

# **Drayton Parish Council**

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

**Present:** Daniel Scharf (Chairman), Robin Butler, Julian Cook, Heather Morrison Jenny Pooley, Richard Webber, Richard Williams, Andrew Wright, and David Perrow (Clerk)

### **1/3/10. APOLOGIES FOR ABSENCE**

Apologies were received from Gill Hind and Isabel Morris

### **2/3/10. DECLARATIONS OF INTEREST**

No interests were declared.

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

Two items were corrected from the draft minutes:

8/2/10 Invoices, payments and receipts were checked by Daniel Scharf, not Robin Butler

10/2/10 Planning – 54 High Street. Robin Butler was not present at the meeting, and his comments were submitted by email correspondence. The second and third sentences were amended to read: “The planning officer considered that the one parking space was adequate, as it had been in the past. Mr Butler did not note any parking shown on the new proposals.....” The amended Minutes were agreed and signed by Daniel Scharf.

### **4/3/10. MINUTES OF THE FINANCE COMMITTEE MEETING ON 30 November 2009**

The Minutes were accepted.

### **5/3/10. PUBLIC PARTICIPATION**

Five members of the public were present.

(a) Nick Thompson, Chairman of GARD, updated the Parish Council on the proposed reservoir planning process. Statements of Case had to be made by 16<sup>th</sup> March. Thames Water and the Environment Agency had made theirs, and copies were handed to the Chairman for the Parish Council. The pre-enquiry hearing is on 14<sup>th</sup> April, and the main enquiry opens on 15<sup>th</sup> June. GARD has employed a QC and a water consultant and will be arguing that there is no need for the reservoir, and that Thames Water should examine alternatives which, whilst financially less attractive to them as a company than a reservoir built at public expense, are more in the public and environmental interest. GARD would be producing a leaflet to be posted to each house in the area. Nick Thompson asked the Parish Council for guidance in their PR campaign, since he was aware that Drayton residents were not participating in the campaign against the reservoir to the same extent as those in surrounding villages, and he was concerned that they might be unaware of the full impact the reservoir would have on Drayton. Possible impacts on the Drayton side included: a pipeline and a water channel, a treatment works, recreational facilities such as canoeing/boating/fishing, and increased traffic. In discussion, Daniel Scharf observed that to date only one parishioner had petitioned the Parish Council on the reservoir issue; Jenny Pooley commented that the reservoir may add both to the landscape views and amenity; Richard Webber observed that the Statement of Common Ground between the Environment Agency and Thames Water had only three points of agreement compared to seventeen points of difference. GARD’s

publicity was welcomed to keep Drayton residents informed of the issues, but GARD was asked to present the issues in non technical language.

(b) Liz Morgan addressed the Parish Council on behalf of herself and three of her neighbours present about the condition of the surface of the Eastway bridleway. The OCC's Environment department had recently repaired the surface although residents thought the edges were not adequate. The Environment Department is responsible for the keeping the bridleway suitable for horses, cycles and pedestrians but is not responsible for any tarmac areas. The residents were not satisfied that the tarmac area between the Steventon Road and the entrance to the mobile home park had been left unrepaired and was still in very poor, potholed condition. There are difficulties about this section as it is unclear whose responsibility it is to maintain it and also there are utility pipes beneath it. County Councillor Mike Badcock, present at the meeting, was asked to bring pressure to bear on the OCC to resolve the matter. Jenny Pooley had already approached Mark Sumner (OCC Countryside Services) to ask for clarification. She awaits a reply. It was agreed that Jenny Pooley would draft a letter to Mark Sumner to be sent by the Parish Clerk to ask: for a definite answer about the issue of the responsible authority; to enquire how the PC should proceed to ensure that the surface is repaired; to ask who pays for the work; and to have reassurance that the OCC expects the new surface, already laid and to be laid, to last between three and five years, as Mr Sumner originally stated at a previous Parish Council meeting.

- **ACTION: Jenny Pooley to draft a letter about Eastway surface repairs for the Parish Clerk to send to Mark Sumner**

#### **6/3/10. NEWS FROM COUNTY COUNCILLORS**

Mr Mike Badcock was present as the County Council representative. He raised four issues:

- (a) **Green belt.** Whilst not an OCC matter at present, Mike Badcock wished the Parish Council to be alert to any future threat to the land separating Drayton from Steventon and Abingdon, and to have a case prepared to defend it from encroachment. On advice from Richard Webber, as District Councillor, the Parish Council decided there was no need for any action at present, since the VWHDC had no current plans impacting on this area of land.
- (b) **Village schools.** Mike Badcock expressed concern about the possibility of OCC providing village schools such as Drayton School with less money in the future, based on the DCSS formula. Daniel Scharf commented that the Parish Council could only respond to OCC on this issue within a framework for consultation, and that he understood that whilst one had been initiated some time ago, the outcome (if there had been any) was not known to the Parish Council. Daniel Scharf asked Mike Badcock to enquire if any of the previous consultation outcomes affected Drayton, and to inform the Parish Council if and when any future consultation would be taking place on village schools.
- (c) **Refusal of drop kerb application on Sutton Courtenay road.** Mike Badcock supports and the Parish Council did not object to the application for the drop kerb, which has been refused. Discussion centred on the wider issue of safety on this entry road to the village, and the unsafe juxtaposition of the increase of the speed limit from 30mph to 40mph, parked vehicles, and the muddy path near the corner, which was a dangerous mud slide for pedestrians. It was agreed that the whole area was potentially unsafe, and that a safety audit was needed to ensure that the several related issues were addressed. Mike Badcock agreed to enquire about the cost of a safety audit from OCC.

- **ACTION: Mike Badcock to enquire about the cost of a safety audit on the corner of the Drayton road to Sutton Courtenay and to report back to the Parish Clerk**

- (d) **Potholes in the road.** Mike Badcock drew the Parish Councillors' attention to the 'potholes hotline'. He agreed to email the Parish Councillors with details of this.
- **ACTION: Mike Badcock to email details of 'potholes hotline' to Parish Council members and clerk**
- (e) **Grit supplies.** In response to a question from Heather Morrison, Mike Badcock assured the Parish Council that adequate grit supplies for four days of snow were in stock again, and that call-off contracts were in place for immediate top-ups of salt and grit when needed. He explained that in the recent bad weather the government had diverted salt and grit ordered by OCC to other areas of the country.
- (f) **Flashing speed warning sign.** Mike Badcock assured the Parish Council that it was now agreed that the existing speed warning sign was defective and that OCC had its complete replacement in hand.

### **7/3/10. MATTERS ARISING**

#### **40/06. Topple testing**

Richard Williams had now received the relevant documents relating to topple testing from Gill Hind. It was agreed that Richard Williams, Daniel Scharf and Julian Cook would meet with the agreed contractor (Thomas Cakebread Memorial Masons) to inspect the graves requiring work, to obtain individual quotations and to agree the work for March, as a matter of priority. The Parish Council was also reminded that it had been agreed that Julian Cook would attend a course of instruction on topple-testing to be arranged by Cakebread, so that he could in future carry out the tests for the Parish Council.

- **ACTION: Richard Williams, Daniel Scharf and Julian Cook to meet with Thomas Cakebread Memorial Masons and commission work on those graves requiring making safe after failure of their topple-testing.**

#### **APA 11. Play/recreation facilities -**

Daniel Scharf has written to Glen Woolley of Drayton Football Club, to ask for the club's views on the purchase of extra land by the Parish Council so that the club can have its own dedicated pitch rather than continue playing on the Village Green. A reply is awaited in preparation for a meeting with the Hall and Rec. Management

#### **126/09 Sutton Wick Air Disaster**

It had been agreed that a memorial would be welcomed by Drayton parishioners. Daniel Scharf had spoken to RAFA, and a report from their committee is awaited from them. Daniel Scharf will follow-up as required.

#### **146/09 Binning Close Bushes**

It was agreed that suitable action having been taken, this item could now be removed from matters arising at future meetings.

#### **159/09 Development along Milton Road**

Robin Butler had received a letter dated 10<sup>th</sup> February from Hannah Revell (VHWDC Enforcement/Monitoring Officer) saying that she had asked the owners to reduce the number of caravans by 1 March 2010. The Parish Council thought this a vague reply and asked the Parish Clerk to write to Hannah Revell for more specific information on how many caravans were allowed, for future reference. Daniel Scharf agreed to draft the letter.

- **ACTION: Daniel Scharf to draft a letter to Hannah Revell querying how many caravans are allowed at the development along Milton Road. Parish Clerk to send.**

#### **161/09 OCC Local Transport Plan 3**

The time for responses had now passed. The Parish Council had not submitted a response on this occasion.

#### **161/09 New Waste Services**

Emails had been received and forwarded to Councillors by Isabel Morris updating the Parish Council on the VWHDC's plans for the introduction of wheelie bins. The emails included details of which properties were unsuitable for wheelie bins, and they would be provided with special rubbish sacks. Publicity sessions are to be held which Parish Councillors would be invited to attend, and there was a possibility of a public road-show being held in Drayton.

#### **8/1/10 Training Courses**

Training courses for new Parish Clerks and Parish Councillors organised by the Oxfordshire Partnership for Local Councils were discussed. Daniel Scharf proposed (seconded by Robin Butler) that the Parish Clerk be authorised to attend such training courses as he thought useful, at a cost of £45 per course. Councillors were also urged to look at the courses and to register themselves for any which would benefit them in their office. The details had already been circulated by email, but were also available on request from the Parish Clerk.

- **ACTION: Parish Clerk to register for suitable training courses**

#### **15/1/10 Defra - Thames Water's Water Resources Management Plan - statement of common ground**

Discussion on this topic had already taken place under Public participation (see 5/3/10 (a) above). Richard Webber and Daniel Scharf will be attending the Inquiry meetings in other capacities, but including as Chairman of the Parish Council. It was agreed that there was no need for the Parish Council to send an official representative. DEFRA has still not replied to three letters sent in succession asking how the Inquiry can make a decision on the reservoir part of the WRMP in summer 2010 when the National Policy Statement on water resources is not due out until December 2010. It was agreed that the Parish Clerk should fill in the questionnaire relating to the Inquiry with this question, and write another follow up letter.

- **ACTION: Parish Clerk to complete questionnaire and write to DEFRA asking for a reply to earlier letters relating to query about relationship of the National Policy Statement on Water Resources, due December, to the timing of the reservoir Inquiry.**

#### **Recruitment – Parish Councillors**

It was agreed that with several councillors having served for many years, new volunteers were needed to fill existing and possible future vacancies. It was agreed that Jenny Pooley would place a box advert in the Drayton Chronicle, and that Daniel Scharf would write a letter for the same issue urging parishioners to volunteer. (Proposed Jenny Pooley; Seconded Daniel Scharf)

- **ACTION: Jenny Pooley to retrieve previous advert for Parish Councillors recruitment and place updated box advert in the next Drayton Chronicle. Daniel Scharf to letter for same issue**

#### **Almshouses Handbook**

The Handbook had now been circulated around the Parish Councillors for comment. Daniel Scharf proposed, and Heather Morrison seconded, that Daniel Scharf write to the Almshouses Trustees to suggest amendments and clarifications to the Handbook.

- **ACTION: Daniel Scharf to draft letter to be sent to Almshouse Trustees suggesting amendments and clarifications to the Handbook**

#### **Contributions towards Marie Sellwood leaving gift**

Now collected in, as personal contributions from Councillors.

#### **54 High Street**

This planning query on parking had been raised and dealt with at the last meeting to Robin Butler's satisfaction.

#### **30mph warning sign, Steventon Road, Drayton**

OCC had now agreed that this malfunctioning sign should be replaced – see County Councillor's report, above.

#### **Parish Annual Inspection**

The Annual Parish inspection will be conducted by Robin Butler, Daniel Scharf and Jenny Pooley on Sat 27<sup>th</sup> March, starting at 10.00am at the Burial Ground. The Parish Clerk will be in attendance.

### 8/3/10. FINANCE/ADMINISTRATION COMMITTEE BUSINESS

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

#### A Payments

Kathryn Smyth	Clerk's salary for Feb 2010 ( 3 weeks)	£375.30
Inland Revenue	Tax & NI	Nothing Due for February
Kathryn Smyth	Expenses (Stamps for allotment letters)	£10.30
Kathryn Smyth	Expenses (Stamps for allotment letters)	£7.20
David Perrow	Clerk's salary for Feb 2010 ( 1 week)	To be claimed at end March with March Salary
Wantage Independent Advice Centre	Grant Application	£30.00
Vale of White Horse	Invoice, servicing of dog bins 1/10/09-31/12/09	£401.26, including VAT
City Insulation Contractors Ltd	To take down asbestos shed	£681.50, including VAT
Kathryn Smyth	Move filing cabinet	£6.01
Julian Cook	February Caretaker	£294.50
Drayton Millennium Green Trust	Donation	£2,000
Robin Butler	Beech Trees	£22.35

<b>Receipts</b>		
Mr Wager	Allotment Rental	£15

**Allotment Letters.** Daniel Scharf reported that several allotment holders had received their annual invoice via the post with insufficient postage paid, and that they were out of pocket by £1.17 each, plus travel to Abingdon Sorting Office to collect. After discussion it was agreed that though the Parish Council apologised for the error, it was impractical to arrange a systematic refund without individual claims, as some had not been surcharged.

#### B. OTHER BUSINESS

- (a) **Draft Effectiveness of Internal Audit Report.** This had been considered by the Finance Committee on 1<sup>st</sup> March, but was deferred by them and by the Parish Council.
- (b) **Drayton Millennium Green grant application.** The application for £2,000 funding from the Millennium Green Trust was considered. The award of the grant was proposed by Robin Butler, seconded by Daniel Scharf, and agreed by the Parish Council.
- (c) **NALC Standing Orders.** Parish Councillors had received an email giving a web-link to the new NALC Standing Orders. Robin Butler proposed, Heather Morrison seconded, that the Parish Clerk purchase the full printed handbook for the Parish Council Office.
  - **ACTION: Parish Clerk to purchase Handbook of NALC Standing Orders**

- (d) **Beech trees.** Robin Butler had purchased these and had presented his invoice for reimbursement (see Finance above).

**9/3/10. RIGHTS OF WAY & CONSERVATION WORKING GROUP**

- (a) Julian Cook reported that he had repaired the path to Sutton Wick, but that the recent heavy rain had already to some extent undermined the work done.
- (b) Jenny Pooley requested that Julian Cook cut back the bramble bush on the Gravel Lane path as part of his March programme of work.

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

Heather Morrison confirmed that there was nothing further to report from the Planning Committee.

**11/3/10. LEISURE & GENERAL PURPOSES WORKING GROUP**

(a) **Rubbish.** Julian Cook reported in his capacity as Village caretaker that the amount of rubbish he was having to collect up was increasing. This arose from items such as drinks cans and fast food takeaway waste, left both by pedestrians and thrown from cars. Julian was asked to write an article on this issue for the Drayton Chronicle as Caretaker; Heather Morrison agreed to find out what litter education was taking place in the local school; Daniel Scharf will ask Andrew Gould about a litter pick involving Damascus and young people.

- **ACTION: Julian Cook to write article on rubbish problem for the next Drayton Chronicle**  
**Heather Morrison to ask about anti-litter education in Drayton school**  
**Daniel Scharf to ask Andrew Gould about a litter pick by young people**

(b) **Dog fouling.** This was also an increasing problem. Daniel Scharf proposed, seconded Richard Webber, that Richard Webber asks the VWHDC Dog Warden to attend to issue on-the-spot fines to known persistent offenders.

- **ACTION: Richard Webber to contact Dog Warden at VWHDC to ask him to monitor dog fouling in Drayton and ,where possible, issue on-the-spot fines to offenders rather than warnings.**

(c) **RoSPA inspection.** Julian Cook was asked to carry out remedial work as outlined in the last RoSPA report, in time for the next inspection in July.

- **ACTION: Julian Cook to make repairs to playground highlighted in last RoSPA report**

(d) **Allotment warden.** Daniel Scharf reported that three people had expressed interest in the vacant warden role. He proposed, seconded by Robin Butler, that all three be asked to form an Allotments Committee to carry out three roles: to collect rents next year (Daniel Scharf would complete collection of rents this year); to manage the allotment waiting list; to feedback any issues and concerns to the Parish Council.

- **ACTION: Daniel Scharf to ask the three volunteers to form an Allotment Committee and to write to them to give them their terms of reference**

(e) **Hedge on Allotment.** Julian Cook was asked to cut back part of the Allotment hedge. Robin Butler agreed to provide him with a plan of where this hedge was situated.

- **ACTION: Robin Butler to provide Julian Cook with a plan of the hedge on the allotment requiring trimming; Julian Cook to trim the hedge as part of March's caretaker work.**

#### 12/3/10. CORRESPONDENCE – to be noted

Source	Topic	Action
Thames Water's (distributed by email)	Resources Management Plan	Noted
Thames Valley Police (distributed by email)	Speed Survey on Steventon Road - Results	Noted
Thames Valley Police (distributed by email)	Neighbourhood policing update – February 2010	Noted
Oxfordshire County Council (distributed by email)	Play Design Grant	Noted
DEFRA (distributed by email)	Response to PC letter of 14 January 2010	Noted. See Matters Arising 15/1/10 above
Ryder-Cheshire Volunteers (distributed by email)	Request for donation	Parish Clerk has sent out a grant application form
Oxford Brookes University	Letter asking if we have PC Newsletter	Parish Clerk will reply giving details of Drayton Chronicle
HM Revenue & Customs	Request to complete form P35 Employer Annual Return	Parish Clerk will complete after end of current financial year
VWHDC	Vale of White Horse DC Housing & Council Tax Benefits Service	Parish Clerk will display notices about surgeries on village notice-board
Energy Saving Trust	Green Communities	Passed to Daniel Scharf for consideration

- **ACTIONS: Parish Clerk to reply to Oxford Brookes pointing them to the Drayton Chronicle**  
**Parish Clerk to complete form P35 for Inland Revenue at end of the tax year**  
**Parish Clerk to display selected notices from VWHDC Housing and Tax benefits unit**

#### 13/3/10. Any Other Business

(a) **Norton Antivirus.** The Parish Clerk's laptop was currently protected using a copy of Norton antivirus software licensed personally to a previous Parish Clerk. Robin Butler proposed and Daniel Scharf seconded that the Parish Clerk be authorised to purchase a replacement piece of commercial anti-virus software at his discretion, within a budget of £50.

- **ACTION: Parish Clerk to procure replacement anti-virus software**

- (b) **Community Day.** Richard Webber asked the Parish Council if they wished another Community Day to be held in 2010, and for volunteers to help organise it. Andrew Wright volunteered to help Richard Webber as organiser. Jenny Pooley wondered whether, given the effort required, the Community Day should be every other year, but it was agreed that the 5 a-side soccer was very popular, and should take place every year. It was further suggested that as a separate event in the autumn, an ‘Apple and Walnut Day’ might be considered, in association with the need to prune and care for the trees on the Millennium Green. Richard Webber agreed to consider these two ideas.
- (c) **Water Leak.** Jenny Pooley reported that she had investigated a water leak report by residents in Whitehorns Way, which Thames Water had said they would take three weeks to fix. The leak had now been fixed.
- (d) **Unsung Heroes.** Andrew Wright enquired of Richard Webber the outcome of the ‘Unsung Heroes’ nominations. Richard Webber reported that three awards had been successful this year, as described in last month’s Drayton Chronicle front page article. Other nominations had been considered but, since this was an annual event, it was thought appropriate to suggest three this year which had a linking theme, and propose the others in future years.
- (e) **Speed Test.** Andrew Wright asked Richard Webber whether the speed test had gathered data on speeding in both directions. Richard confirmed that this was the case and that he would be expecting the Police to take appropriate action.
- (f) **Missing setts near village green bus stop.** A resident had reported to Richard Williams that a granite cobblestone from the edge of the village green had been thrown into her garden. Richard Williams had asked her to contact the local police to alert them under their campaign against anti-social behaviour/vandalism. The Parish Council asked Richard Williams to contact her to request she kept the cobblestone, and the Parish Clerk was requested to write to OCC to ask that this and the other missing kerbstones on the green to be re-instated.
- **ACTIONS: Richard Williams to ask resident to retain the cobblestone for OCC, and to let the Parish Clerk know her name and address for OCC  
Parish Clerk to write to OCC to ask the kerbstones to be re-instated.**
- (g) **Parish Council Information Sheet.** The new Parish Clerk was asked to update the standard information sheet giving his new contact details and any other changes, and to re-circulate to Parish Councillors and place on notice-boards, etc.
- **ACTION: Parish Clerk to update Information Sheet and re-circulate/re-display**
- (h) **Burial Fees and Charges Leaflet.** Richard Williams will update this for the new Clerk’s name and contact details, dating it effective as from 1<sup>st</sup> March 2010, and send it to the Parish Clerk with a list of local undertakers to whom the Parish Clerk will issue the revised leaflet.
- **ACTIONS: Richard Williams to update Burial Fees and Charges leaflet and supply it and mailing list for local undertakers to Parish Clerk  
Parish Clerk to send out revised Burial Fees and Charges leaflet to local undertakers**
- (i) **Policy on Circulating Emails.** It was agreed that rather than sending on emails as they arrive the Parish Clerk will trial bundling them up in a weekly emailing to Parish Councillors. Urgent/important emails will continue to be sent on individually, as and when they arrive.
- (j) **Annual Parish Meeting.** It was agreed that Jenny Pooley would arrange for the Annual Parish Meeting to be advertised as a box advert in the next Drayton Chronicle.
- **ACTION: Jenny Pooley to advertise the Annual Parish meeting in the next Drayton Chronicle**
- (k) **BMX track.** Daniel Scharf reported that he had looked at the new BMX track at Cumnor, which was a dirt track 80mx30m with 3m earthen bumps. This had cost £800 to set up, and



would cost £1,000 p.a. for weed killer. Daniel Scharf suggested that Drayton should consider something similar to improve its own BMX facilities. After discussion, it was agreed as a first step to use weed killer on our track, and Andrew Wright proposed, seconded Robin Butler, that Julian Cook apply one treatment as part of his March work, within a budget of £200 per treatment.

- **ACTION: Julian Cook to apply one treatment of weed killer to BMX track in March**

(1) **Deaths.** Daniel Scharf reported with regret to the Parish Council the deaths of two prominent residents:

**Norman Stimpson**, a former Chairman of the Parish Council, has died leaving a widow, Daria. Daniel Scharf suggested that a memorial in the form of a tree, bench or plaque be considered, and Jenny Pooley agreed to approach Daria Stimpson to ascertain her wishes with regard to this.

- **ACTION: Jenny Pooley to contact Daria Stimpson to ask about a suitable Parish memorial to her husband, Norman**

**Peter Nicholson**, local painter, had also died recently.

**14//10. The date of the next Parish Council Meeting was confirmed as Monday 12<sup>th</sup> April 2010, at 7.00pm, to be held in the Caudwell Day Centre, Gravel Lane,**