

**DRAYTON PARISH COUNCIL**  
**Minutes of the Parish Meeting of Drayton Parish Council,**  
**Held on Monday 4<sup>th</sup> October 2010 at 7.30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton**

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

**1/10/10 APOLOGIES FOR ABSENCE**

Apologies received from Robin Butler were noted and accepted.

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

No interests were declared.

**3/10/10 PUBLIC PARTICIPATION**

No members of the public were present.

**4/10/10 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held 6<sup>th</sup> September 2010 were **confirmed** and Daniel Scharf (Chairman), then signed the Minutes as a correct record.

**Proposed:** Daniel Scharf

**Seconded:** Richard Webber

**Agreed**

**5/10/10 ACTION POINT REVIEW FROM LAST MEETING**

(a) **Nomination forms** for the Community Awards had been signed and submitted by the Chairman to VWHDC

(b) **Notice board** – the extra notice board on the green had been installed and the Clerk was asked to request that the Village Caretaker install a pinboard in the new framework.

**ACTION:** Clerk to ask the Village Caretaker to install a suitable pinboard in the new notice board on the green.

**6/10/10 NEWS FROM COUNTY COUNCILLORS**

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

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

Richard Webber reported:

(a) **Waste Bins** – The new scheme starts this week. Wednesday is the new Drayton collection day.

(b) **Police Report of an Incident** on the previous Saturday when a youth was attacked by a gang at a Drayton bus stop. This was linked to rivalry between youths in Steventon/Didcot and Abingdon, being conducted via Facebook. The police are monitoring the problem. Richard ~~Williams~~ Webber informed the Parish Council that he was now suggesting holding back on his request for Drayton youth worker while Damascus deals with the problem being caused by young people from other places.

**RESOLVED:** that the Chairman draft a letter for the Clerk to send to Didcot Town Council to ask if they can co-operate with our Parish Council to develop a strategy to tackle this problem.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

**ACTION:** Daniel Scharf to draft a letter to Didcot Town Council about the problem of conflict between rival groups of youths causing disruption in Drayton

(c) **Village Hall access.** As representative on the Village Hall Management Committee Richard Webber reported that the Village Hall would like to put [insert correction: existing] concrete bollards up to prevent vehicular access across the field to the rear of adjacent houses. These would replace existing posts which had been bent and become inoperable as a barrier. The Parish Council observed that this was not a change to access arrangements, and that they therefore thought such a measure fell within the powers of the Management Committee to decide. However, it was suggested that the Village Hall Management Committee ensure that, via the Drayton Chronicle and by leaflets delivered to each house, that residents of Steventon Road are made aware of the bollards prior to installation, and that the residents who need occasional vehicular access to the rear of their premises via the field (for e.g. trailers/boats) are advised that their desire to have occasional access could be accommodated on request.

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

No further volunteers had come forward to fill the two vacancies on the Parish Council.

## 9/10/10 COMMUNITY MEETING TO DISCUSS RECREATIONAL FACILITIES/COMMUNITY PLAN

Daniel Scharf reported that some 30 or so parishioners attended the Community Meeting held on 19<sup>th</sup> September. This was encouraging since those present were almost all keen to participate, and they represented a complete cross-section of the village. A number of Working Groups had been formed to look at different issues: Environment and Housing; Transport; Communications/Website; Sport and Recreation. DAMASCUS were arranging for young people to join the groups. In due course a Steering Group would be formed from the Conveners of the Working Groups. Daniel Scharf asked the Parish Council to consider his resolution to set aside £250 from its current budget as pump priming money for the groups, primarily to enable them to hire the Caudwell Day Centre as a place to meet and stationery. £40 had already been spent on publicity. It was agreed that in view of the monies already spent, £300 would be an appropriate sum.

**RESOLVED:** That the Parish Council set aside £300 from its 2010-11 budget to pump-prime this initiative

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

**ACTION:** Clerk to amend the budget to set aside £300 for the Community Planning process groups

A copy of the ~~1962~~ 1982 Drayton Village Appraisal was passed to the Clerk and the Chairman asked that it be scanned and circulated to all Councillors.

**ACTION:** Clerk to scan the 1982 Drayton Village Appraisal report and circulate it to all Parish Councillors

## 10/10/10 APPLE/WALNUT FESTIVAL

This was not advertised, but in any case parishioners collected the apples, and the walnuts are not yet ready. Agreed that the informal community invitation approach was a good idea, but next year the PC should start promoting the idea about May time.

## 11/10/10 STREET LIGHTING

The Parish Clerk reported that orders for the two additional lighting schemes had now been placed and that OCC were awaiting parts prior to installation.

## 12/10/10 WEBSITE

Andrew Bax had emailed to say that he would be assembling his team of volunteers in the next few days and that he expected to be able to make a report to the next Parish Council meeting in November. Julian Fowler indicated a willingness to be involved in this project.

**ACTION:** Clerk to inform Andrew Bax that Julian Fowler would be willing to be involved in the website project.

## 13/10/10 DATA PROTECTION ACT REGISTRATION

It was agreed that this matter should be referred to the Finance and Personnel Committee to review and to recommend acceptance of the final version for submission to the Information Commissioner.

**ACTION:** Clerk to revise DPA application form to submit to the next Finance and Personnel Committee.

## 14/10/10 FINANCE/ADMIN COMMITTEE BUSINESS

The Chairman, Daniel Scharf, reported that he had inspected the Clerk's accounts and reconciliation against the bank statement to end August prior to the meeting and that the accounts reconciled.

### 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 – September Caretakers Invoice	£993.00	Zero
(ii) Clerk's Salary – September	£427.76	Zero
(iii) HMR&C Tax and NI – September	£124.74	Zero
(iv) Clerk's Expenses – September	£89.33	£0,51
(v) s19 Drayton Village Hall Grants applications	£1450.00	Zero
(vi) Daniel Scharf – Printing flyers and advert in Chronicle	£40.00	Zero

(vii) Jenny Pooley – Plaque for Stimpson Oak	£96.94	£14.44
(viii) BDO – External Audit fee	£334.88	£49.88
(ix) s19 DAMASCUS Release of budgeted Grant application	£3000.00	Zero
<b>B. Receipts – Allotments £125; Burials £205</b>	<b>Total</b>	<b>£330.00</b>

### C. Other business

**SLCC Cemeteries course not attended** – £95 cheque cancelled

**S19 Drayton Village Hall Management Committee grant applications for £1450** for white-lining in the car park and for two litter bins.

**RESOLVED:** That the Parish Council approve the grant applications for £1450 from the Drayton Village Hall Management Committee.

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

**S19 DAMASCUS Youth Project grant application for £3,000**, as per the 2010-11 budget

**RESOLVED:** That the Parish Council approve the grant application for £3,000 from the DAMASCUS Youth Project

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

**(iii) Grants Budget Report.** The Clerk reported on the Grants budget (at per the email request from Robin Butler). The s19 budgeted grants for the Village Hall and the DAMASCUS Youth project had now been committed. The grant for the Millennium Green had not yet been applied for. The Clerk was asked to contact the Millennium Green Committee to ask if they wished to submit a grant application this year.

**ACTION:** Clerk to write to the Millennium Green Committee to ask if they wished to apply for a grant this year. The Clerk reported that the grants made to the Drayton Village Hall Management Committee for white lining and litter bins would draw on the £10,000 sum in reserves that the Parish Council had set aside in its 2009-10 budget, and carried forward into its 2010-11 reserves. The Finance and Personnel Committee were requested at its next meeting in November to recommend to the Parish Council a revision to the budget which would adjust the grants budget this year by moving monies from the earmarked reserve into the main budget.

**(iv) Financial Regulations** – The revised Financial Regulations had been amended by the Clerk to include a *de minimis* sum for obtaining quotations, as agreed at the last meeting. The revised Financial Regulations were received by the meeting and signed by the Chairman.

**(iv) External Audit Report** – The External Auditor’s report was received and the following two issues relating to the 2009-10 Accounts were discussed:

- Failure to consider a Review of Effectiveness of Audit Report within the year. The Parish Council was aware that it had approved the Review of Effectiveness of Audit report after the close of the last financial year. However, due process had been observed, despite the Review being slightly outside the financial year deadline. The Parish Council was satisfied that its audit processes were effective in 2009-10.
- £1 error between the 2008-9 and 2009-10 Annual Returns. The Clerk had explained that this was a rounding change between the two financial years. The 2009-10 Accounts balanced exactly – to the penny – but the former external auditor had recommended one method of rounding and the new internal auditor a different method, as used by the Audit Commission. The £1 was a technical difference arising because the Annual Return was reported in pounds only, not exactly to the penny.

**ACTION:** Clerk to display the Audit Report comments and the 2009-10 Accounts to the public for 2 weeks

## 15/10/10 PLANNING COMMITTEE BUSINESS

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

REF. NO	ADDRESS	DETAILS	PARISH	DISTRICT
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/21303	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	NO OBJECTION	PENDING
SUT/18342/3	5 & 6 Mill Lane Sutton Courtenay	Replacement of two existing residential mobile homes with two single storey	NO OBJECTION	PENDING

	OX14 4BE	dwelling		
DRA/775/8	The Old Farmhouse, Milton Road, Drayton, OX14 4EZ	Proposed designated area for caravan storage	OBJECTION	PENDING
DRA/2395/22-LB	Gilbourns Farmhouse, 155 Drayton Road, Sutton Courtenay, OX14 4HA	Barn Conversion and part re-construction for installation of a swimming pool	NO OBJECTION	PENDING
	7 High Street, Drayton, OX14 4JL	Work to Trees - 20% reduction and deadwood one walnut tree and reduction of one bay tree	NO OBJECTION	PENDING
DRA/673/1	1 High Street OX14 4JL	Proposed alterations to existing garage including additional door and pitched roof to allow above storage and hobby area	Pending	PENDING
DRA/21334	7 Crabtree Lane OX14 4HS	Proposed two storey extension	Pending	PENDING
DRA/2988/3	48 Henley's Lane, OX14 4HU	Proposed widening of access by moving existing pillar and wall to extent of existing boundary	Pending	
DRA/4999/2	44 Henleys Lane OX14 4HU	Erection of a conservatory on west elevation	Pending	PENDING

#### **B Other Planning Business**

(i) **The planning application for 48 Henley's Lane (DRA/2988/3)** was discussed. Concern was expressed about the future of the pillar, which was believed to be a custom made piece by a significant sculptor related to the family of the designer of the 'Spirit of Ecstasy' figure used by Rolls-Royce on its vehicles. The Planning Committee was asked to note this to VWHDC when they made their response to the planning application.

(ii) **Manor Farm Development.** As reported at the last meeting a letter had been received from Burges Salmon relating to some slight adjustments needed to further small parcels of land to permit access to the proposed development. The Clerk had referred this letter to the Parish Council's solicitors who had now responded in writing suggesting a suitable response from the Parish Council. As a result of this advice the Parish Council:

**RESOLVED:** That the Clerk instruct the Parish Council's solicitor to reply to Burges Salmon agreeing to the transfer of rights to the proposed small parcels of land subject to: all the Parish Council's legal costs being met by the Earl of Plymouth Estates; the original payment to the Parish Council being index linked to the Building Construction Index from 2001 until the date of payment; that the payment to the Parish Council be made at commencement of building or by 31<sup>st</sup> December 2013, whichever is the earlier; that the solicitor request that the Section 106 land transfer obligation be reviewed and that the Earl of Plymouth Estates transfers a land parcel to public use which is of a more regular shape than the currently agreed more triangular parcel, which would fragment the land in this area to no ones' advantage.

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

**ACTION:** Clerk to write to the Parish Council's Solicitor to inform him of the resolution on Manor Farm, and to ask him to reply accordingly to Burges Salmon on behalf of the Parish Council.

#### **16/10/10 LEISURE & GENERAL PURPOSES WORKING GROUP**

(a) **The Village Caretaker's report** for September and planned work for October was received and noted.

(i) It was agreed that the pyracantha could be cut back now, rather than wait, since the berries were over.

(ii) The Hilliat Field path would be done in the first week of October.

(iii) The overhanging branches on the footpath linking Corneville Road with Lyford Close needed attention – agreed that the Clerk should ask the Village Caretaker to look at this.

(b) **Burial Charges.** Correspondence had been received from a memorial mason including assurances that the NAMM Code of Working Practice was being adhered to in respect of their fixing of headstones.

It was agreed after discussion that, following advice from OALC received by the Clerk, the method of fixing and appropriate public liability /professional indemnity insurance were more important than membership of a particular trade association. Richard Williams presented changes to the Burial Charges document, which also included a clarification on the policy of no charge for a second headstone inscription.

**RESOLVED:** That changes to the memorial regulations in the Burial Fees and Charges document presented by Richard Williams, which removed the requirement to be members of NAMM in preference to other professional associations, be accepted and signed by the Chairman and Clerk.

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

**ACTION:** Clerk to reply to the Memorial Mason granting permission for the memorial applications currently in hand, subject to compliance to the NAMM Code of Working Practice

**(c) Playground inspection.** Richard Williams had inspected the playground to look at the issues raised in the last RoSPA regular safety report. He reported that:

(i) the bent fencing had been partially bent back, as well as it could be, and no longer constituted a danger in its present state. Nothing further could be done without replacing it, and it was not owned by the Parish Council, but by the neighbouring property. The risk was low.

(ii) lichen growth was to be dealt with by the Village Caretaker by treatment in the next few weeks;

(iii) seat eye bolts do need tightening again, and will need regular inspection (monthly) and tightening if required with pliers – a job to be allocated to the Village Caretaker;

(iv) the hawthorn hedge had been trimmed back;

(v) the playground surface joining seam had opened up but was not a high risk;

(vi) the paintwork underneath the slide was rusty, and the Village Caretaker should be asked to re-paint it;

(vii) the RoSPA report mentioned as low risk a 'head torso entrapment risk'. This has been the case since the slide was installed, being a design issue.

A discussion about the age and condition of the playground took place in which it was observed that the playground, though dating from 1971-2 (almost 40 years old), with some newer play equipment since, was well used. OPFA observed on their last visit that it was 'dated' and compared unfavourably with facilities in Milton, Radley and Abingdon Tilsey Park. It was commented that if the Parish Council was to undertake a complete or partial refurbishment this would need community support and active involvement of current parents of young children to ensure that the new equipment was of a suitable type.

**(d) Camera on the Green.** Daniel Scharf reported that a parishioner had asked him to raise at the Parish Council the possibility of having a surveillance camera in the village green area. This was a matter on which the PC had previously received advice from the police and, after discussion, it was again decided that this is not something favoured by the Parish Council and it was agreed to take no action on this suggestion.

## **17/10/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP**

### **(a) Footpaths update**

(i) The nettles on FP12 near the sewage works had been cleared by the Village Caretaker, following a discussion between OCC Countryside Services and Jenny Pooley.

(ii) Kissing gates had been installed on FP12 by OCC Countryside Services in w/c 7th September 2009. Before installation the Parish Council had agreed to make a contribution towards the cost of some of these, and Mark Sumner of OCC has now informed Jenny Pooley (September 2010) that he would be writing to the Parish Council soon to request this payment. Agreed that the Parish Council would await the letter, but noted that this late claim for the Parish Council's contribution meant that it was well outside the financial year to which it related, and that the number of kissing gates installed were many more than those originally requested by the Parish Council.

(iii) There were branches overhanging the High Street, which residents needed to cut back. It was agreed that the residents should be asked to do so, via mention in the Drayton Chronicle.

**ACTION:** Richard Williams to ask for this request to go into the next Chronicle.

**(b) Stimpson memorial oak and plaque.** The plaque had been received and Jenny Pooley showed it to the Parish Council. The oak tree had been ordered from VWHDC by the Clerk. It was agreed that the Village caretaker would be asked to fix the plaque to a suitably anchored mounting once the tree had been planted. Derek Pooley was willing to assist the caretaker with this.

**(c) Litter Pick.** Daniel Scharf reported that Andy Gould had agreed to organise a DAMASCUS Youth litter pick on the golf-course owned land near the A34 and the Recycling Centre site (for which landowner permission had been obtained). It was agreed that with darkness falling earlier it was unlikely that this could now be achieved this year,

and it was observed that the litter was not now that much of a problem there now (cleared by VWHDC?). However, there was a wheel/tyre dumped, and the Clerk was asked to approach OCC waste services to ask if they could remove this.

**ACTION:** Clerk to contact OCC Waste Services to ask if they can remove tyre/wheel from the area adjacent to their site and near the A34.

**(d) Bus stop in High Street (outside Vickers).** The polycarbonate was very dirty. Agreed that the Clerk should ask the Village Caretaker to clean this. He might seek assistance from the DAMASCUS Youth via Andy Gould.

**ACTION:** Clerk to ask Village Caretaker to clean the polycarbonate in the High Street Bus Shelter

### **18/10/10 CORRESPONDENCE.**

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

**Transport\_A** further consultation by OCC on the local transport plan (LTP3) had been notified to the Clerk. Agreed that Daniel Scharf should reconvene the original Parish Council group (Daniel Scharf/Richard Webber/Richard Williams) to respond on behalf of the Parish Council.

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

**ACTION:** Daniel Scharf to re-convene the Parish Council's Transport Working Group and submit comments on behalf of the Parish Council to OCC's latest LTP Consultation round.

**Andrew Beacroft had reported** to Daniel Scharf about some fallen branches on Henley's Lane, on the corner by the Chapel. These had now been cleared away. Andrew Beacroft had also been pressing OCC to repair the 30mph sign in the Village and it was agreed that the Clerk was asked to write on behalf of the Parish Council to thank him for persisting with this.

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

**ACTION:** Clerk to write to Andrew Beacroft to thank him for his work in pressing OCC to repair the 30 mph detection sign.

### **19/10/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

No further items were raised by Councillors.

### **20/10/10 DATE OF NEXT MEETING**

**The date of the next meeting** was confirmed as Monday 1st November 2010 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

**The Finance and Personnel Committee** will meet at 7.30pm on 8th November 2010 in the Caudwell Day Centre, Gravel Lane, Drayton, to consider the draft budget for 2011-12 and recommendation for the Precept.

**The meeting concluded at 9.45 p.m.**

**Signed:**

**Date: 1<sup>st</sup> November 2010**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**