confirmed as Monday 4th January 2010, at 7.30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.