

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council, Held on Monday 5th July 2010 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Heather Morrison (Vice Chairman, in the Chair); Robin Butler; Julian Cook; Jenny Pooley, Richard Webber.

Not Present: Daniel Scharf; Isabel Morris; Richard Williams; Andrew Wright

In attendance: Marilyn & Mike Badcock (County Councillors); David Perrow (Clerk).

1/7/10. APOLOGIES FOR ABSENCE

Apologies received from Daniel Scharf, Richard Williams and Andrew Wright in advance of the meeting were noted and accepted.

2/7/10 DECLARATIONS OF INTEREST

No interests were declared.

3/7/10 PUBLIC PARTICIPATION

One member of the public (Shirley Thomas) was present. Shirley Thomas raised the issue of the development at the Old Chapel in Henley's Lane. As owner of a neighbouring property, she had been notified that the Old Chapel was to be used as a dwelling house, and that two yew trees were to be removed. She had no objection to either the development or the removal of the trees, but wanted the Parish Council to be aware that she would like to agree a boundary line against the plan with the new owners.

4/7/10 RECRUITMENT OF NEW PARISH COUNCILLORS TO FILL VACANCIES

The Clerk reported that he had received an undated letter of resignation from Gill Hind whilst he was on holiday, and that he had today received an email from Andrew Wright also tendering his resignation from the Council. Daniel Scharf had notified the Clerk by email that he had an indication of someone who was willing to be co-opted as a Parish Councillor at the next meeting. Assuming this appointment, there were still two vacancies.

RESOLVED: That the Clerk should advertise the two new vacancies via the official notice procedure on the notice-boards in the village; that a paid advert would be placed in the next two issues of the Drayton Chronicle.

Proposed: Heather Morrison

Seconded: Jenny Pooley

Agreed

ACTION: Clerk to draft an advert to recruit new Parish Councillors, and to place this in the Drayton Chronicle for two months; and to put up the official notice of the two new vacancies

5/7/10 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 7th June 2010 were confirmed without amendment and signed by the Heather Morrison (Vice Chairman), as a correct record.

6/7/10 NEWS FROM COUNTY COUNCILLORS

Marilyn & Mike Badcock reported:

- (a) County Council budget. Budget meetings to look at further cutbacks in County Council expenditure this year and next were currently being held. They were likely to have more definite news of the impact on Drayton for the next Parish Council meeting in August.
- (b) Housing Development. With the abandonment of the former government's housing planning system, uncertainty now surrounded what would happen to provide for the housing required in the area. The County Councillors were concerned that in any new planning process the agricultural land between Drayton and Abingdon (which is not green belt) should not be developed for housing. They agreed to let Drayton Parish Council have a map of the area showing the land and the currently designated green belt.
- (c) Trees on VWHDC land overhanging OCC highways. The County Councillors would be following this issue up with the VWHDC, since the maturity of many of the trees planted on the highway was now such that pruning was required by VWHDC to keep the highway clear.

7/7/10 NEWS FROM DISTRICT COUNCILLOR

Richard Webber reported:

- (a) Thames Water Inquiry. This was ongoing, with 16th July the final day. A written report on proceedings had also been received from Daniel Scharf, and the Clerk gave the details to the meeting.
- (b) Budget. As with the County Council, the District Council was looking at reductions in expenditure. There was concern that whilst the spending on the budget begins in September, announcements on the budget allowance from central government would only be known in Oct/Nov.
- (c) Sutton Courtenay Bio-digester. Planning permission for a new bio-digester plant at Sutton Courtenay were about to be lodged. Attention was drawn to the impact of construction traffic on Drayton if this was approved.
- (d) Plastics recycling at Drayton Recycling Centre. Residents had reported that there were new restrictions on the type of plastics which could be recycled. Further clarification on the change was being sought.
- (e) Visit by VWHDC Council Leader to Parish Events. The Clerk reported receipt of a letter from VWHDC volunteering a visit from the Leader of VWHDC to community events. Richard Webber undertook to reply on behalf of Drayton to invite her to the Apple'n'WalnutFest.

Richard Webber left the meeting at this point

8/7/10 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review from the previous meeting in June was reviewed:

- (i) Julian Cook reported that he had held discussions with Ann Webb about cutting back the hedge at the Village Hall and that it was agreed that it would be useful to reduce the height along about a third of the hedge's length. Julian will arrange for this to be done by a volunteer.
- (ii) DAMASCUS Youth Project AGM, to be held on 15th July. Jenny Pooley agreed to attend if she was available, and will contact Rita Atkinson for details

9/7/10 TERMS OF REFERENCE FOR COMMITTEES AND WORKING GROUPS

The draft of the Terms of Reference for the Council's Committees and Working Groups was agreed with two amendments to the Finance Committee: (a) To increase the membership to five, consisting of the Chairman of the Parish Council, the Chairmen of the three other Committees and groups, and one other; (b) To add responsibility for receiving and evaluating applications for grants

RESOLVED: To adopt the Terms of Reference for Committees and Groups as previously circulated, with the two agreed amendments

Proposed: Heather Morrison

Seconded: Robin Butler

Agreed

ACTION: Clerk to incorporate the two amendments and to circulate the final version to all Parish Councillors

10/7/10 STREET LIGHTING

It was reported via email from Daniel Scharf that he had met with Alan Cockbill from Oxfordshire County Council, and that OCC would be installing two new streetlights in Corneville Road, one in the same location and a second nearby on an existing electricity pole. Up to three additional lights would be considered in Corneville Road, if there is real demand once the two planned had been installed and tried out. Quotes requested by the Parish Council for changes for lighting in Lockway and at the junction of Church Lane and Henleys Lane had been received by the PC from OCC, but a quote for work on the Green is still awaited. Discussion on the quotes received was deferred to await the third quote.

11/7/10 FINANCE/ADMIN COMMITTEE BUSINESS

A. Payments	Invoice Amount	of which VAT
The following payments were verified against invoices by Robin Butler, and three of the authorised Parish Councillors signed cheques for these amounts:		
(i) Julian Cook – June Caretakers Invoice	£893.00	Zero
(ii) Clerk's Salary – June	£542.68	Zero
(iii) Clerk's Expenses – June	£74.54	Zero
(iv) HM R&C Tax and NI – June	£198.06	Zero

(v) Arrow Accounting (Internal Audit Fee)	£172.00	Zero
(vi) Quarterly Charge for hire of Caudwell Day Centre (April-May-June)	£45.00	Zero
(vii) OALC Training Course fee – Planning (19 th Oct)	£28.38	£4.38
(viii) Thames Water Services Bill Dec 2009-June 2010	£14.96	Zero
B. Receipts		
VAT refund	£1007.51	
National Savings and Investments Deposit Account Interest	£134.36	
C. Other business		
(i) Clerk's Employment. Jenny Pooley reported back on behalf of the Clerk's Probation Review Panel (made up of members of the Finance and Personnel Committee), that the Panel had met with the Clerk on Monday 28 th June, and that the Panel had agreed that the Clerk had satisfactorily completed his probation period and that his contract should be confirmed. A revised Contract of Employment for the Clerk, based on the NALC/SLCC Model Contract of Employment had been drafted and circulated to Councillors with the papers for the Parish Council meeting.		
RESOLVED: That the Chairman of the Council, Daniel Scharf, be authorised to sign the Clerk's revised contract on behalf of the Parish Council		
Proposed: Jenny Pooley	Seconded: Heather Morrison	Agreed
(ii) BDO's Letter of 28th June. A letter had been received from BDO, the External Auditor, asking re: the 2009-10 accounts about (a) The increase of £8k (33%) in the precept; and (b) the Review of Effectiveness of Audit. The Clerk had circulated the relevant minute on each of these prior to the meeting. It was agreed that in addition to the Minute, Robin Butler (2009-10 Chairman of the Finance Committee) would draft two paragraphs of explanation for the Clerk to include with the letter of reply. It was further agreed that Daniel Scharf be asked as Chairman of the Parish Council to write to Ann Webb asking whether the Village Hall Management Committee were now in a position to apply to the Parish Council for funding to upgrade the Village Hall car Park and lighting etc.		
RESOLVED: That the Clerk should send the letter of reply to BDO based on the relevant minutes and on two further explanatory paragraphs supplied by Robin Butler; and that the Chairman should write to Ann Webb to ask for the application from the Village Hall Management Committee for release of the funds which had been set aside by the Parish Council		
Proposed: Robin Butler	Seconded: Heather Morrison	Agreed

12/7/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **Stimpson Oak.** Several quotes had now been received, but a further one was awaited from VWHDC
- (b) **Oday Hill stile.** Some improvement had been made to this stile, but it still lacked a crossbar
- (c) **Footpath 11 - Hedge.** A fence had recently been erected along the edge of part FP11 beyond the Burial Ground, and the vegetation had been cut back with the result that this length was looking rather denuded. This was noted, but it was thought that the vegetation would regenerate naturally against the fenceline and that the PC need take no action to replant at present.
- (d) **Jobs for Village Caretaker.** Reports on various work completed and new tasks to undertake were discussed.

13/7/10 PLANNING COMMITTEE BUSINESS

A Planning Applications in Progress – Noted.

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
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.	NO OBJECTION	Pending

		Erection of a small shed (Retrospective application)		
2010-15	9 Halls Close, OX14 4LU	Work to Trees - Thin one walnut tree		Pending
2010-16	31 Abingdon Road OX14 4HW	Erection of a single storey rear extension	NO OBJECTION	Pending
2010-17	Units 1 &2 Marcham Road OX14 4JH	Substitution of approved house designs for 4 link detached houses on former works site, approved under reference DRA/6765/6	NO OBJECTION	Pending
2010-18	Old Lodge, Henleys Lane, OX14 4HU	Reduce height of a yew tree by 20% and fell one acer and one laburnham tree	PENDING	Pending
2010-19	236 Steventon Road, OX13 6RN	Proposed single storey rear extension, loft conversion and replace hip end to main roof with new gable end	PENDING	Pending

B. Other Planning Business

Old Chapel, Henleys Lane. The discussion in the public participation session earlier was noted. The two applications/notifications received would be considered by members of the Planning Committee.

14/7/10 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) **BMX Track.** The Village Caretaker reported that good use was being made of the BMX track this summer, and that he was liaising with the young people who were using it.
- (b) **Cutting back.** Grass was not growing long due to the lack of rain. Other jobs for July would include cutting the basal growth around trees on the Village Green, and cutting back the laurels in Binnings Close.
- (c) **Litter Pick.** The Youth Club litter pick around the Village held on Monday 28th June had been a success, and the young people were thanked for their efforts in keeping the Village tidy.
- (d) **Recreation.** A report from Daniel Scharf was read by the Clerk. A quote had been received from the Institute of Groundsmen for a consultancy (with CV for the proposed consultant) on an extension to the football pitch: it was decided to take no action on this at present. Daniel Scharf was due to meet with Roger Davis from ORCC/OPFA in late July to discuss the football pitch extension.

15/7/10 CORRESPONDENCE – to be noted

The list of correspondence received, circulated with the papers for the meeting, was noted.

Preparing for Emergencies – A Community Approach. The Clerk drew attention to a meeting on this topic being arranged by OCC on 13 July 6-8pm in Abingdon Guildhall (Royce Room)

16/7/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

Burial Ground – Hose Over pathway. It was noted that a water hose was being left out in the Burial Ground, causing a tripping hazard. Julian Cook undertook to talk to the person responsible for the hose.

17/7/10 The date of the next meeting was confirmed as MONDAY 2nd August 2010 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.

The Finance Committee of Drayton Parish Council will meet on MONDAY 2nd August 2010 at 7.00PM, in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.

The meeting concluded at 9.20 p.m.

Signed:

Date: 2nd August 2010

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council