

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 1 February 2010 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Daniel Scharf, Jenny Pooley, Richard Webber, Richard Williams Andrew Wright and Kathryn Smyth

1/2/10. APOLOGIES FOR ABSENCE

Apologies were received from Robin Butler, Isabel Morris, Julian Cook and Heather Morrison (attended to sign cheques)

2/2/10. DECLARATIONS OF INTEREST

No interests were declared.

3/2/10. MINUTES OF THE PARISH COUNCIL MEETING ON 4 January 2010

The Minutes were agreed and signed by Daniel Scharf.

4/2/10. MINUTES OF THE FINANCE COMMITTEE MEETING ON 30 November 2009

The Minutes were deferred until 1 March 2010.

5/2/10. PUBLIC PARTICIPATION

There were no members of the public present.

6/2/10. NEWS FROM COUNTY COUNCILLORS

There were no county councillors present.

Mr Scharf suggested that the PC write a letter to the County Councillors encouraging them to join the monthly meeting. **Action –Clerk to draft letter**

7/2/10. MATTERS ARISING

40/06. Topple testing

Mr Scharf proposed that Mr Williams take over Chairmanship of the Leisure & General Purposes Committee. Mr Williams thought that it seemed appropriate to assist with this project and was happy to take it on as singlejob. Mr Scharf to obtain paperwork from Mrs Hind. Mr Scharf proposed and Mr Webber seconded it.

APA 11. Play/recreation facilities -

The PC is investigating whether to purchase more land from the Vale to increase the leisure facilities in the village. The Vale is happy to support the matter, but will not be responsible for any costs. Mr Scharf proposed that the PC approach Paul Evans at the football club to discuss. Mr Webber and Mr Wright agreed to join Mr Scharf at a meeting with Mr Evans. Mr Webber suggested that the PC might like to invite the DAMASCUS Project too; Mr Scharf agreed to approach Glen Wooley (Chair of football club).

110/09. Asbestos shed – This was taken down 31 January 2010 by City Insulation Contractors Ltd.

124/09. Memorial request – Set in Stone – The PC agreed that the new design for the headstone be accepted. **Action – Clerk to confirm decision to Set in Stone.**

The PC agreed the new guidelines for the monuments page should read:

PART 2 MONUMENTS

The Parish Council will only accept monuments in the burial ground from stone masons who are BRAMM or NAMM approved. The Parish Council has adopted the guidance given in the Association of Burial Authorities Memorial Safety Advisory Groups ‘Guide to memorial safety in Burial Grounds – 2002’, a copy of which is available from the Parish Clerk.

For the right to erect or place on any grave one of the following:

1	A headstone (your choice of design) not exceeding 2'6 x 2'6	£40.00
	OR	
2	A tablet not exceeding 1'6 x 1'6 (18" x 18")	£40.00

In addition to the above, the following may be added:

3	Kerbstones or border stones, enclosing a space not exceeding 6' x 2'6. <u>Kerbstones must not be above ground level.</u>	£40.00
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Mr Scharf suggested that the following sentence be included in the document:

The Parish Council decided that kerbstones are no longer allowed. Mr Wright, and Mrs Pooley opposed this decision, therefore kerbstones will continue to be allowed.

These new guidelines are to be sent to all local stonemasons.

126/09. Sutton Wick Beverley air crash disaster – Mr Scharf was meant to be invited to a meeting; Mr Scharf said that he had spoken to Doreen Eater and she is going to the meeting; Mr Scharf doesn't feel any obligation to do anything on this until he hears further.

138/09. Tree cut down on the High Street – The Clerk contacted Oxfordshire County Council who confirmed a Prunus (Cherry) tree was removed from the highway verge, it was identified as being in poor condition and on inspection (06/06/09) was found to have substantial decay present in the unions of the main stems, the tree was removed and will be replaced with a new tree in the forthcoming planting scheme

138/09. Safer Road Partnership 'Black Box' – The survey was due to take place 14-16 January 2010 outside 210 Steventon Road but due to the bad weather was postponed until 21-23 January 2010.

146/09. Binning Close bushes – Deferred to March meeting.

146/09. Letter to Mr Caudwell – Mrs Pooley confirmed that she recently walked the path and thought it to be considerably better. Mrs Pooley emailed Mark Sumner and he confirmed that he would look at it next time he is in Drayton.

158/09. New dog bin – Clerk contacted the District Council by email and is still waiting a response that the new bin has been added to the collection cycle.

158/09. Sutton Wick path - Mr Cook looked at the path and confirmed it would take 1 working day (cost ??) to clear. **Action – Clerk to ask Mr Cook to carry out the work. Mrs Pooley proposed and Mr Wright seconded.**

150/09. Development along Milton Road – Mr Butler had further contact with Hannah Revell, she confirmed that the Vale has written to the owners last year and asked for their intentions, no reply as yet! The owners had originally said that the caravans were owned by friends and they were being kept temporarily as a favour. **Action – Clerk to write letter to Hannah Revell requesting that the PC be notified about the enforcement investigation.**

161/09. OCC Local Transport Plan 3 – Further correspondence was received from OCC "Policies 4" requesting responses by 21 February 2010. Mr Scharf suggested that if the PC wanted to respond that they meet at a committee members house one evening, discuss and email our comments. **Action - Mr Webber, Mr Wright and Mr Williams to meet.**

161/09. New Waste Services – Mr Scharf confirmed that Mrs Morris is waiting to hear from the Vale.

8/1/10. Training Courses – Mr Scharf requested that the training courses be emailed to committee members.

15/2/10 DEFRA – Correspondence was sent on the reservoir public inquiry, awaiting reply.

8/2/10. FINANCE/ADMINISTRATION COMMITTEE BUSINESS

All invoices, payments and receipts had been checked by Mr Scharf, prior to the cheques being signed.

A Payments

Kathryn Smyth	Clerk's salary for Dec 09	£536.1
Inland Revenue	Tax & NI	£14.42
Kathryn Smyth	Clerk's salary for Jan 10	£536.1
Inland Revenue	Tax & NI	£14.42
Kathryn Smyth	Clerk's expenses	£6.01
Kathryn Smyth	Round sum allowance (Jan, Feb, March)	£56.25
Julian Cook	January caretaker	£170.00
Kathryn Smyth	Clerks Expenses	£13.41

Receipts

HM Revenue & Customs	VAT Refund	£279.96
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B. OTHER BUSINESS

- Draft Effectiveness of Internal Audit document – **Deferred.**
- Drayton Millennium Green - Application for annual grant - **Deferred**
- Wantage Independent Advice Centre – An application was received requesting £100. The PC agreed to give £30.
- **New telephone line** – The PC agreed that a pay as you go mobile be purchased. Mr Scharf proposed the idea and Mr Wright seconded it. **Action – Clerk to purchase pay as you go mobile**
- **Paper** – Mr Scharf suggested that printing/bulk photocopying should be produced on sustainable/recycled. The PC agreed.
- **Recording PC meeting** – Mr Butler confirmed he is not against audio recording in principle. Provided that there can be no confusion over who said what, and that discussions where more than one person speaking simultaneously are involved can be clear from the recording. Crucially, voting must be recorded in written format, where it is a show of hands. The PC agreed. Mr Webber didn't want the recording of the meeting to put people off joining the PC. This was agreed. Likewise Mr Wright also pointed out that if members of the public attend, they should be made aware that the meeting is recorded, and turned off if requested when the public wanted to contribute to the conversation.
- **File pruning** – The main bulk of the filing is planning applications; guideline suggests that they be kept until the development is finished although we know if they development is finished. The plans are all contained at the Vale. Mrs Pooley asked how long could you see them online. Mr Scharf confirmed 'forever'. Mr Scharf proposed the planning papers be destroyed apart from Manor Farm And major developments when they arise

9/2/10. RIGHTS OF WAY & CONSERVATION WORKING GROUP

Nothing to report.

10/2/10. PLANNING COMMITTEE BUSINESS

NO	ADDRESS	DETAILS	PARISH	DISTRICT
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	
28/09 DRA/21054	54 HIGH STREET	ERECTION OF 2 STOREY & SINGLE STOREY REAR	NO OBJ	PER

		EXTENSIONS. DEMOL. OF EXISTING OUTBUILDING.		
29/09 DRA/18157/1	OAKVIEW, 94 STEVENTON ROAD	PROPOSED BAY WINDOW & CONVERSION OF GARAGE	NO OBJ	
1/10 DRA/7803/3-LB	44 HIGH STREET	CREATION OF NEW ACCESS VIA HARD STANDING DRIVEWAY TO REAR OF PLOT FROM HALLS CLOSE,		
2/10 DRA/112118/1	37 HILLIAT FIELDS	ERECTION OF A BUNGALOW		

44 High Street - Mrs Pooley pointed out that some newly planted bushes would have to be moved in order to create the new driveway. VWHDC should be asked to require replacements

54 High Street – Mr Butler (via correspondence) was disappointed to learn that the planning officer considered that the addition of one bedroom, did not constitute a requirement for additional parking. The Planning Officer considered that the one parking place was adequate as it had been in the past. Mr Butler did not note any parking shown on the new proposals. The garage was shown as being demolished (already has been), but not replaced.

Mr Scharf suggested the item be deferred and Mr Webber seconded it.

11/2/10. LEISURE & GENERAL PURPOSES WORKING GROUP

- Village caretaker – January recommendations & information – **Deferred.**
- ROSPA inspection – **Deferred.**
- Allotment rental letter/warden – **Clerk** to send out rental letter. Mr Scharf suggested that within the letter allotment holders be notified that the current warden Linda Butler has stepped down and that we are looking for volunteers to help with the annual collection of rent and assist with managing the waiting list.
- Litter in the village – Mrs Pooley asked if Mr Cook to do an extra litter collection after the bad weather. **Action - Clerk to ask Mr Cook to carry work out and charge as necessary**
- Staples in Noticeboard – Mrs Pooley asked if Mr Cook could take out the staples. The PC agreed. **Clerk to ask Mr Cook to carry work out.**

12/2/10. CORRESPONDENCE – to be noted

White Horse Harriers AC	Poster advertising half marathon
Lloyds TSB	December 2009 bank statement
National Savings & Investments	Notify change of signatories
OALC (circulated by email)	Oxfordshire Partnership for New Clerks
Neighbourhood Policing Update (circulated by email)	Newsletter
RoSPA	Inspection of areas where children play, Flyer
Wantage & Didcot Conservative Association	Ed Vaizey's surgeries for 2010
Local Transport Plan 3	Consultation 4: Policies - Invitation to Join
OCC Countryside Service (circulated by email)	Countryside Service eNewsletter, Oxfordshire Countryside Matters
Abbey Netball Club	Letter requesting donation – sent PC standard letter, grant application and guidelines
Home Start - South Oxfordshire	Letter requesting donation – sent PC standard letter, grant application and guidelines
Clerks & Councils Direct	January 2010 magazine
Countryside Service eNewsletter, Oxfordshire Countryside Matters	eNewsletter

Make the connection – Community led planning event	Flyer, 6 March at Unipart Conference Centre, Oxford
Oxfordshire Rural Community Council News Bulletin	January 2010
Spinal Injuries Association	Poster to display re Fish & Chip Eve 21 May 2010

White Horse Harriers AC – The PC agreed that the poster could be displayed.

Wantage & Didcot Conservative Association, Ed Vaizeys surgeries – Mr Webber said he was unsure if it was practice that the PC display this and that his office should do this themselves. Mr Webber to explore.

Spinal Injuries Association, Fish & Chip Eve. Mr Scharf found the poster confusing and proposed that it should not be put up. **Clerk** to ask the Association to write a short article for the Drayton Chronicle explaining the evening. If an article is accepted by the Chronicle Mrs Pooley will put the poster up.

13/2/10. Any Other Business

Almhouses – Handbook going around the PC. A short discussion took place and 2 points were brought to light that were confusing:

- If you take an almshouse house you have to notify the trustees if you are away for more than a week; then in the next paragraph you have to tell the if you are away for one night
- Mr Scharf said £16,000 income or capital. What does that mean?

Almshouse document to be discussed at next meeting when all councillors will have seen

Potholes – Mr Williams had spoken to Mr Beacroft regarding 2 potholes in the village. One near Lesparre Close and the other on the Steventon Road near the golf club. Mr Beacroft confirmed he had rung the OCC pointing the potholes out. Mr Beacroft also brought to the Mr Williams attention that the speed camera near the A34 flyover only registers when you are travelling at 39mph.

Rubbish collection during bad weather – Mr Webber asked what the PC thought about this service, discussion took place. No action to be taken.

Vale Hero Nominations – Mr Webber put forward 4 names and wanted to know if the PC wanted to nominate any others. The 4 names are:

Sheila Cook;
Ann Webb
Josie Midwinter; and
Clare Soper

Hedge Clippings – Mr Webber brought to the PC attention that the hedge clippings on the footpath at the end of the cycle path into Abingdon to the right is particularly bad at the moment; he understands the path is outside the PC and wondered if a team of volunteers would like to sweep it. Mr Scharf said you couldn't go onto the highways with brooms. Mr Scharf thinks it's the County Council is responsible, Mr Webber to make contact.

Marie Sellwood leaving gift – Mrs Pooley asked all committee members to give Mr Butler £2.25 towards the leaving gift.

Lighting – Request from Austin at the Wheatsheaf to move one of the lamps from the mini roundabout outside the pub and move this to the bus stop. Mr Scharf supported this and will arrange a meeting with the Street Lighting Officer to get a quote.

Beach plants – Mr Butler requested replacement of any beech plants in the burial ground hedge which have perished since planting. He did not think that there are many but would suggested a max of £20 for the moment. Mr Scharf proposed this and Mrs Pooley seconded it.

Mr Scharf had been given copies of the s278 Agreement for 2 councillors to sign and a letter of explanation. This was done by Mr Scharf and Mrs Pooley and witnessed by a member of the public Julie Bradbury.

14/2/10. The date of the next Parish Council Meeting was confirmed as Monday 1 March 2010, at 7.30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.