

Drayton Parish Council

Minutes of the Parish Council Meeting of Drayton Parish Council, Held on Monday 12th April 2010 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Daniel Scharf (Chairman), Robin Butler, Julian Cook, Jenny Pooley, Richard Webber, Richard Williams, Andrew Wright, and David Perrow (Clerk)
Not Present: Gill Hind, Isabel Morris, Heather Morrison

The meeting started at 8.30pm, after the conclusion of the Annual Parish Assembly.

1/3/10. APOLOGIES FOR ABSENCE

Apologies were received from Isabel Morris and Heather Morrison

2/3/10. DECLARATIONS OF INTEREST

No interests were declared.

3/3/10. MINUTES OF THE PARISH COUNCIL MEETING ON 1st March 2010

Two items were corrected from the draft minutes:

6/3//10 (b) Village Schools. Mike Badcock asked that it be made clear that Drayton School would have less money in future “based on the DCSS formula”.

15/1/10 Defra – Thames Water Management Resources Plan. Daniel Scharf will be attending the Inquiry Meetings as Chairman of Drayton Parish Council, in addition to attending in other capacities.

With these two corrections, the Minutes were **AGREED** and Daniel Scharf signed them as Chairman.

4/4/10. PUBLIC PARTICIPATION

There were no members of the public present for the start of the Parish Council Meeting, but Paul Evans arrived after a few minutes.

Public issues had been discussed at the Annual Parish Assembly preceding the meeting, and no further issues were raised under this Agenda item.

5/4/10. NEWS FROM COUNTY COUNCILLORS

Both Marilyn and Mike Badcock was present as the County Council representatives. Mike Badcock reported on four issues:

- (a) **Safety on Drayton/Sutton Road.** Mike reported that the cost of a safety audit would be £550, but that Oxfordshire County Council is proposing to conduct a speed survey first, and then may follow this up with a safety audit if the speed survey analysis warranted it. The speed would be monitored in both directions. The equipment would be installed within three months, but after the present building work on that corner had been concluded. Parish Councillors pointed out that there were safety issues other than speed on this section of road. Mike asked for the Parish Council’s guidance on the position for installation of the temporary speed monitoring camera..

AGREED: that this was best positioned on the telegraph pole, left hand side of the road as traffic leaves the village.

Proposed: Daniel Scharf

Seconded: Andrew Wright

- (b) **Potholes in Roads – Reporting.** Mike encouraged residents to report issues such as potholes and littering via the website: www.fixmystreet.com
- (c) **School Choices.** Mike confirmed that there had been no complaints from Drayton residents this year about choice of schools.
- (d) **Cyclists – Milton Park.** Mike raised concerns about the safety issues arising from the large increase of cyclists making the daily journey to Milton Park. Whilst the increased use of cycling was to be welcomed on environmental and health grounds, he was concerned that the increased volume of cyclists was causing safety conflicts with car traffic. He suggested that the Parish Council may wish to examine this problem, and that a dedicated cycle track, which might be funded by Milton Park, would be one possible solution. It was agreed that this would be an Agenda item for the next Parish Council meeting in May.

6/4/10. NEWS FROM THE DISTRICT COUNCILLOR

Richard Webber had reported VWHDC business to the Annual Parish Meeting, and had nothing further to add at this point.

7/4/10 MATTERS ARISING

Actions by Parish Councillors, County Councillors and the Clerk were noted (see attached Action List)

(a) 11/3/10 (d) Allotment Wardens – Terms of Reference

Terms of Reference for the Allotment Wardens had been drafted and circulated by email for comment and amendment to Parish Councillors.

AGREED: The final version of the Terms of Reference were agreed by the Parish Council, and it was also **resolved** that the new Wardens would be asked to collect email addresses from allotment tenants, and that in future invoices and receipts would be sent by email to save on postage costs and speed up delivery and receipt of allotment rents.

Proposed: Richard Williams

Seconded: Julian Cook

(b) 5/3/10 (b) East Way surface repairs

Jenny Pooley reported that a reply had been received from Mark Sumner, OCC Environment and Economy Countryside Services Officer, to the effect that whilst OCC is responsible for maintaining the whole of East Way to bridlepath standard, this does not comprise the tarmac area at the entrance to Eastway. However, OCC Highways may, in 2010-11, be repairing the adjacent pavement, and if so may be able to effect repairs to the tarmaced area too. East Way is being inspected every 6 months for safety, and the surface will be monitored, but can be expected to last a period of years now. If residents wish to pay for the surface to be upgraded, this is a possible way forward.

AGREED:

- **ACTION: Jenny Pooley would pass a copy Mark Sumner’s letter to the resident’s group on East Way, via Liz Morgan**
- **ACTION: Clerk to email Mark Sumner to thank him for his response and inform him that this had been passed to East Way residents**

(c) APA 11 Play/Recreation Facilities

It was reported that Drayton Football Club had received and discussed the Parish Council’s letter about the possibility of acquiring extra land to improve recreation facilities in the village. It was suggested that the next step would be for an informal meeting to take place between

representatives of the Parish Council and members of the Drayton Football Club. Daniel Scharf, Richard Webber and Julian Cook agreed to represent the Parish Council at this informal meeting.

AGREED:

- **ACTION: Daniel Scharf, Richard Webber and Andrew Wright to arrange an informal meeting with representatives of the Drayton Football Club, and to report back to the Parish Council meeting in May**

(d) 126/09 Sutton Wick Air Disaster

No response had yet been received from the RAFA

(e) 161/09 New Waste Services

Isabel Morris had attended a VWHDC meeting on this issue. A second series of briefing meetings for Parish Councillors was being held in May, and it was agreed that Isabel Morris, Jenny Pooley, and possibly the Clerk would attend for the Parish Council.

AGREED:

- **ACTION: Isabel Morris/Jenny Pooley to attend VWHDC New Waste Collection Briefing Sessions in May, and report back to the Parish Meeting**
- **ACTION: Clerk to reply to VWHDC with names of Councillors attending the New Waste Briefing Sessions in May**

(f) Almshouses Handbook

The reply from the Drayton Charities Trustees to the Parish Council's letter re: Almshouses Regulations was noted.

(g) 13/3/10 (I) Norman Stimpson Memorial

Jenny Pooley had consulted Daria Stimpson, who has expressed a wish to have an oak tree with plaque sited on the Millennium Green in memory of her husband, Norman. It was agreed that Jenny Pooley would discuss this idea with Nick Hamilton, Chairman of the Millennium Green Trust (MGT), and, if this was acceptable, to agree a site for the tree with the MGT and Daria, and to cost the purchase of an oak tree of suitable maturity and a plaque.

AGREED:

- **ACTION: Jenny Pooley to discuss siting of an oak tree and plaque in memory of Norman Stimpson with Nick Hamilton of the Millennium Green Trust, and to cost the purchase of the tree and plaque, and report back to the May Parish Council meeting.**

h) 11/3/10 (b) Dog Fouling

A reply had been received from Colin Marshall, Environment Warden, Vale of White Horse District Council to the Parish Council's letter requesting that dog fouling be patrolled in the village and fines for offenders imposed. Colin confirmed that this would be done. It was further agreed that Jenny Pooley would write an article for the Drayton Chronicle on this issue, as suggested by Colin Marshall, and using his suggested text, and that Jenny would also contact Colin to ask him for an extra sign to be put up on the Cauldwell Day Centre end of the Gravel Lane path, where fouling was a particular problem at present.

AGREED:

- **ACTION: Jenny Pooley to write an article for the May Chronicle on Dog Fouling using the text from Colin Marshall as a basis; and to contact Colin to ask him for an extra warning sign about Dog Fouling on the Gravel Lane path at the Caudwell Day Centre end.**

8/4/10 Burial Ground – Headstones

(a) The letter and report from Thomas Cakebread Limited, dated 23rd March 2010, was considered.

AGREED: that in view of the fact that one of the monumental masons who had worked in the Graveyard appeared not to be NAMM registered, or working to NAMM standards, and that remedial work had also had to be carried out on more recently installed memorials: (a) In future all headstones would be marked with the mason’s name and grave number, on the reverse;

ACTION: (b) Richard Williams would redraft the ‘Fees and Charges’ regulations to include the new stipulation, and also draft a letter to send to undertakers outlining the problems we had experienced, and making it incumbent upon them to employ only NAMM registered monumental masons, for whose work they would be legally and financially liable.

Proposed: Daniel Scharf

Seconded: Richard Williams

(b) The Clerk raised an urgent matter concerning a request for a double burial of ashes due in a week’s time, on which the ‘Fees and Charges’ regulations gives no guidance. The request was for a double plot and a single headstone of the ‘open book’ type, in the centre of the two plots, and inscribed for both of the ashes interred. Interment of ashes to date had been in single plots with a single tablet for one person only.

AGREED: that (a) a double depth interment of ashes was permitted; (b) that two plots would need to be purchased for a double interment and the double memorial proposed; (c) that a ‘book memorial’ was permitted, subject to it being a flat/tablet type of a size in keeping with the existing memorials in the Cremated Remains area of the Graveyard. The normal tablet dimensions were 18 inches x 18 inches maximum. The Clerk was asked to obtain a drawing and dimensions for the proposed memorial, which he was empowered to approve, provided that it was no more than a double than normal size, and of a design in keeping with the existing memorials.

Proposed: Daniel Scharf

Seconded: Richard Williams

9/4/10 DEFRA – Thames Water’s Proposed New Reservoir – Inquiry

Daniel Scharf confirmed that he would be attending the Pre-Inquiry meeting which is being held this Wednesday (14th April). He had made representations to the Chair of the Inquiry via the Inquiry Secretariat, and he was hopeful that the Chair would consider the legality issues surrounding the Inquiry process, and might opt for an informal approach so that concerned parties could discuss and resolve their issues through arbitration.

10/4/10 Parish Annual Inspection and Risk Assessment

AGREED: that the Chairman should sign the Parish Annual Inspection Report and Risk Assessment, which had been circulated previously with the papers for the meeting. Daniel Scharf duly signed the return.

11/4/10 FINANCE/ADMINISTRATION COMMITTEE BUSINESS

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

A. Payments		Invoice Amount	of which VAT
Cauldwell Day Centre –	Rent (Jan/Feb/March)	£40.00	zero
OALC	Standing Orders for Local Councils Publication	£25.00	zero
OALC	OALC Subscription 2010-11	£420.16	£62.58

on the north side of the High Street between Halls Close and the centre of the village, and that this is particularly noticeable around the entrance to FP 15 and the entrance to the Grange. The footpath is very narrow and getting narrower, making it difficult for two people to walk side by side.

AGREED:

ACTION: that the Clerk will write to OCC Highways and request that they trim the grass verge to restore the full width of the path.

Proposed: Jenny Pooley

Seconded: Daniel Scharf

(d) Further complaint about the bushes at the end of Binnings Close. Jenny Pooley had received further representations about these bushes. Julian Cook agreed to investigate further with the complainants

ACTION: Julian Cook to talk to Binning Close residents who have complained about bushes at the end of Binnings Close

(e) Care of Noticeboards – to consider what actions need to be taken. Jenny Pooley asked if the Caretaker could please remove staples from the Village notice boards

ACTION: Julian Cook to remove staples from Village notice boards

(f) Stile at Oday Hill. Jenny Pooley reported that the stile at Oday Hill on the east side of bridleway 8 at the point where FP 20 crosses the lane needs repair as it has no cross piece and, being on sloping ground, is very difficult to negotiate. The landowner has failed to do this repair, despite being requested some many months ago. A further complaint about the stile has now been received from a member of the Ramblers' Association.

AGREED:

ACTION: that the Clerk should contact Mark Sumner, OCC Countryside Services, to ask him to contact the landowner officially and insist that the stile be repaired

Proposed: Jenny Pooley

Seconded: Daniel Scharf

13/4/10. Planning Committee Business

A. Planning Applications

The following Planning Applications had been received and considered by the Planning Committee since the last Parish Council meeting. These were noted.

No.	Address	Details	Parish	District
2010-02	37 Hilliat Fields	Proposed erection of a bungalow	NO OBJECTION	Refused
2010-03	Fir Trees - The Old Barn		NO OBJECTION	?
2010-04	The Garden Studio, The Green	replace 3 low level velux roof lights with 6 high level roof lights and replace 2 glazed panels in permitted garden room with a panel of brickwork.	?	Pending
2010-05	Little Smiths Farm, Milton Road, OX14 4EZ	Erection of replacement three bed dwelling.	NO OBJECTION	Pending
2010-06	Church of St Peter, Church Lane	Erection of a single storey extension and alterations.	NO OBJECTION	Pending
2010-07	18 Whitehorns Way, OX14 4LL	Erection of a single storey rear extension and single storey front extension	NO OBJECTION	Pending
2010-08	3 Binning Close, OX14 4LN	Erection of single storey front extensions.	NO OBJECTION	Pending
2010-09	2 The Green, OX14 4JA	Erection of single storey and two storey extensions.	NO OBJECTION	Pending

B. Other Planning Business

- **Drayton Mill footbridge.** The Clerk reported that correspondence had been received from the VWHDC Planning department which indicated that they were investigating the erection of a footbridge at Drayton Mill, which did not have planning permission. VWHDC also had a number of other planning permission issues with the development at Drayton Mill, which they were pursuing. The Environment Agency were liaising with VWHDC about the footbridge, since they were also unaware of its construction, and were concerned about its effect on the watercourse and drainage, where litter was already building up.
- **Caravan Storage/development along Milton Road.** It was reported that some of the caravans had been moved before the 31st March deadline from VWHDC Planning dept, but that a number remained, perhaps in excess of domestic requirements for a single dwelling.. The Clerk was asked to contact VWHDC Planning to enquire whether, in their view, the owner had now complied or not with their planning requirements.

AGREED:

ACTION: that the Clerk contact VWHDC Planning dept to enquire whether the remaining caravans along Milton Road are in line with those permitted without planning permission.

Proposed: Daniel Scharf

Seconded: Andrew Wright

14/4/10. LEISURE & GENERAL PURPOSES WORKING GROUP

(a) **Village Caretaker.** Julian Cook reported that April work will now include stepping up both grass cutting and trimming back of bushes

(b) **Allotment warden(s).** Daniel Scharf reported that four possible Allotment Wardens were under consideration, and that he hoped to have their decision and confirm names at the May Parish Council meeting.

(c) **Rubbish.** Julian Cook will be submitting an article, now in draft, to the May issue of the Chronicle. It was reported that the Damascus Project group were keen to do a litter pick again. Litter was being blown off the OCC Recycling skips.

AGREED:

ACTION: that the Clerk write to OCC, approving the draft letter with Richard Webber

Proposed: Richard Webber

Seconded: Daniel Scharf

(d) **BMX Track.** Julian Cook reported that he had obtained the weed killer, but that he had been advised to wait until the grass was in full growth to apply it. The weed killer would be applied in April.

ACTION: Julian Cook to apply weed killer to the BMX track in April

15/4/10. CORRESPONDENCE – to be noted

The list of Correspondence Received since the last meeting (Appendix C) was noted. The following required action:

Source	Topic	Action
Oxfordshire Rural Community Council	Membership - annual renewal invitation - £30	Agreed to renew. Cheque to be prepared for signature at May meeting Proposed: Daniel Scharf Seconded: Jenny Pooley
Churchwardens - Sue Harris and Val Cross	Request for views on a successor to Josie Midwinter	Daniel Scharf had responded to the Church Wardens
Bullock, Jayne - ORCC	ORCC 90th Birthday celebration	Daniel Scharf agreed to reply on

[Jayne.Bullock@oxonrcc.org.uk]	publication - deadline extended	behalf of Drayton PC
Oxfordshire Playing Fields Association	Satisfaction Survey	Daniel Scharf will complete and return the survey

16/4/10. Administrative Matters

(a) Email communication

AGREED: that the Clerk was authorised by the Parish Council to communicate with Councillors primarily by means of email, including the issue of Parish Council's Agendas, Minutes and Summons to Meetings

Proposed: Daniel Scharf

Seconded: Robin Butler

(b) To consider the new NALC Standing Orders 2010 and any change to the Drayton Parish Council Standing Orders

AGREED:

ACTION: that Daniel Scharf would look at the NALC Standing Orders and bring recommendations on the text to the May Meeting for Drayton Parish Council to discuss, to amend and adopt the Parish Council Standing Orders as necessary.

17/4/10 Items to be noted from Parish Councillors

No further items were raised by Councillors

18/4/10. The date of the next Parish Council Meeting was confirmed as Monday 10th May 2010, at 7.30pm, to be held in the Caudwell Day Centre, Gravel Lane,

The Meeting ended at 9.35 pm

Signed:

Date: 10th May 2010

**Name: Daniel Scharf
Council**

**Role: Chairman, Drayton Parish
Council**