

**Drayton Parish Council**  
**Minutes of the Annual Parish Meeting**  
**of Drayton Parish Council, Held on Monday 7<sup>th</sup> June 2010 at 7.30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton.**

**Present:** Daniel Scharf (Chairman), Heather Morrison, Jenny Pooley, Richard Williams, Richard Webber.

**In attendance:** Mike Badcock (County Councillor); David Perrow (Clerk).

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

**1/6/10. APOLOGIES FOR ABSENCE**

Apologies received from Robin Butler, Julian Cook & Isobel Morris in advance of the meeting were noted and accepted. [Additional Note from Clerk: Andrew Wright had also emailed his apologies to the Clerk at 17:49 on the day of the meeting. Email read after meeting]

**2/6/10 DECLARATIONS OF INTEREST**

No interests were declared.

**3/6/10 PUBLIC PARTICIPATION**

One member of the public was present. There were no topics for discussion requested.

Sgt Kevin Hickman of Thames Valley Police was present to discuss Agenda item 10.

**4/6/10 CONFIRMATION OF LIST OF PARISH COUNCILLORS AND COMMITTEE/WORKING GROUP MEMBERSHIP, AND THEIR TERMS OF REFERENCE**

(a) The 'Information for Councillors' sheet updated after the May AGM for changes to Committees etc. was confirmed as correct.

(b) Gill Hind. As reported at the May PC meeting, Gill Hind had contacted Daniel Scharf, as Chairman, to indicate that she wished to resign from the Parish Council. The Clerk had telephoned Gill to request that she write to him confirming her resignation, but this letter had not yet been received. The Clerk noted for the meeting that Gill Hind had not attended a Parish Council meeting for 6 months (last attendance 7<sup>th</sup> December 2009), which could disqualify her as a Parish Councillor, even without receipt of her written resignation.

**Resolved:** That Gill Hind's verbal resignation to the Chairman, and non-attendance for 6 months at any Parish Council meeting, be accepted, and that she is no longer a member of the Council. The Clerk was asked to write to Gill to thank her for her services, and to inform VWHDC Democratic Services of the vacancy.

**Proposed:** Daniel Scharf                      **Seconded:** Richard Williams                      **Agreed**

**ACTION:** Clerk to write a letter of thanks to Gill Hind, and inform VWHDC Democratic Services of her ceasing her office as Parish Councillor

(c) Committee & Working Groups Terms of Reference. It was noted that the new Standing Orders required that Terms of Reference for each Council Committee and Working Group should be agreed and reviewed annually. Jenny Pooley agreed to draft Terms of Reference for the Rights of Way & Conservation Working Group, and the Clerk was asked to bring these and draft Terms of Reference for the Finance & Personnel, Planning, and Leisure and General Purposes Committees to the next (July) meeting for discussion and agreement. Chairman of these other Committees were asked to let the Clerk have drafts of their Terms of Reference to assist him.

**ACTION:** Jenny Pooley to draft Terms of Reference (TORs) for the ROW & Conservation Working Group to send to the Clerk; Clerk to draft TORs for the other Parish Council Committees and Groups.

(d) Register of Members Interests. The Clerk reminded Parish Councillors that they should review their Register of Interests, lodged with VWHDC Democratic Services, at least annually, and that he was able to provide copies of their current register, and a blank form to update these, if required. In view of the absence of four Councillors, the Clerk was asked to email all Councillors with this reminder, and a copy of the blank form.

**ACTION:** Clerk to email reminder to all Parish Councillors of need to keep their Register of Members' Interests up to date, and to attach the update blank form.

### **5/6/10 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting (the Annual Meeting of the Parish Council) held on 10<sup>th</sup> May 2010 were confirmed without amendment and signed by the Chairman, Daniel Scharf, as a correct record.

### **6/6/10 NEWS FROM COUNTY COUNCLLORS**

Mike Badcock reported:

- (a) Tall grass at Rook's Nest path at end of village. Mike Badcock reported that this tall grass was impeding visibility for motorists and asked if the Parish Council's village caretaker could cut it back. In discussion, it was thought this may be an Oxfordshire County Council responsibility, as a roadside verge. Mike Badcock will check this. The Village Caretaker was also asked to check and cut back any grass in the area which was a Parish Council responsibility.

**ACTION:** Julian Cook to check on tall grass on/near roadside at Rook's Nest path and cut back if a Parish Council responsibility. Julian Cook to let Clerk know if OCC need to be contacted to cut the grass on the roadside verge.

- (b) County Council Budget review. Mike Badcock informed the Parish Council that due to further anticipated reductions in government funding the County Council was meeting on Thursday to look at possible cutbacks in activity. He will report on this to the Parish Council next month.

### **7/6/10 NEWS FROM DISTRICT COUNCILLOR**

Richard Webber asked about the Parish Council's response to a planning application for a new bungalow at 37 Hilliat Fields. As noted on the Agenda (and minute 15/8/10A of this meeting – below), the Parish Council Planning Committee had not objected to this application. The matter was still pending decision by VWHDC.

### **8/6/10 DRAYTON VILLAGE APPLEANDWALNUTFEST**

Richard Webber asked whether the Parish Council would be willing fund the Village's AppleandWalnutFest, which is planned for the end of September. It was pointed out that the Parish Council had previously funded the Drayton Community Day, but that this would not be held this year, the AppleandWalnutFest being seen as a replacement. The Clerk was asked to let Richard Webber have a grant application form.

**ACTION:** Clerk to send Richard Webber a grant application for the AppleandWalnutFest.

### **9/6/10 ACTION POINT REVIEW FROM LAST MEETING**

- (a) Daniel Scharf had written to the Thames Water/UTR Inquiry as agreed. His letter will be subject to a rebuttal by Thames Water which would be delivered at the main inquiry. Other rebuttals from Thames Water had been received by email or on CD Rom, but the rebuttal for Drayton Parish Council had not yet been published.
- (b) Daniel Scharf will write to VWHDC (Adrian Duffield) in June about their planning conditions in letters of approval, and particularly inclusion of sustainability code conditions.
- (c) The Clerk was asked to contact Julian Cook, Village Caretaker, to find out what he had advised about cutting back the bushes around the Village Hall, which had been suggested as a security improvement.

**ACTION:** Clerk to ask Julian Cook about what he had advised re cutting back bushes around the Village Hall.

### **10/6/10 CRIMINAL DAMAGE TO THE VILLAGE HALL**

The Chairman welcomed Sgt Kevin Hickman from Thames Valley Police to the meeting. This was in response to an invitation from the Parish Council to TVP following discussion at the previous (May) meeting about anti-social behaviour around the Village Hall, and the considerable cost of repairing criminal damage to the Hall.

Sgt Hickman reported that the increase over the last few months in the number of young people (sometimes groups of 20-30) congregating around the Village Hall was now being dealt with as a ‘tasking’ police issue and that monitoring was taking place not only by the regular PCSO beat officers, but also by patrols passing through the village. Two ‘mosquito devices’ had been requested and would be installed, and CCTV was a possibility if the problem of criminal damage continued. Sgt Hickman confirmed that the youths found around the Hall, and in the village late at night, were not all from Drayton, and that young people from both Drayton and Abingdon had been returned late at night/early hours of the morning to their parents. This reminder to parents of their responsibilities would continue. Alcohol was a particular problem. This was being confiscated from under-age drinkers, and from any adults accompanying them who were thought to be supplying them. Shops in the area were being closely watched and could be visited by ‘sting’ operations if they were thought to be supplying alcohol to those underage. In discussion it was agreed that further alcohol awareness sessions at the local Abingdon Secondary schools should be considered, and Daniel Scharf volunteered to take part in such school visits if the police organised them. Concern was expressed about both the displacement and indiscriminate effects of ‘mosquito’ devices, which affect all young people, many of whom are not a problem and who attend football, youth clubs etc. at and around the Hall. It was pointed out that the ‘mosquitos’ can be turned on when the Hall is not in use, or be on a time-switch to run just during the night when no youths should be around the Hall. It was reported that all the DAMASCUS Youth Workers were now engaging with the problem group of youths. The Parish Council would like to encourage more village activities for Drayton youth 14+, given that the youth club was for under 14’s.

**ACTION:** The Clerk was asked to contact Rita Atkinson, DAMASCUS project, to emphasise that the Parish Council appreciates the positive engagement of the DAMASCUS youth workers, and will do what it can to assist in providing facilities and opportunities for Drayton young people who currently feel excluded. Andrew Wright as the PC DAMASCUS representative will be asked to contact Rita Atkinson to see what mutual help can be offered.

### 11/6/10 STREET LIGHTING

- (a) Corneville Road. A letter had been received from Alan Cockbill, of Oxfordshire County Council Street Lighting, about the removal of old aluminium lighting poles in Binning Close, Caudwell Close, Corneville Road and Haywards Road. He requested advice on the siting of new lighting in Corneville Road, in particular.
- (b) Wheatsheaf Roundabout. The PC had received a request to have a light around the Wheatsheaf roundabout re-sited, possibly to light the bus stop.
- (c) Intrusive Street Lighting. A resident in Halls Close had approached Jenny Pooley to ask if a street light which shone into his bedroom windows at night could either be removed or deflected downwards
- (d) Daniel Scharf mentioned that he had previously met an OCC officer about positioning a street light to throw light into the Village Hall car park and that this should be added to the list

**ACTION :** Agreed that Daniel Scharf will arrange to meet with Alan Cockbill in Drayton to discuss these four lighting issues, walk the ground and report back to the Parish Council with recommendations.

### 12/6/10 STANDING ORDERS

The Standing Orders agreed and adopted at the last (May) meeting were presented by the Clerk for signature by the Chairman on behalf of the Parish Council. In Paragraph 5 (a) (xvii), the limit of the amount which could be agreed to be spent at a Parish Meeting without a prior resolution was proposed to be set at £500.

**Resolved:** That £500 be adopted as the spending limit at a Parish Meeting without prior resolution, and that the Standing Orders with this insertion be signed by the Chairman on behalf of the Parish Council

**Proposed:** Daniel Scharf

**Seconded:** Richard Webber

**Agreed**

### 13/6/10 FINANCE/ADMIN COMMITTEE BUSINESS

A. Payments	Invoice Amount	of which VAT
-------------	----------------	--------------

The following payments were verified against invoices by Daniel Scharf, Chairman of the Finance Committee, prior to the meeting, and three of the authorised Parish Councillors signed cheques for these amounts:

(i) Julian Cook – May Caretakers Invoice	£890.00	NIL
(ii) Clerk’s Salary – May	£427.76	NIL
(iii) Clerk’s Expenses – May	£100.45	NIL
(iv) HM R&C Tax and NI – May	£124.74	NIL
(v) LCR (NALC Magazine) – Annual Subscription	£27.00	NIL

**B. Receipts**

No monies received since last meeting

**C. Other business**

(i) Annual Return for 2009-10

**Section 1 – Accounting Statements:** The Clerk had entered the figures agreed and signed off at the May meeting in the Annual Return Section 1. These were confirmed as correct and it was agreed that the Chairman, Daniel Scharf, and the Clerk, David Perrow, sign the return on behalf of the Parish Council.

**Resolved:** That Section 1 of the Annual Return (Accounting Statements) be signed by the Chairman and Clerk on behalf of the Council.

**Proposed:** Heather Morrison                      **Seconded:** Richard Williams                      **Agreed**

**Section 2: Annual Governance Statement.** The Clerk had circulated this part of the return to Parish Councillors with the papers prior to the meeting, so that Councillors would have the opportunity to study their undertakings closely. It was agreed that the Parish Council should answer ‘Yes’ to all the statements 1-8 and N/A to statement 9, since the Parish Council controls no trust funds.

**Resolved:** That Section 2 of the Annual Return (Annual Governance Statement) be signed by the Chairman and Clerk on behalf of the Parish Council

**Proposed:** Heather Morrison                      **Seconded:** Richard Williams                      **Agreed**

(ii) **Effectiveness of Internal Audit.** The text of the Effectiveness of Internal Audit document, circulated with the papers prior to the meeting, was agreed, and the Chairman and Clerk were authorised to sign it on behalf of the Parish Council.

**Resolved:** That the text of the Effectiveness of Internal Audit document be signed by the Chairman and Clerk on behalf of the Parish Council

**Proposed:** Daniel Scharf                      **Seconded:** Richard Williams                      **Agreed**

(iii) **Variance Report 2009-10.** The text of the Variance Report 2009-10, circulated with the papers prior to the meeting, was agreed, and the Chairman and Clerk were authorised to sign it on behalf of the Parish Council

**Resolved:** That the Variance Report 2009-10 be signed by the Chairman and Clerk on behalf of the Parish Council.

**Proposed:** Richard Williams                      **Seconded:** Daniel Scharf                      **Agreed**

(iv) **Scheduling of Internal Audit.** A proposal from the Clerk that the annual internal audit be re-scheduled for January/February, with effect from 2011, was discussed. The Clerk reported that he had consulted both the NALC Audit adviser and the Internal Auditor, Phil Hood (Arrow Accounting), and that they were both in favour of the rescheduling. It was proposed to accept the suggestion to re-time the internal audit for 2010-11 to Jan/Feb 2011.

**Resolved:** That with effect from the current (2010-11) financial year the Parish Council’s internal audit dates would be moved forward to January/February each year.

**Proposed:** Daniel Scharf                      **Seconded:** Heather Morrison                      **Agreed**

(v) Clerk’s Employment

**Probation/Annual Review arrangements.** The Clerk’s Probation Review was due on June 22<sup>nd</sup> (as per his employment contract, 4 months after start of work). A date of Monday 28<sup>th</sup> June at 7pm was agreed for this review, and the Clerk was asked to book a room and prepare papers for his review. The Probation Review Panel would be the members of the Finance and Personnel Committee (Daniel Scharf, Heather Morrison, Jenny Pooley, Richard Williams), as per the Committees remit.

**ACTION:** Clerk to book a room for 7pm Monday 28<sup>th</sup> June, and to draft a framework document for the review.



			<b>Response</b>	
2010-11	37 Hilliat Fields, OX14 4JQ	Proposed erection of a new bungalow	NO OBJECTION	Pending
2010-12	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	NO OBJECTION	Pending
2010-13	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)	NO OBJECTION	Pending
2010-14	Gilbourns Farmhouse, 155 Drayton Road, Sutton Courtenay, OX14 4HA	Erection of a carport with annexe (amendment to planning permission DRA/2395/19	NO OBJECTION	Pending
2010-15	9 Halls Close, OX14 4LU	Work to Trees - Thin one walnut tree	NO OBJECTION	Pending

## **B. Other Planning Business**

**Bridge at Drayton Mill.** Correspondence from the Environment Agency which indicated that they had no objection to the new pedestrian bridge at Brooklyn Farm, Drayton Mill, was noted.

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

- (a) Village caretaker – Julian Cook reported by email that plans for June are to cut back all footpaths and keep on top of litter. The Binning Close bushes would need cutting back.
- (b) Allotments – Daniel Scharf had received a complaint about the gap in hedge between the Burial Ground and the Allotments from a parishioner. This was discussed, but was thought to be of longstanding, and not a problem. Resolved to take no action and advise Wendy Purbrick accordingly.
- (c) Allotment Wardens – Signed copies from three Wardens (Tim Atkins; Kay Davies; Stan Hignell) of their acceptance of their Terms of Reference had been received by the Clerk
- (d) Litter – Daniel Scharf reported on the May Litter Pick, which had been successfully conducted around the village by six adults and a member from the DAMASCUS group. The Youth Club wished to do a litter pick on 28<sup>th</sup> June, and Daniel Scharf will organise equipment for this again with Colin Marshall of VWHDC. It was suggested that this litter pick might cover the wood at the rear of the Recycling Centre. Daniel Scharf will investigate who owns this wood and seek permission from the landowner.

**ACTION:** Daniel Scharf to organise equipment for the 28<sup>th</sup> June litter pick by the Youth Club and ask the landowner of the wood behind the Recycling Centre for permission for them pick litter there

**ACTION:** Clerk to inform Julian Cook, Village Caretaker, about the litter pick and to ask him to concentrate his own litter picking after 14<sup>th</sup> June on the main, rather than side roads.

- (e) Leisure facilities improvement. Daniel Scharf confirmed that he had written to the Oxfordshire Playing Fields Association about both the extension of playing facilities for the football club, and the possible employment of a youth worker. For the playing fields, he had been referred to

'Fields in Trust' (FIT), and for the youth worker to Oxfordshire Youth Partnership Association (OYPA). Replies were awaited from both of these organisations.

- (f) BMX Track: Julian Cook had reported that he had applied weed-killer to the BMX track and that users had commented to him that this was an improvement. There was discussion as to whether a shelter should be provided at the BMX track, but it was agreed that this could cause problems with noise to local residents, and on advice from the local Crime Prevention Officer, should not be provided here. The Clerk was asked to contact Julian Cook, as Village Caretaker, and ask him to liaise with the BMX track users to see if he could co-operate with them to do any re-modelling of the track which they suggested.

**ACTION:** Clerk to contact Julian Cook to ask him to liaise with the BMX track users (through Andrew Gould) to see if he could co-operate with them to do any re-modelling of the track which they suggested.

- (g) New Waste Services. Jenny Pooley and the Clerk had both attended Briefing Sessions at VWHDC about the new waste services to be introduced in October. Drayton will have their new bins (3 bins - for recycling, landfill and food waste, and a kitchen 'food caddy') delivered in the period 23<sup>rd</sup> August to 6<sup>th</sup> September. It was agreed that Richard Williams will draw residents' attention to these dates, and the need to take bins in to their properties promptly, in his next Drayton Chronicle article.

**ACTION:** Richard Williams to include salient details of new waste collection facilities in his next Drayton Chronicle article.

- (h) Additional Litter Bins – Village Hall. The Village Caretaker, Julian Cook, had emailed the Clerk to ask that the Parish Council consider purchasing extra litter bins for the Village Hall. It was agreed that this would be discussed at the next meeting. The Clerk was asked to contact Julian Cook to ask him to report on how full the existing bin in the area becomes, and to recommend how many extra bins were needed, and where they should be sited.

**ACTION:** Clerk to contact Julian Cook to ask him to report on how full the existing bin in the Village Hall area becomes, and to recommend to the July meeting how many extra bins were needed, and where they should be sited.

### **17/6/10 CORRESPONDENCE – to be noted**

- (a) Local Transport Plan 3 (2011-30) . The deadline for the Parish Council to respond is 27<sup>th</sup> June, and responses need to be online against a set of scenarios. It was agreed that given the lack of time before the deadline and need to respond online the Council's response would be delegated a Working Party consisting of Daniel Scharf, Richard Williams and Richard Webber. Daniel Scharf agreed to convene the meeting and inform the Clerk of the date, time and venue.

**Resolved:** To appoint Daniel Scharf as Chairman and Richard Williams and Richard Webber as members of a temporary Working Party to respond online to the scenarios on the Local Transport Plan 3 devised by Oxfordshire County Council.

**Proposed:** Daniel Scharf                      **Seconded:** Heather Morrison                      **Agreed**

**ACTION:** Daniel Scharf to convene the Working Party to agree the Parish Council's response to the Local Transport Plan 3 consultations.

- (b) RoSPA Inspection. The Clerk reported that he had heard from RoSPA that the annual playground inspection for Drayton would take place in July. He had informed Julian Cook, as Village Caretaker, of this.

- (c) CAB AGM. An invitation had been received to the Abingdon & District CAB AGM. Daniel Scharf agreed to attend for the Parish Council

### **18/6/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

- (a) Norman Stimpson Memorial Oak. Jenny Pooley reported that she had received two quotes to supply, deliver and plant an oak tree on the village green. These varied, depending on the maturity of the tree, from circa £250 to almost £1500. It was agreed that three quotes for a tree of approx 15cm diameter/12ft high should be sought more in line with the lower estimate. Jenny Pooley also knew a source for a memorial plaque and questioned whether three prices would be required.

**ACTION:** Jenny Pooley to obtain three quotes for the Norman Stimpson memorial oak (12ft/15 cm diameter approx). Jenny Pooley to obtain price for memorial plaque.

- (b) Additional Village Notice-board. The Clerk had looked at possible notice-board suppliers on the web. Jenny Pooley undertook to look further on the web for a suitable board and supplier, and Daniel Scharf will approach a local supplier for a design and price for a notice-board similar to the one already in use at the High Street bus stop.

**ACTION:** Jenny Pooley to research cost and suppliers of notice-boards on the web. Daniel Scharf to obtain design and quote for a notice board from a local supplier.

- (c) 'Local Council Administration' (Arnold-Baker). This essential reference book was held in its 4<sup>th</sup> edition (1994) in the Clerk's office. The new edition (8<sup>th</sup> edition, 2009) cost £75 full price, or approx £60 from Amazon. It was proposed that the Clerk's copy be updated to the current edition at a cost of approx. £60.

**Resolved:** that the Clerk be authorised to purchase the latest edition of Arnold-Baker 'Local Government Administration' at a cost of approx £60.

**Proposed:** Daniel Scharf

**Seconded:** Heather Morrison

**Agreed**

- (d) Meeting Papers. The Clerk was asked to provide additional copies of the Agenda and papers at future meetings, rather than rely upon Councillors printing off copies emailed to them. The Clerk drew attention to the high costs of printing using the Clerk's office printer, an Epson SX105. He was asked to evaluate more economical printers for possible purchase, and to look at using a local copying company for bulk copying.

**ACTION:** Clerk to evaluate a replacement office printer, based on whole life-cycle costs, and to look into using a local photocopy shop for bulk printing

- (e) Liz Hayden – Community Safety Officer. The profile of Liz Hayden in one of the newsletters circulated to the Parish Council was noted. The Clerk was asked to invite her, or a member of her team, to the next meeting to discuss how they might assist with the Village Hall and youth issues.

**Action:** Clerk to invite Liz Hayden, Community Safety Officer, to the next Parish Council meeting.

**19/6/10 The date of the next meeting was confirmed as MONDAY 5<sup>th</sup> July 2010 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.**

**The meeting concluded at 10.00 p.m.**