

DRAYTON PARISH COUNCIL
Minutes of the Parish Meeting of Drayton Parish Council,
Held on Monday 2nd August 2010 at 7.30pm
At the Caudwell Day Centre, Gravel Lane, Drayton

Present: Daniel Scharf (Chairman); Robin Butler; Jenny Pooley, Richard Webber; Richard Williams

Not Present: Julian Cook; Isabel Morris; Heather Morrison

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

1/8/10 APOLOGIES FOR ABSENCE

Apologies received from Julian Cook and Heather Morrison in advance of the meeting were noted and accepted.

2/8/10 DECLARATIONS OF INTEREST

No interests were declared.

3/8/10 PUBLIC PARTICIPATION

14 members of the public were present, plus Liz Hayden (Shared Community Safety Manager, VWHDC/SODC) and Roger Foster, Jim Abraham and Roger Moreton from Thames Valley Police.

(a) Berkshire Family History Society. Kate Crennell addressed the Parish Council about the Berks Family History Society's project to transcribe and index burial headstones in local churchyards and produce a CD Rom for use by those undertaking research into their family histories. She requested that the PC authorise this transcription for the headstones in the Drayton Burial Ground, and that the Society be permitted access to the entries in the Burial Register. The Clerk commented that it would be valuable to the PC to have an index of graves by family name, and an audit of headstones against the Burials Register and Cemetery Plan, and that he could transcribe the entries from the Burials Register to a spreadsheet in a couple of hours. A query about the Data Protection Act implications was answered by the Clerk – the data being asked for was already publicly available, and the DPA applied only to living persons. The PC **agreed** to the Berkshire Family History Society's request (see Minute 17/8/10c below).

(b) DAMASCUS Fun Day – Saturday 21st August. Rita Atkinson introduced Darren, Grace, Carl, Jack and Harry, who spoke about how they had organised the forthcoming Fun Day. Councillors were asked to assist on the day (contact Melanie to volunteer), and to encourage other young people to fill in the pro-formas to add to the 'Wonder Wall' in the Village Hall. The activities were for all the family, including BBQ, raffle, bouncy castle, football, etc. The young people were seeking donations for raffle prizes and meat for the BBQ.

4/8/10 ANTI-SOCIAL BEHAVIOUR AROUND THE VILLAGE HALL

Liz Hayden (VWHDC/SODC Shared Community Safety Manager), Roger Foster (TVP Crime Reduction Advisor), Jim Abraham (TVP) and Roger Moreton (TVP) attended to discuss this matter. Liz outlined the services and priorities of her unit. This is based on a Community Service Partnership model (see 3 year plan on the VWHDC website), working with Neighbourhood Action Groups (NAGs), Parish Plans, and using an Annual Survey of Crime to monitor progress. The current strategy is aimed at reducing violent crime, anti-social behaviour, vehicle and acquisitive crime (robbery), working on drug and alcohol problems, improving road safety and reducing the fear of crime. Examples of work included: the 'Anchor'; crime prevention such as improving locks in vulnerable households; a mobile drug treatment bus. ASB is countered by monthly casework meetings, involving a joint approach with other agencies. Practical work includes installing video surveillance where appropriate, and removing graffiti. Roger Foster reported on action taken on ASB at Drayton Village Hall. The 'mosquito' device installed there had been stolen shortly after installation. Debbie Roberts (Finance Officer from the Village Hall) asked about CCTV. Roger advised that the Village Hall ask for a security survey from two security firms from the 'Buy with Confidence' website. Alternatively, the Village Hall could bid for CCTV via the Community Safety Partnership. Jenny Pooley reported that there had been vandalism at the BMX track that week, with a manhole cover damaged beyond repair, exposing a drain shaft which could be dangerous if the cover was not re-instated quickly.

A wide ranging discussion took place with the young people present, Rita Atkinson, TVP and the Parish Councillors, focussing on the effectiveness of 'mosquito' devices, CCTV and on the cost effectiveness of investments in youth services as against deterrence and detection of ASB. Rita Atkinson commented that DAMASCUS had concentrated all its July manpower on Drayton, and that what was needed was more contact between the young people and the

Drayton community in general. She suggested that two Parish Councillors meet monthly with the young people to share viewpoints. Richard Webber suggested that an additional youth worker, dedicated to Drayton, might be hired by the PC to work as liaison between the community and the young people. Mike Badcock asked if two young people could attend each PC meeting once a month. Daniel Scharf asked the young people present if they, or one of their group, would consider joining the Parish Council (if over 18 and resident in Drayton) so that the views of young people in Drayton could be represented.

5/8/10 RECREATIONAL FACILITIES

Daniel Scharf reported that the long-established need for additional recreational facilities (first mooted in 1976) was being pursued again, and that following a meeting with Roger Davis from OPFA, he had been advised that the Parish Council should seek community support for a comprehensive plan which, rather than looking at funding for a single extra football pitch, would aim to improve recreational facilities over a wider range e.g. a Shared Use Games Area (SUGA), all weather strip and pavilion for cricket, extra play equipment, , etc.

RESOLVED: That Daniel Scharf advertise and set up a village meeting so that a Project Group can be established to draw up a community-backed recreation plan, and seek funding.

Proposed: Daniel Scharf

Seconded: Richard Webber

Agreed

ACTION: Daniel Scharf to consult with Richard Webber and Richard Williams and advertise for a village meeting to discuss a plan for additional village leisure facilities.

6/8/10 VILLAGE HALL

Debbie Roberts (Finance Officer) and Ann Webb (Manager) of the Village Hall were present for this item. Debbie presented the Village Hall's Receipts and Expenditure account for the Village Hall for this year. This showed a shortfall of £4,700 against income this year, plus a need for £4,000 capital expenditure on essential work on fire doors. The Village Hall would welcome financial assistance from the Parish Council to help with both the recurrent deficit and with capital projects (fire doors, CCTV, white lining the car park, lighting etc). The PC had already made provision in its grant budget this financial year for support from the Village Hall. The Village Hall Committee were **requested** to submit grant requests for (a) their recurrent budget deficit and any immediate capital work (such as the fire doors and car park white lining) and (b) for longer term improvements to the fabric and services at the Village Hall e.g. CCTV, car park lighting etc. In relation to the latter, it was **suggested** that the Village Hall Management Committee, in addition to the security survey, commission a Condition Survey using a suitable qualified person, and draw up a plan for any future capital works, which could be used to inform the Parish Council's budget plans in the coming years. The Clerk was asked to see if he could use Parish Council contacts such as OALC to identify suitably qualified people to recommend to the Village Hall undertake the survey, and to send grant request forms to Debbie Roberts to submit to the Parish Council for consideration. Fred Stephens from the Hall Committee said that all they wanted was to improve the car park and not get into expensive surveys.

ACTION: Clerk to send Debbie Roberts (Village Hall) grant forms and criteria; and to contact OALC etc to see if a suitably qualified person can be found to conduct a Condition Survey on the Village Hall.

7/8/10 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 5th July 2010 were **confirmed** without amendment and signed by the Daniel Scharf (Chairman), as a correct record.

Proposed: Jenny Pooley

Seconded: Robin Butler

Agreed

It was **noted** that the July payment of Tax/NI, though approved, had not had a signed cheque prepared, but that this was included in the cheques to be signed at this meeting.

8/8/10 NEWS FROM COUNTY COUNCLLORS

County Council Budget Reductions. Mike Badcock reported that the County Council budget cuts for this year and next had now been agreed. There were no specific cuts affecting Drayton directly, but reductions in transport, education etc would affect everyone across the county. Support for Young People's services in Abingdon had been preserved from the cuts.

9/8/10 NEWS FROM DISTRICT COUNCILLOR

New Waste Services. Richard Webber reported that he had requested that parishioners contact him with any queries over the new waste service collections which will be introduced in October. Only one person had done so: he had provided a copy of the literature which seemed not to have been delivered to their household.

10/8/10 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review from the previous meeting in July was reviewed. Daniel Scharf reported:

- (a) Noticeboard. He had asked for a quote for an additional notice board on the Village Green, and was awaiting a response.
- (b) Recreational facilities. Daniel had met Roger Davis of OPFA, and would write up notes of the meeting for the PC.
- (c) Litter Pick. The next litter pick would take place in September, with the DAMASCUS group, and would concentrate on the golf course owned land adjacent to the Drayton Recycling Centre and the A34, for which permission had been received from the owner of the land.

11/8/10 RECRUITMENT OF NEW PARISH COUNCILLORS TO FILL VACANCIES

The advert had appeared in the Drayton Chronicle in August (and an invitation for co-optees had been included in the regular Parish Council report), and the advert would appear again in September. Approaches had been made to individual members of the community to consider standing for co-option until next May's elections.

12/8/10 STREET LIGHTING

Alan Cockbill was away and his quote for the Green was awaited. It was hoped to deal with the quotes received at the next meeting in September, and to make a decision then. It was **suggested** that the Village Hall lighting quote was expensive, and the Village Hall should seek quotes for a private installation (perhaps in association with CCTV); but that the Church Lane quote might be affordable. It was **noted** that the lights in Hall Close had been altered, without cost to the Parish Council.

13/8/10 PARISH PLAN

The Clerk reported that if it was required ORCC could advise on how to formulate a Community (sometimes called a Parish or Village) Plan. It was **resolved** that in view of the need for a Community Meeting and Project Group related to the Recreational Facilities plan (see Minute 5/8/10 above), this process should be equivalent to the Parish Plan concept, and it was **agreed** that Daniel Scharf would draft an advert for the next Drayton Chronicle, emailing a draft to Councillors for comment.

Proposed: Daniel Scharf

Seconded: Richard Webber

Agreed

ACTION: Daniel Scharf to draft an advert for the Drayton Chronicle to call a community meeting to discuss an action plan to improve village Recreational Facilities, and to circulate a draft of this advert by email to Councillors.

14/8/10 FINANCE/ADMIN COMMITTEE BUSINESS

A. Payments	Invoice Amount	of which VAT
The following payments were verified against invoices by Daniel Scharf, and three of the authorised Parish Councillors signed cheques for these amounts:		
(i) Julian Cook – July Caretakers Invoice	£890.00	Zero
(ii) Clerk's Salary – July	£427.56	Zero
(iii) Clerk's Expenses – July	£172.03	Zero
(iv) HM R&C Tax and NI – July	£124.94	Zero
(v) Oxfordshire Playing Fields Association – Annual Membership	£44.00	Zero
(vi) Air Ambulance (Berks/Oxon/Bucks)	£250.00	Zero
(v) St John's Ambulance	£100.00	Zero
B. Receipts		
Burial payments – cheques for £280 & £65 received, ready to bank (Note from Clerk: The £280 cheque was returned and substituted with a cheque for £140 as a result of the decision made re: reduced burial fees. (see Minute 17/8/10d below)		
C. Other business		

(i) **Report from the Finance and Personnel Committee Meeting** held on 2nd August. The F&P Committee had met earlier that evening prior to the Parish Council meeting. It was reported that in addition to the items dealt with below, the Reconciliation April-end July had been signed off, with balances of £48,419.82 in hand. The spend against budget after 4 months of the financial year was on target, except that income from interest received would be below budget, and Allotment payments would be down against budget this year since the 2010-11 payments were made early and included in the 2009-10 funds received.

(ii) **Apple'n'Walnutfest** – Richard Webber reported that the Twinning Society had decided not to proceed with this event.

(iii) **Grant applications.** The Finance and Personnel Committee had considered the following grant applications and **recommended** that both be approved:

- £250 for Berks/Oxon/Bucks Air Ambulance
- £100 for St John Ambulance

RESOLVED: That the grant applications from the Air Ambulance and St John Ambulance (Oxon) be approved

Proposed: Daniel Scharf

Seconded: Richard Williams

Agreed

ACTION: Cheques to be signed and posted off by the Clerk.

(iv) **Internal Audit Report Recommendations.** The Internal Auditor's report for 2009-10 had been circulated to all Councillors prior to the Parish Council meeting, and had been discussed at the F&P Committee.

Level of balances: The balances at 2009-10 year end were £36,605, against a precept of £32,000 and expenditure of £36,885. The Internal Auditor pointed out that, given that the first half of the precept (£16,000) was received in April, these balances were unnecessarily high. The current balances (at 2nd August) had now risen to £46,420. The F&P Committee had considered this and recommended to the Parish Council that the policy on balances carried forward be revised and that a new policy based on holding a maximum of 75% of the current year's expenditure at the year end be adopted.

Resolved: That a new policy on general reserves be agreed, to limit reserves to 75% of the precept for that year, at the year end

Proposed: Daniel Scharf

Seconded: Richard Williams

Agreed

[**Note from Clerk:** In subsequent email discussion following the meeting it was realised that there was a technical flaw in this resolution and it is proposed that a revised resolution be put to the September meeting relating the maximum to 75% of budgeted expenditure rather than precept.]

Analytical Review/Year on Year Comparison. The F&P Committee reported that this analysis was already in place, and no further action was deemed necessary.

Section 137 Review. The F&P Committee reported that they agreed with this recommendation from the Internal Auditor. It was noted that the 2010-11 budget had been drawn up allowing for grants to be made under powers from other sections of the Local Government Act.

List of Members' Interests This recommendation had already been implemented by the Clerk (see June 2010 PC meeting (Minute 4/6/10d).

Review of Internal Audit. The Review of Internal Audit would be conducted at the next F&P Committee in November.

Printer. The F&P Committee had accepted a recommendation from the Clerk that a b&w laser printer costing up to £160 should be purchased, and that the old Dell b&w inkjet printer could be disposed of.

15/8/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Footpaths update** (Jenny Pooley). Jenny reported that Mark Sumner (OCC) had arranged for the dog control notice to be erected on the stile on FP20 at Oday Hill.

(b) **Stimpson memorial oak and plaque.** Jenny Pooley reported on the quotes she had received for the Stimpson oak from Nature First, VWHDC and Jenks Oxford Ltd. It was **resolved** that the tree should be purchased from VWHDC for between £150 and £200 (including planting) for a 16-18cm diameter specimen. The plaque was still to be sourced.

Proposed: Daniel Scharf

Seconded: Robin Butler

Agreed

ACTION: Jenny Pooley to order the Stimpson oak from VWHDC for planting in the Autumn.

(c) **Litter Pick.** Daniel Scharf reported that the next litter pick would take place in September.

16/7/10 PLANNING COMMITTEE BUSINESS

The following Planning Applications in Progress were **noted**

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
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	No Objection	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)	No Objection	Pending
	9 Halls Close, OX14 4LU	Work to Trees - Thin one walnut tree	No Objection	Pending
DRA/17884/4	31 Abingdon Road OX14 4HW	Erection of a single storey rear extension	No Objection	Pending
DRA/21232	236 Steventon Road, OX13 6RN	Proposed single storey rear extension, loft conversion and replace hip end to main roof with new gable end	No Objection	Pending
DRA/21034/1	Willowdene Oday Hill Stonehill Lane	Installation of package sewage treatment plant	No Objection	Pending
DRA/21248	The Chapel Henleys Lane OX14 4HN	Certificate of lawfulness for existing use of building and its curtilage for residential puposes	No Objection	Pending
DRA/2395/21	Gilbourns Farmhouse 155 Drayton Road OX14 4HA	Barn Conversion and part re-construction for installation of a swimming pool	No Objection	Pending
DRA/21246	13 Lockway, OX14 4LG	Erection of a two storey extension	Pending	Pending
DRA/12690/6	Windy Ridge Court, Windy Ridge Farm, Milton Road, OX14 4EZ	Change of use from B1 to residential	Pending	Pending
DRA/12040/1	New Cut Mill, Mill Road, OX14 5LZ	Proposed loft conversion with rear dormer	Pending	Pending
DRA/2395/23	Gilbourns Farmhouse, 155 Drayton Road, Sutton C't, OX14 4HA	Proposed summerhouse	Pending	Pending

B. Other Planning Business

It was noted that the number of caravans etc parked at the Old Farmhouse, Milton Road, had increased again, and the Clerk was asked to inform the VWHDC Planning Department of this.

ACTION: Clerk to contact VWHDC about the caravan storage at the Old Farmhouse, Milton Road.

17/8/10 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) **Caretaker's work for August.** Jenny Pooley noted that she had a list of work for Julian Cook, which she would deliver to him by note, copy to the Clerk.

ACTION: Jenny Pooley to deliver a note to the Village Caretaker of ROW work to be done in August, and copy this to the Clerk.

(b) Burial Ground enquiry. The Clerk reported that he had received an enquiry from a family member with a parent interred in the Burial Ground. This concerned family ownership of graves and rights of the family to remove and re-instate a headstone following engraving of a second inscription on interment of the second parent. The Clerk was **requested** to reply to the enquirer to reassure her that the Parish Council would allow re-instatement of any headstone, provided that it continued to comply with the health and safety requirements then in force, and that graves remained a family responsibility.

ACTION: Clerk to contact the enquirer to reassure her about family ownership of graves and policy on re-instatement of headstones following removal for re-inscription.

(c) Berkshire Historical Society. It was **resolved** that the request be approved for access by the Berkshire Family History Society to the Burial Ground to photograph and transcribe headstones, and that they have access to the burial record book entries via the Clerk transcribing the entries to a spreadsheet.

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

(d) Re-imburement of costs of internment. A parishioner had petitioned the Parish Council earlier in the meeting to reconsider the non-resident charge he had been made for burial of his daughter. It was **resolved** that in consideration of the petitioner's long association with the village and contribution to village affairs, and under the Parish Council's powers to vary the charge (see Burial Charges regulations), the charge in this case would be reduced to the lower parishioner's rate, and a refund made of the difference. The Clerk was **requested** to work with Richard Williams to clarify the Burial Charges guide so that such cases were not charged the non-parishioners rate in future.

Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Agreed**

ACTION: Clerk to arrange reimbursement of burial fee (charge to be £140 rather than £280), and to work with Richard Williams to review and clarify the Burial Charges Regulations for the Drayton Burial Ground.

18/8/10 CORRESPONDENCE.

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

(a) WYG – Stuart Goodwill. The Clerk reported that Stuart Goodwill of WYG had asked if he could address the September meeting of the Parish Council about a proposed housing development in Drayton, on behalf of a client. This was **Agreed**, and the Clerk was asked to issue this invitation, and to request that Stuart Goodwill provide a map to the PC at that meeting showing his client's land ownership in the Drayton area.

ACTION: Clerk to invite Stuart Goodwill to the September meeting.

(b) Community Awards. The Clerk passed Richard Webber the letter from the leader of VWHDC which requested the PC to nominate parishioners for the Community Awards. Names were discussed, and it was **Agreed** that Richard Webber would approach those the PC wished to nominate to see if they were willing to be put forward, and would then return the details and form for Daniel Scharf, as Chairman, to reply on behalf of the PC.

ACTION: Richard Webber to approach nominees for the Community Awards and to notify these to Daniel Scharf, who will submit the names to VWHDC on behalf of the Parish Council.

(c) Licensing Act changes. The Clerk notified the Parish Council of a consultation VWHDC is conducting on changes to the Licensing conditions. It was **agreed** that this item should be added to the Agenda for the next meeting.

19/8/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

Jenny Pooley noted that a new mobile shop was being proposed for the village. She commented that the Clerk might advise the owners that Drayton was already well served by its existing retail premises, and that other mobile shops already visited the village.

20/8/10 The date of the next meeting was confirmed as MONDAY 6th SEPTEMBER 2010 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.

The meeting concluded at 9.55 p.m.

Signed:

Date: 6th September 2010

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council