

DRAYTON PARISH COUNCIL
Minutes of the Parish Meeting of Drayton Parish Council,
Held on Monday 6th September 2010 at 7.30pm
At the Caudwell Day Centre, Gravel Lane, Drayton

Present: Daniel Scharf (Chairman); Robin Butler; Heather Morrison; Jenny Pooley (part meeting), Richard Webber; Richard Williams. **Not Present:** Julian Cook. **In attendance:** David Perrow (Clerk).

1/9/10 APOLOGIES FOR ABSENCE

Apologies received from Julian Cook were noted and accepted.

2/9/10 DECLARATIONS OF INTEREST

No interests were declared.

3/9/10 PUBLIC PARTICIPATION

Four members of the public were present, plus Stuart Goodwill from WYG, Keith Moreton from Thames Valley Police, and Ann Webb, from the Drayton Hall Management Committee.

Ann Webb addressed the Parish Council with her concerns about the planning application to store caravans at the Old Farmhouse, Milton Road. The Parish Council had recently received this application for comment, but Ann observed that though she was an affected neighbour, she had not been formally consulted by VWHDC. She was advised to contact VWHDC to examine the proposed plans, and to lodge her objections independently of the response from the Parish Council, which noted her concerns. She pointed out that there might be some difficulty in implementing any landscaping scheme due to the Scheduled Ancient Monument.

4/9/10 WSG PLANNING AND DESIGN

Stuart Goodwill presented the Parish Council with printed copies of a PowerPoint presentation (subsequently emailed to the Clerk and circulated as an email attachment to Councillors). The presentation was a proposal to develop land on Church Lane, in an area east of the allotments, as a housing development – to include some affordable social housing and also community land which might be used for recreational facilities/allotments etc. Mr Goodwill stressed that this was a plan in its early stages, and that whilst he showed some possible options of the site layout, these were merely to prompt a dialogue. In the plans shown the area for residential was 1.3ha, with 3.2ha for recreational use (suitable for a single pitch and changing rooms) and 0.5ha for allotments. In discussion the following points were made:

- The landowner would be prepared to transfer ownership of the land with the community facilities to public ownership in perpetuity, with a reversion clause in case of future development for housing being proposed by the public landowner.
- One pitch was hardly sufficient, and would split the recreational facilities between this site and the current use of the Village Green. A larger recreational area was needed with all pitches/facilities together. Would one of the landowner's other sites in the village not be more suitable for this?
- Access to the site might be difficult for traffic. OCC would need to be on board with the proposed scheme.
- An alternative development north of the village, nearer the school might be a better site, also available from the same landowner.
- This approach comes at a time when the planning system is in some disarray and it would be helpful to the PC if the landowner showed some patience to see how the 'localism' agenda was presented in the next Parliamentary session and until progress was made on the community plan being proposed for the village.

5/9/10 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 2nd August 2010 were **confirmed** with one correction to alter PC Morton's forename to Keith. Daniel Scharf (Chairman), then signed the Minutes as a correct record.

Proposed: Richard Webber **Seconded:** Richard Williams **Agreed**

Matters arising from the Minutes of the Previous Meeting:

(i) The letter of 19th August from Ann Webb, Village Hall Manager, asking for clarification on two items in the draft Minutes was discussed (a) It was agreed that the minutes showed that CCTV quotes should be obtained by the

Village Hall Management Committee, and that funds available from the Community Safety Partnership were noted, but not seen as an option worth pursuing.(b) It was agreed that whilst the August minutes referred to the possibility of a condition survey on the Village Hall and surrounds, it was not intended that any survey would be commissioned in advance of the Sept 19th community meeting, and that if a survey was subsequently undertaken it would be in the context of the any community plan/recreational facilities development

(ii) Resolution on Reserves: It was noted that the resolution made at the August meeting on reserves had a technical flaw relating to the reference to the precept, rather than the budget. This error was corrected by the following resolution:

RESOLVED: The Parish Council resolves that its reserves policy will be that at the end of any financial year the general reserves shall be a maximum of 75% of the total annual budget for that year.

Proposed: Daniel Scharf **Seconded:** Robin Butler **Agreed**

6/9/10 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review from the previous meeting in July was reviewed.

Community Award Nominations. Richard Webber reported that the two nominees for the Community Awards had been approached and had agreed that their names could go forward. He would pass the forms to Daniel Scharf to submit on behalf of the Parish Council.

ACTION: Richard Webber to let Daniel Scharf have the Community Award Nomination form to submit to VWHDC

Additional notice board on the Green. Daniel Scharf had obtained a quote of £567 + vat for a custom made board to match the current one near the bus stop on the Green. Internet research showed that this was good value for purchase and installation of comparable off-the-shelf boards, and the Council decided to accept this quote.

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

7/9/10 NEWS FROM COUNTY COUNCLLORS

No County Councillors were able to be present at this meeting, and no report was received.

8/9/10 NEWS FROM DISTRICT COUNCILLOR

Richard Webber reported:

Waste Bins - the distribution of the new waste bins had been successful in Drayton. Some elderly people would have difficulty with them, and he was involved in referrals of such cases to assistance services.

VWHDC Dog Bins spurious invoice. The Clerk had received legal notices from VWHDC during Sept relating to payment of a two year old invoice which proved to be spurious. This had now been resolved, but Richard Webber had made representations to the VWHDC Legal dept and Capita on this issue on behalf of the PC. He asked to be informed as soon as any contentious issue arose with the District Council

9/9/10 RECRUITMENT OF NEW PARISH COUNCILLORS TO FILL VACANCIES

Two members of the public present – Naomi Broomfield and Julian Fowler – offered themselves for co-option as Parish Councillors. They were welcomed to the Council and formally co-opted.

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

Declarations of Office were signed by both the newly co-opted Councillors after the meeting.

It was noted that **Isobel Morris** had submitted her written resignation from the Parish Council. With the two new co-options the Parish Council has nine Councillors, and two vacancies, which could be filled up to November (no further co-options being permitted within 6 months of the May 2011 elections).

10/9/10 DRAYTON VILLAGE HALL

Responsibility for areas outside the Village Hall. Ann Webb was advised that this was the responsibility of the Village Hall Management Committee, including members from the Football Club (although the club's pavilion appeared to be an anomaly not specifically covered by the originating legal agreement) The Parish Council, as Custodian Trustees, could not exercise any management functions, and whilst applications for grants for works (such as white lining, CCTV, hedge maintenance) might be made to the Parish Council, obtaining quotes, authorising and supervising the work must be done by the Management Committee. A discussion took place about cutting back the hedge. Ann was asked to contact Julian Cook or others to obtain quotes/commission the work, since this is independent of the work of the Village Caretaker and outside the scope of the Parish Council's direct responsibilities.

Ann handed the Clerk two further grant applications made by the Village Hall Management Committee, which would be circulated to Parish Councillors for consideration and decision at the October meeting.

11/9/10 COMMUNITY MEETING TO DISCUSS RECREATIONAL FACILITIES AND COMMUNITY PLAN

Daniel Scharf reported that the Community Meeting would take place on Sunday 19th September from 2pm. Notices had already been put up in the village, and arrangements were discussed to print and distribute leaflets door to door to encourage a good turnout. Andrew Bax had agreed to chair the meeting. Andrew, Daniel and Richard Webber would hold a planning meeting on Friday 17th Sept to discuss how the meeting should be run.

12/9/10 DAMASCUS DAY AND APPLE/WALNUT FESTIVAL

The DAMASCUS Fun Day had proved to be a great success, and the young people were to be congratulated on arranging it. The Clerk was asked to write to Rita Atkinson offering these congratulations from the Parish Council.

ACTION: Clerk to write to Rita Atkinson congratulating the DAMASCUS youngsters on their organisation of the Fun Day.

Daniel Scharf proposed that since planning for a formal event had fallen through, although this was not strictly a PC responsibility, an informal gathering to harvest and make use of the apples and walnuts on the Millennium Green should be arranged. A date of Saturday 25th September from 3pm was agreed for this, and it would be promoted at the Village Meeting on the 19th Sept, and elsewhere.

13/9/10 YOUNG PEOPLE'S OFFICER FUNDED BY THE PARISH COUNCIL

Richard Webber stated the case for Drayton having a dedicated youth officer, funded by the Parish Council and working under DAMASCUS supervision.

AGREED: that this idea should be explored further with DAMASCUS, and costings obtained for next year's budget. Naomi Broomfield agreed to represent the Parish Council at DAMASCUS meetings in future, and the Clerk was asked to contact Rita Atkinson to inform her of this. She would discuss the potential of a dedicated youth worker with DAMASCUS.

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

ACTION: Clerk to contact Rita Atkinson to inform her that Naomi Broomfield would be representing the PC at DAMASCUS meetings in future

14/9/10 STREET LIGHTING

Alan Cockbill's (from OCC Highways) quotes for the various street lighting projects had now been received.

AGREED: that the Lockway quote was too expensive, and that the lighting of the Village Hall car park was best pursued as a private installation independent of OCC street lighting by the Village Hall Management Committee. A light might become available as those in the highway are being renewed.

The quote for The Green (£675 + vat) was agreed.

Proposed: Richard Webber **Seconded:** Richard Williams **Agreed**

The quote for Church Lane (£663+VAT) was agreed.

Proposed: Jenny Pooley **Seconded:** Robin Butler **Agreed**

ACTION: Clerk to raise orders with Alan Cockbill of OCC Highways for these two lighting projects.

Jenny Pooley reported that the street light on the roundabout sign at the Green was broken and the sign damaged.

ACTION: Clerk to report damage to OCC Highways for repair.

15/9/10 WEBSITE – DRAYTON PARISH COUNCIL CONTENT

The Clerk's initial draft of the PC's content for their section of the proposed Drayton Village Website was noted. It was proposed that at the appropriate time a working group consisting of the Clerk, Robin Butler and Richard Williams would refine this draft to present back to the Parish Council for agreement.

16/9/10 DATA PROTECTION ACT REGISTRATION/PUBLICATIONS SCHEME

The Clerk's initial ideas for the Parish Council's registration application under the Data Protection Act noted. It was agreed that the Clerk would finalise this document for discussion and agreement at the October meeting.

The need for a Publication Scheme was recognised, but would need to await agreement on the PC's website content, since this would be a core part of the Publication Scheme.

ACTION: Clerk to revise DPA application form for the October meeting.

17/9/10 LICENSING ACT 2003 DRAFT JOINT STATEMENT OF LICENSING POLICY (VWHDC/ SODC)

Daniel Scharf and the Clerk had both examined the VWHDC/SODC Draft Joint Statement. It was agreed that the Clerk would write in response making three points: (a) The need for a clear separation of planning and licensing issues; (b) that Parish Councils should be able to make proper representation on licensing issues; (c) pointing out a crucial typo in the paragraph relating to Parish Councils.

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

ACTION: Clerk to write to VWHDC about the Licensing Act Draft Joint Statement

18/9/10 FINANCE/ADMIN COMMITTEE BUSINESS

A. Payments	
The following payments were verified against invoices by Daniel Scharf, and three of the authorised signatories signed cheques for these amounts:	Invoice Amount/of which VAT
(i) Julian Cook – July Caretakers Invoice	£890.00 Zero
(ii) Clerk’s Salary – July	£427.76 Zero
(iii) Clerk’s Expenses – July	£185.30 £14.33
(iv) HM R&C Tax and NI – July	£124.74 Zero
(v) VWHDC Servicing of 8 dog bins 01/01/10 to 31/03/10 (invoice 149938)	£ 409.98 £61.06
(vi)VWHDC Servicing of 8 dog bins 01/04/10 to 31/06/10 (invoice 150018)	£ 409.98 £61.06
(vii) PlaySafety Ltd – RoSPA inspection report Aug 2010 74.03	£ £11.03
(viii) s19 Drayton Village Hall Grant to contribute to running costs	£4,700.00 Zero
(ix) s137 Didcot CAB	£ 60.00 Zero
(ix) SLCC Membership	£ 116.00 Zero
(x) SLCC Course Cemetery Management (15 th Sept) booking fee	£ 95.00 Zero
(xi) SLCC Flexible Learning package (WWYC) for Clerks	£ 50.00 Zero
B. Receipts – Memorial payment £40.00; 1st Half Precept (01/08/10) £16,000	Total £16,040
C. Other business	
(i) Grant applications – for £4,700 (Drayton Village Hall MC); and for CAB Didcot for £60 were considered. Declaration of Interest: Daniel Scharf declared an interest in respect of the second grant application from CAB, due to his involvement with CAB. He offered to yield the Chair and leave the room, but was asked to remain. He took no part in the discussion of the CAB grant application.	
S19 Drayton Village Hall - £4,700	
Proposed: Richard Williams Seconded: Heather Morrison Agreed	
S137 Grant Didcot and District CAB - £60	
Proposed: Richard Williams Seconded: Heather Morrison Agreed	
(ii) Financial Regulations – the Clerk drew attention that the PC’s Financial Regulations did not include a <i>de minimus</i> sum for obtaining quotations, and that it was not always possible to persuade suppliers to give quotations for small purchases. It was proposed that the Financial Regulations be amended to show three tiers for ordering: (i) below £500 value for money must be demonstrated; (ii) between £500 and £5000 three quotes to be obtained; (iii) above £5000, a proper tendering exercise, as per the current Financial Regulations	
Proposed: Daniel Scharf Seconded: Richard Webber Agreed	
ACTION: Clerk to revise the Financial Regulations accordingly, and to present the amended document for agreement and signature at the October meeting	
(ii) Proposal to join the Society of Local Council Clerks – at a cost of £116 in the first year, to give discounted access to training courses and materials, including Cemetery Course (£95) and WWYC (£50) [Total commitment £261]	
Proposed: Daniel Scharf Seconded: Robin Butler Agreed	

19/9/10 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
2010-	Willowdene Oday Hill Stonehill	Installation of package	NO OBJECTION	Pending

21	Lane	sewage treatment plant		
2010-22	The Chapel Henleys Lane OX14 4HN	Certificate of lawfulness for existing use of building and its curtilage for residential purposes	NO OBJECTION	Pending
2010-23	Gilbourns Farmhouse 155 Drayton Road OX14 4HA	Barn Conversion and part re-construction for installation of a swimming pool	NO OBJECTION	Pending
2010-24	13 Lockway, OX14 4LG	Erection of a two storey extension	NO OBJECTION	Pending
2010-26	New Cut Mill, Mill Road, OX14 5LZ	Proposed loft conversion with rear dormer	NO OBJECTION	Pending
2010-27	Gilbourns Farmhouse, 155 Drayton Road, Sutton Courtenay, OX14 4HA	Proposed summerhouse	NO OBJECTION	Pending
2010-28	34-36 High Street Drayton OX14 4JW	Demolition of existing barn and garage to facilitate the construction of a new dwelling with detached carport and log store	Pending	Pending
2010-29	5 & 6 Mill Lane Sutton Courtenay OX14 4BE	Replacement of two existing residential mobile homes with two single storey dwellings	Pending	Pending
2010-30	The Old Farmhouse, Milton Road, Drayton, OX14 4EZ	Proposed designated area for caravan storage	Pending	Pending
2010-31	Gilbourns Farmhouse, 155 Drayton Road, Sutton Courtenay, OX14 4HA	Barn Conversion and part re-construction for installation of a swimming pool	Pending	Pending
B	Other Planning Business (i) Caravan storage at Old Farmhouse, Milton Road - see Application 2010-30 and discussion under item 3/9/10(a) above			

20/9/10 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) The Village Caretaker's report for August and planned work for September was received and noted.
- (b) The Playground safety Report from RoSPA, dated August 2010, was received and noted. The Clerk would ask the Village Caretaker to do the necessary repair work, and Richard Williams will look at the recommendations regarding the playground surface condition and equipment.

ACTION: Clerk to include repair work in the playground on the Village Caretaker's job list for September

ACTION: Richard Williams to inspect the playground surfacing and equipment in respect of the RoSPA report observations, and to report back to the October PC meeting.

- (c) Burial Charges. Some minor layout changes and the stipulation that monumental masons mark the rear of headstones with their identification mark and the grave number were agreed to the Burial Charges document, and the Chairman, Daniel Scharf, and Clerk, signed the revised copy.

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

- (d) Installation of Headstones application from a monumental mason not NAMM registered. The Clerk reported that he had received two applications recently for permission to install headstones from a monumental mason who is not NAMM registered. The Parish Council reiterated its determination to ensure that gravestones were installed in line with NAMM standards, backed by NAMM membership. The Clerk was asked to reply to the monumental mason concerned drawing attention to this policy once more, and to consult OALC on this issue if the response from the monumental mason made this necessary.

ACTION: Clerk to reply to the monumental mason asking for proof of NAMM membership and standards of working, and to consult OALC as required

21/9/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Broken Manhole Cover at BMX track.** Jenny Pooley reported that the broken manhole cover at the BMX track had been repaired by Thames Water now, but that this had taken a month.

(b) **Footpaths update** - Work was needed to clear nettles on FP12 near the sewage works. Jenny would see if OCC would do this, and would inform the Clerk if the Village Caretaker should do this.

ACTION: Jenny Pooley to ask OCC if they are responsible for cutting nettles back on FP12, and to let the Clerk know if the Village Caretaker should do this.

(c) **Stimpson memorial oak and plaque.** The tree had been ordered from VWHDC. It was 16-18cm in circumference, and would cost between £150 and £200. Draft wording for the plaque was discussed and agreed, subject to further clarification if required by email. The plaque would be stainless steel and the lettering engraved. Cost would be circa £56.60, plus a further £11.25 for engraving. It was **resolved** that Jenny Pooley should order the plaque once the wording was finalised, and would discuss staking it with the Village Caretaker, via the Clerk.

Proposed: Jenny Pooley **Seconded:** Robin Butler **Agreed**

ACTION: Jenny Pooley to order the Stimpson plaque once the wording is finalised

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

22/9/10 CORRESPONDENCE.

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

(a) **Letter from Burgess Salmon.** Daniel Scharf reported that he had received a letter about the Manor Farm development indicating that further land parcels were needed from the PC if the access was to be cleared for the development. He would be seeking further advice from PC lawyers via the Clerk, and this item would be on the October agenda for further discussion.

ACTION: Clerk to seek advice from the PC lawyers with a draft letter from Daniel Scharf

(b) **Secretary of State – Consultation on Local Referendums on Any Increase in Precept.** It was **noted** that The consultation was only for 6 weeks, rather than the normal 12, and that it was due to expire. The responses already made by NALC and our other professional associations were noted, and the Clerk was asked to write to Eric Pickles deploring the lack of time for consultation on an issue critical for Parish Councils, and giving backing for the NALC and other responses.

Proposed: Robin Butler **Seconded:** Richard Williams **Agreed**

ACTION: Clerk to write to Eric Pickles, Secretary of State for Local Government, supporting NALC etc submission and deploring the short timescale for consultation.

(c) **ORCC 90th Birthday Party invitation.** Daniel Scharf agreed to attend the ORCC AGM and 90th anniversary celebration on behalf of the Parish Council

23/9/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) **Barrow Road.** Confusion about the road name relating to six houses along the Abingdon Road was raised. It was agreed that the residents should be consulted by Daniel Scharf, and **resolved** that the Clerk write to VWHDC to ask the road to be named Barrow Road.

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

ACTION: Clerk to write to VWHDC about naming of Barrow Road

24/9/10 The date of the next meeting was confirmed as MONDAY 4th OCTOBER 2010 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.

The meeting concluded at 10.15 p.m.

Signed:

Date: 4th October 2010

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council