

# Drayton Parish Council

## Minutes of the Annual Parish Meeting of Drayton Parish Council, Held on Monday 10<sup>th</sup> May 2010 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

**Present:** Daniel Scharf (Chairman), Julian Cook, Heather Morrison, Jenny Pooley, Richard Williams, Richard Webber. David Perrow (Clerk) in attendance.

**Not Present:** Robin Butler; Gill Hind; Isabel Morris; Andrew Wright

### 1/5/10. APOLOGIES FOR ABSENCE

Apologies had been received from Robin Butler & Isobel Morris

### 2/5/10 CO-OPTED PARISH COUNCILLORS

Daniel Scharf informed the Parish Council that Gill Hind had telephoned him to say that she wished to resign from the Parish Council. There were no nominations for co-option for the vacancies on the Parish Council.

### 3/5/10 ELECTION OF CHAIRMAN FOR THE YEAR 2010-11

Richard Webber proposed, and Heather Morrison seconded, that Daniel Scharf be elected as Chairman 2010-11

**Resolved: – All agreed and Daniel Scharf accepted the position as Chairman.**

### 4/5/10 ELECTION OF VICE CHAIRMAN FOR THE YEAR 2010-11

Daniel Scharf proposed, Jenny Pooley seconded, that Heather Morrison be elected as Vice Chairman for 2010-11

**Resolved – All agreed and Heather Morrison accepted the position as Vice Chairman.**

### 5/5/10 DECLARATIONS OF INTEREST

No interests were declared.

### 6/5/10 APPOINTMENT OF COMMITTEES/REPRESENTATIVES FOR 2010-11

FINANCE AND PERSONNEL: Daniel Scharf (Chairman); Heather Morrison; Jenny Pooley; Richard Williams

PLANNING: Heather Morrison (Chairman); Jenny Pooley; Daniel Scharf; Julian Cook; Richard Williams

### WORKING GROUPS

#### LEISURE & GENERAL

PURPOSES: Richard Williams (Chairman); Daniel Scharf; Robin Butler; Richard Webber; Andrew Wright

RIGHTS OF WAY &: Jenny Pooley (Chairman); Julian Cook; Isabel Morris; Daniel Scharf; Richard Williams

#### CONSERVATION

### REPRESENTATIVES

Mrs Camilla King	Drayton Almshouses
Daniel Scharf	Public Transport Liaison
Richard Webber	Drayton Hall & Recreation Ground Management Committee
Mrs Camilla King	Drayton Charities (nominated Trustee)
Mrs M Watts	Drayton Charities (nominated Trustee)
Richard Williams	Drayton Chronicle contributor
Jenny Pooley	Millennium Green Trust (nominated Trustee)
Andrew Wright	DAMASCUS Project
Richard Webber	Neighbourhood Action Group (NAG)

There was no current representative for Drayton Primary School.

**ACTION: The Clerk was asked to write to Camilla King and Mrs M Watts to invite them on behalf of the Parish Council to continue in their 2009-10 roles through 2010-11.**

### 7/5/10 STANDING ORDERS

The NALC Model Standing Orders 2010 had been circulated to Councillors previously, and Daniel Scharf had also previously circulated a recommendation for discussion to localise these for Drayton Parish Council, exercising choices where these had to be made. Daniel Scharf proposed, and Richard Webber seconded that the Standing Orders circulated by Daniel Scharf be adopted as those for Drayton Parish Council.

**Resolved: That the Standing Orders (attached to these Minutes) be adopted as those for Drayton Parish Council.**

The Parish Clerk drew attention to the need for a Personnel Committee to be appointed in line with the Standing Orders. It was proposed (Daniel Scharf) and seconded (Richard Webber) that the Finance Committee assume this role (since personnel issues often have financial implications) and that it be re-named as the Finance and Personnel Committee

**Resolved: That the Finance Committee also assume the role of Personnel Committee and be re-named the Finance and Personnel Committee**

[Drayton Parish Council already had Financial Regulations in place (adopted 1<sup>st</sup> December 2008), and the Parish Clerk will re-circulate these with the Minutes of the meeting

**ACTION: Clerk to circulate Financial Regulations with minutes of the meeting]**

## **8/5/10 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 12<sup>th</sup> April 2010 were signed as a correct record

## **9/5/10 PUBLIC PARTICIPATION**

Seven members of the public were present, including representatives from the Football Club (Paul Evans & Alan Alston); the Drayton Community Trust (Andrew Bax); the Village Hall (Ann Webb); The Youth Club (Clare Soper); and the Allotment Wardens (Kay Davies and Tim Atkins).

- (a) **Allotment Wardens.** After discussion it was agreed that the drafted Terms of Reference should be confirmed and that the four volunteer Allotment Wardens would sign them. On the question of spouses/partners taking over allotments if their partner dies, it was suggested that this was best arranged by putting the allotment in joint names. It was agreed that the Wardens would collect email addresses and supply the Clerk with updated contact details including email addresses, so that in future invoices, receipts and other correspondence could be dealt with more easily and economically. The Clerk gave the Wardens the outstanding receipts for payments received for 2010-11.
- (b) **Village Website.** Andrew Bax addressed the meeting. He proposed that the Drayton Community Trust would discuss this at their next meeting in June, and that the Trust might be able to provide both capital funding and expertise from the Drayton Chronicle team to run the site. It was agreed that the site should not take advertising, and that the Drayton Parish Council would welcome an area on the site to publicise its meetings, hold the archive of minutes and papers, and perhaps host an intranet for the Councillors/Clerk to assist communication. The running costs would be modest, and it was suggested that the Parish Council might be approached in due course, for a grant to cover these or as contribution.
- (c) **Football Club.** Paul Evans and Alan Alston addressed the meeting. The shortage of recreational facilities in the village was well documented, and had previously been acknowledged through a public inquiry in 1976. This was now becoming critical for the Drayton Football Club, which had only one football pitch, on the village green, and no dedicated playing or training facilities for up to 5 teams playing at weekends. There was also unmet further demand for more teams, and possibly for girls' soccer, in the village. The Football Club(s) did not have the expertise to run a project to acquire land and build facilities, and asked the Parish Council for advice and assistance. The acquisition of land adjacent to the Village Green/recreation ground seemed to be the only viable option. After considerable discussion, it was agreed that Daniel Scharf, as Chairman of the Parish Council, would write to the Oxfordshire Playing Fields Association (OPFA) to seek their advice on a feasibility study.
- (d) **Youth Provision.** Clare Soper spoke about the Drayton Youth Club, which had recently become independent of the DAMASCUS project, which was concentrating on problem youth, and not running facilities. The Youth Club had affiliated to the Oxfordshire Association for Young People, and the Drayton Youth Charities had provided a grant to pay £300 for insurance and OAYP membership. The Youth Club had a membership of 30 young people in Years 6-10, with a requirement of 10 to attend weekly to cover costs. There was a pool of 4 parents and 1 other adult volunteer; 3 adults helped each week, with ratio of 1 adult to 8 children the norm. The club provided table tennis, snooker etc, and also outdoor activities. OAYP could provide bought in activities such as circus skills, street dancing etc. A coffee morning was being held on 22<sup>nd</sup> May in the Cauldwell Centre, 10-12 noon, to raise funds. All invited. After discussion, during which it was suggested that the Parish Council might consider employing a part-time Youth Worker to assist 15+ year olds not served by the Youth Club, it was agreed

that Daniel Scharf, as Chairman of the Parish Council, will also ask OPFA about this issue when he writes to them.

- (e) **Village Hall.** Ann Webb, from the Village Hall, reported that £1200 had been spent this year to date on repairs to the village hall (broken windows, guttering, damaged brickwork etc) due to vandalism. Vandalism was an increasing problem, with larger numbers of young people from outside the area congregating around the Hall. The police had been called on a number of occasions, and had been consulted on preventing further damage, but the problem had not abated. The Parish Council agreed that the Clerk should write to the Thames Valley Police (TVP) to ask them to attend the next Parish Council meeting in June to discuss the issue. It was also suggested that trimming back the hedge to 4-5ft high might assist in providing better scrutiny of the Hall by neighbours/passers-by.

**ACTION: Clerk to write to TVP**

**Village Caretaker to look at hedge with a view to reducing its height (by the Hall Management)**

Ann Webb also reported that enquiries had been made about the Antiques Fair on Sundays transferring back to Drayton while Didcot Civic Hall was out of action.

#### **10/5/10 NEWS FROM COUNTY COUNCLLORS**

The County Councillors were not present

#### **11/5/10 NEWS FROM DISTRICT COUNCILLOR**

Richard Webber had nothing to report

#### **12/5/10 ACTION POINT REVIEW FROM PREVIOUS MEETING**

The Action Point list was reviewed and updated. One outstanding action was for the signatories to the NS&L Account to sign to notify NS&L of the change of name and address for the new Clerk. Two signatories were still required for the form to be submitted by the Clerk.

**ACTION: Robin Butler and Heather Morrison to send the Clerk their completed forms**

#### **13/5/10 ALLOTMENT WARDENS**

It was confirmed that Kay Davies, Tim Atkins, Stan Hignell and Peter Woodward were willing to serve as Allotment Wardens, and that the draft Terms of Reference were acceptable to them

**ACTION: All Wardens to sign the terms of appointment.**

#### **14/5/10 THAMES WATER RESOURCES MANAGEMENT PLAN**

Daniel Scharf had drafted a letter to the Inquiry, following the Pre-Inquiry Meeting, and this draft had been circulated to Councillors in advance of the meeting. Heather Morrison proposed, and Jenny Pooley seconded, that this be sent by Daniel Scharf on behalf of the Council

**ACTION: Daniel Scharf to send the letter from Drayton Parish Council to the Programme Officer**

#### **15/5/10 NORMAN STIMPSON MEMORIAL**

Jenny Pooley had written to several tree suppliers for quotes for a 3-4 metre high oak tree, and to suppliers of brass plaques, and replies were awaited. The tree would need to be planted in the Autumn. Two possible sites had been identified for the planting.

#### **16/5/10 VILLAGE WEBSITE**

This had been discussed under Public Participation, and a response would be awaited from the Drayton Trust about capital funding and volunteers to run the site. The Parish Council welcomed the initiative, and would like to be involved in developing its own area of content.

#### **17/5/10 VILLAGE LEISURE FACILITIES**

This had been discussed under Public Participation. Daniel Scharf will contact OPFA to ask for advice on a feasibility study for expanding the playing fields facilities

**ACTION: Daniel Scharf to write to Oxfordshire Playing Fields Association to ask for advice re a feasibility study on expanding playing field facilities in the Village**

#### **18/5/10 YOUTH PROVISION**

This had been discussed under Public Participation. Daniel Scharf will contact OPFA to ask for their advice.

**ACTION: Daniel Scharf to write to Oxfordshire Playing Fields Association to ask for advice re providing wider support for young people in the Village**

## 19/5/10 FINANCE/ADMIN COMMITTEE BUSINESS

A. Payments		Invoice Amount	of which VAT
Oxfordshire Rural Community Council	Annual subscription for 2010-11	£30.00	zero
Julian Cook	April Caretaker's invoice (40 hours @£8.50 per hr), plus grass cutting £550, plus materials	£953.00	zero
David Perrow	Clerk's Expenses for April	£115.98	zero
David Perrow	Clerk's Salary for April	£426.76	zero
Inland Revenue	Tax and NI for April	£124.74	zero
Aon	Insurance Renewal	£1093.52	zero
B. Receipts			
Burials/Internments (Botley/Bradley/Fuller)		£310.00	
Allotment Payments		£101.66	

- **Thomas Eggar invoice.** This had been presented to the Parish Council in error, and had now been withdrawn by Thomas Eggar
- **Insurance** – The renewal policy had arrived recently, and it was agreed that since this was due for renewal before the next meeting, a cheque should be added to this month's payments. The Clerk had checked the types of cover, and would confirm the details of the insurance to the next meeting in June. **ACTION: Clerk to check level of insurance cover for assets and report back to next monthly meeting**
- **Allotment Payments.** All but £10 of the 2010-11 Allotment rents had now been received.
- **Finance Committee Meeting on 10<sup>th</sup> May 2010. End of year accounts for 2009-2010.** The quarterly Finance meeting, chaired by Daniel Scharf in the absence of Robin Butler, had been held prior to the main PC meeting and the accounts for 2009-10 had been reviewed. Daniel Scharf confirmed that the accounts balanced against the bank statements from Lloyds/TSB and the National Savings Investment Account. Robin Butler, though not able to be present, had been able to verify the Accounts prior to the meeting, and all members of the Finance Committee had received the complete papers to review. Daniel Scharf thanked Robin Butler and the Clerk for their work on the Accounts, on behalf of the Parish Council. Daniel Scharf proposed and Jenny Pooley seconded that the Accounts for 2009-10 be accepted **Resolved** – This was unanimously agreed. The Clerk had produced a bank reconciliation sheet, notes to the Annual Return and a Receipts & Payments Account for the year, which both the Chairman and Clerk signed, ready for the Internal Auditor.
- **Annual Return.** In response to a question from Daniel Scharf, the Clerk confirmed that the Annual Return would be presented for agreement at the next meeting. It had to be submitted by 30<sup>th</sup> June to the External Auditors.

## 20/5/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- Dog Fouling.** Jenny Pooley reported that the notice on the Gravel Lane path was now in place
- Oday Hill Stile on FP21.** Mark Sumner of OCC had agreed to take a look at the broken stile and to contact the landowner. Julian Cook had also spoken to the landowner to request that he repair the stile.
- Highways.** OCC Highways had agreed to cut back next week the encroaching vegetation on the stretch of pavement by the grass verge on the north side of the High Street between Halls Close and the centre of the village, particularly noticeable around the entrance to FP 15 and the entrance to the Grange.
- Yellow Powder.** A sample of a 'yellow' powder found in various places in the village had been sent to VWHDC for analysis. This was thought to be a residue of flour left by runners in a 'hare and hounds' race, but following concern expressed by residents VWHDC had agreed to test the sample.

## 21/5/10 PLANNING COMMITTEE BUSINESS

### A Planning Applications in Progress - Noted

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
DRA/16286/2	The Laurels, High Street, OX14 4SX	Erection of side and rear extensions to create utility and study room at ground floor level and en-suite at first floor level	Under Consideration	Pending
DRA/11218/2	37 Hilliat Fields, OX14 4JQ	Proposed erection of a new bungalow	Under Consideration	Pending
DRA/445/34	Brooklyn Mill, Milton Road, OX14 4EF	Erection of stables, shed and yard with close boarded fence/gates. Construction of track as access to main house	Under Consideration	Pending
DRA/445/33	Brooklyn Mill, Milton Road, OX14 4EF	Construction of a gravelled yard surrounded with a close boarded fence with gates. Erection of a small shed (Retrospective application)	Under Consideration	Pending

### B. Other Planning Business

- Little Smith's Farm – Decision. Daniel Scharf proposed that he write to VWHDC on behalf of the Parish Council to ask why the VWHDC do not put the sustainability code (Level 3 or above) as one of their standard conditions  
**ACTION: Daniel Scharf to write to VWHDC Planning Department about the sustainability code condition being added to the permission letter in future**
- Caravan storage, Milton Road. The VWHDC have replied to the Parish Council indicating that they will write again to the owners about this issue

### 22/5/10 LEISURE & GENERAL PURPOSES WORKING GROUP

- Burial Ground Layout. The Clerk presented a plan of the present and future layout of the burial ground. It was proposed (Daniel Scharf) and seconded (Heather Morrison) that this be adopted, and that the next interment of ashes would be on the opposite side of the path, where the future burials would also be placed, until that side of the burial ground was fully used up. The area to the left of the path (when facing the allotments) would be developed later, allowing for the possibility of extending the consecrated ground on that side.  
**Resolved: that the revised plan for the Burial Ground submitted with the papers of the meeting be adopted for the future development of the Burial Ground**
- Reservation. A family who had reserved grave 214 (Reservation number R21) had expressed concern about its location near the present internments, and Councillors were also concerned about the juxtaposition of this space to a mature tree, which might have to be removed to accommodate the future burial. It was proposed by Daniel Scharf, seconded Richard Williams, and was acceptable to the family, that the reservation space be placed instead between graves 194 and 209.  
**Resolved: That the Clerk write to the family to confirm that the placing of reserved grave 214 (R21) could be relocated to the space between graves 194 and 209**
- Bradfield Memorial. The Parish Clerk presented the plans from Knapps for the Bradfield Memorial. This was agreed (Proposed Richard Williams, Seconded Daniel Scharf)  
**Resolved: That the proposed memorial design for the Bradfield interment of ashes be accepted and that the Clerk write to Knapps to confirm this.**

### 23/5/10 CORRESPONDENCE – to be noted

- The LCR Subscription (£13.50 p.a.) was due for renewal. Proposed Daniel Scharf, Seconded Heather Morrison, that this be renewed and a cheque signed at the next meeting

### 24/5/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- Daniel Scharf offered the Parish Council's congratulations to Drayton Football Club in reaching the final of the Charity Shield

**Action: Clerk to write to the Football Club on behalf of the Parish Council to offer our congratulations**

- Litter Pick. It was proposed that DAMASCUS would take part in a litter pick of the Village on Monday 24<sup>th</sup> May Daniel Scharf would obtain the equipment from Colin Marshall, the VWHDC Environment Warden
- The Town Twinning/Lesparre Association had held their AGM and expressed their thanks for assistance from the Parish Council

**25/5/10 The date of the next meeting was confirmed as MONDAY 7th JUNE 2010 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.**

**The meeting concluded at 9.40 p.m.**

**Signed:**

**Date: 7<sup>th</sup> June 2010**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**