

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

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

**1/12/10 APOLOGIES FOR ABSENCE**

The meeting **noted** the apology for absence from Heather Morrison which had been notified to the Clerk prior to the meeting.

**2/12/10 DECLARATIONS OF INTEREST**

No interests were declared.

**3/12/10 PUBLIC PARTICIPATION**

One member of the public was present.

**Willow Trees – Sutton Wick Lane.** The member of the public reported that the willow trees to the left of the pond along Sutton Wick Lane needed pruning again. These were on common land. As such it was accepted that they were the responsibility of the Parish Council to maintain and keep safe. Being outside the conservation area and not specimen trees, the VWHDC tree specialist need not be consulted about their pruning

**Resolved:** that the Clerk obtain quotes for the trees to be pruned and made safe.

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

**ACTION:** Clerk to liaise with the resident in Sutton Wick Lane and to obtain quote(s) for the willows' pruning. During the discussion the issue of the extent of the registered commons was raised. The Clerk was asked to locate the Plan of the Registered Commons, if necessary consulting the County Council.

**ACTION:** Clerk to locate the plan of the registered commons

**4/12/10 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held 1st November 2010 were considered and one amendment was made substituting 'strategic assessment' for 'strategic plan' in Minute 3/11/10 (a)

With this single amendment the minutes were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

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

**5/12/10 ACTION POINT REVIEW FROM LAST MEETING**

(a) **LTP3 Transport Plan** – The working group (Daniel Scharf/Richard Webber/Richard Williams) had yet to meet. A meeting date was agreed.

(b) **Recreational facilities.** Daniel Scharf had agreed to attend the Toddlers Group parents about the playground. Jenny Pooley had consulted some parents of users of the playground. They had commented that: the play area was adequate but basic; the climbing equipment was uninspiring; a roundabout would be appreciated; steps on the slide get slippery; the play area is too far from the other side of the village; there is not enough climbing equipment – tunnels/ropes/nets are needed; Steventon is now being visited in preference due to their more modern equipment; the playground is used by too wide an age group. Big children intimidate smaller. It was pointed out that several play areas were probably needed, catering for different age groups, but it was agreed that as a first step the existing area should be refurbished as a play area for toddlers/younger children.

The Clerk passed on some more play equipment catalogues to Richard Williams and it was **agreed** that firms would be invited to present sample schemes and quotes and that consultations would take place with user groups on the options which emerged.

**ACTION:** Richard Williams/Clerk to arrange for playground firms to be contacted and to provide drawings of improvement schemes and quotes. Clerk to contact Steventon PC to find out who supplied their new play equipment.

(c) **Didcot Town Council – Letter re Young People’s facilities.** A holding reply had been received from the Didcot Town Clerk, but a further more considered response is awaited.

#### **6/12/10 NEWS FROM COUNTY COUNCILLORS**

No County Councillors were present.

(a) **OCC Concessionary Fares consultation.** It was agreed that the Parish Council’s response should be made by the Transport Working Group as part of their response on the LTP3 consultation.

#### **7/12/10 NEWS FROM DISTRICT COUNCILLOR**

Richard Webber reported:

(a) **Safety Audit – Rooks Nest.** This was an OCC responsibility, but this corner was a dangerous hazard and the path onto the corner was particularly treacherous in winter. It was suggested that as a first step the 30 MPH limit could be extended.

**ACTION:** Clerk to contact OCC Councillors to ask for their urgent report on the conduct of the safety audit at Rooks Nest.

#### **8/12/10 VILLAGE HALL REPORT**

Richard Webber reported that the Village Hall Management Committee (VHMC) had met recently and that a capital plan was being drafted. The VHMC thought that they might wish to merge their website into the new village website. They were directed to Andrew Bax (Julian Fowler is in contact with Andrew, and will mention this to him). The VHMC requested that an additional dog bin be provided at the entrance to the bridle path near the Village Hall. The need for this was accepted and it was **resolved** that the Clerk seek a quotation from VWHDC for the costs of providing and emptying an extra dog bin at this location.

**Proposed:** Jenny Pooley                      **Seconded:** Naomi Broomfield                      **Agreed**

**ACTION:** Clerk to obtain a quotation from VWHDC for an extra dog bin and emptying

#### **9/12/10 COMMUNITY MEETING TO DISCUSS HOUSING/COMMUNITY PLAN**

Daniel Scharf reported that a community meeting on planning had been held in early November at which Miles Thompson, VWHDC Planner, had spoken. He had outlined that the regional housing strategy plans had now been scrapped, but it was pointed out that this was being challenged in the courts. Details of the new planning system in the Localism Bill were awaited.

More involvement from young people was being sought in the community planning process.

**Agreed** that Naomi Broomfield will speak to Rita Atkinson to see if young people associated with DAMASCUS can be encouraged to join the working groups or give their views another way

**ACTION:** Naomi Broomfield to contact Rita Atkinson to find a way to involve the young people in the Community Planning process.

#### **10/12/10 BUDGET SETTING FOR 2011-12**

The *draft* Minutes of the Finance and Personnel Committee held on Monday 8<sup>th</sup> November 2010 circulated with the papers in advance of the meeting were **noted**, and the following recommendations summarized in the budget paper from the Clerk were considered:

(a) **Income and Expenditure Budget.** It was **resolved** to accept the recommended budget with an expenditure of £38,860 and income of £33,860.

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

(b) **Revision of Fees and Charges.** Daniel Scharf and Robin Butler declared personal interests as allotment holders and took no part in the discussion on allotment charges.

It was **resolved** to accept the recommendation that charges for allotments and burials remain unchanged for 2011-12

**Proposed:** Richard Williams                      **Seconded:** Jenny Pooley                      **Agreed**

- It was **resolved** that the access charges for residents in Church Lane be linked after 2011-12 to the RPI as an inflator subject to this being allowed for in the original contract, and that the charge for access to water by non-allotment holders should be raised. This latter charge, currently £5 p.a. was agreed to rise to £15 p.a., not to £25 as proposed by the Finance and Personnel Committee.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

**ACTION:** Clerk to inform the residents who are affected by increased charges in 2011-12.

**(c) Earmarked Reserve for Recreational Facilities.** It was **resolved** to accept the Finance and Personnel Committee's recommendation that an earmarked reserve be created for the Recreational Facilities project, but it was decided to raise this reserve from £10,000 to £15,000 after discussion of the likely costs of playground renovations.

**Proposed:** Julian Fowler

**Seconded:** Naomi Broomfield

**Agreed**

#### **11/12/10 PRECEPT 2011-12**

It was **resolved** that the Drayton Parish Council's Precept for 2011-12 be set at £32,000. This was the same charge as for the current year.

**Proposed:** Daniel Scharf

**Seconded:** Robin Butler

**Agreed**

#### **12/12/10 INTERNAL AUDITOR APPOINTMENT FOR 2010-11 ACCOUNTS**

It was **resolved** that the internal auditor (Arrow Accounting) be re-appointed to audit the 2010-11 papers and accounts

**Proposed:** Daniel Scharf

**Seconded:** Jenny Pooley

**Agreed**

**ACTION:** Clerk to inform the internal auditor of his re-appointment and thank him for his work last year.

#### **13/12/10 ELECTORAL BOUNDARY REVIEW OF OXFORDSHIRE**

Daniel Scharf reported back on a meeting he had attended on this issue. The most immediate requirement was to even out the electoral boundaries. Witney East, for instance has a 35% variation from the county average for its electorate. At the rate of 1 councillor to every 6,200 head of population Abingdon/Drayton would expect the two councillors it currently had. The Abingdon/Drayton combination was probably optimal, since any other local combination would not be practical. It was **resolved** that since the status quo for Drayton was very unlikely to be changed, no formal response to the consultation was needed at this stage.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

#### **14/12/10 NATURAL ENVIRONMENT AND RURAL COMMUNITIES ACT 2006**

Daniel Scharf drew the Parish Council's attention to the requirement under the NERC Act 2006 for the Council to consider the preservation and promotion of bio-diversity in all its decisions. He had received a questionnaire on this issue from the Northmoor Trust, which he would pass to the Clerk to complete and return. The information for this was thought to reside with John Killick. Jenny Pooley agreed to ask John Killick for copies of his information for the parish files, and also to approach Daria Stimpson for the Village History, to pass to Richard Williams for the village website.

**ACTION:** Jenny Pooley to ask John Killick for copies of his files on Drayton's natural environment, and Daria Stimpson for the village history details. Daniel Scharf to pass the Northmoor Trust questionnaire to the Clerk to complete and return.

Richard Webber left the meeting at this point to attend another appointment

#### **15/12/10 DATA PROTECTION ACT REGISTRATION**

It was **resolved** to accept the submission for the Parish Council's entry under the Data Protection Act drafted by the Clerk and scrutinised by the Finance and Personnel Committee.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

**ACTION:** Clerk to register the entry on the DPA website and pay the appropriate fee on behalf of the Council.

#### **16/12/10 RETENTION AND DISPOSAL POLICY FOR PARISH COUNCIL RECORDS AND PAPERS**

It was **resolved** to accept the policy on Retention and Disposal drafted by the Clerk.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

## 17/12/10 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 – November Caretaker’s Invoice	£473.03	£12.97
(ii) Clerk’s Salary – November	£427.56	Zero
(iii) HM R&C Tax and NI – November	£124.94	Zero
(iv) Clerk’s Expenses – November	£30.88	Zero
(v) [LG (1972) Act s134] Caudwell Centre – Charge for Room Hire (July-Sept)	£45.00	Zero
(vi) [LG (MP) 1976 Act s19] Millennium Green Grant	£1,000.00	Zero
(vii) [LG (1972) Act s142 (2A)] Abingdon & District Citizens Advice Bureau Grant	£500.00	Zero
(viii) [LG (1972) Act s137] Home Start Southern Oxfordshire	£200.00	Zero
(ix) [LG (MP) Act s19] DAMASCUS Youth Project – All Age Bingo Grant	£71.80	Zero
(x) [Litter Act 1983 s5(2)] VWHDC Service Charge for 8 Dog Bins emptying	£409.98	£61.06
(xi) [Countryside Act (1968) s9(3)] VWHDC Stimpson oak – supply and planting	£181.86	£27.09
<b>B. Receipts – Allotments (Water Charge) £5</b>	<b>Total</b>	<b>£5.00</b>

### C. Other Finance Business

#### (i) Grants

The following grant applications had been scrutinized by the members of the Finance and Personnel Committee and had been recommended for approval. It was **resolved** to approve the grants as follows:

- Millennium Green - £1,000
- Home Start Southern Oxfordshire - £200
- Abingdon & District Citizens Advice Bureau - £500
- DAMASCUS Youth Project for All Age Bingo - £74.18

**Proposed:** Daniel Scharf

**Seconded:** Richard Williams

**Agreed**

**ACTION:** Clerk to write to Rita Atkinson thanking her for her personal contribution to DAMASCUS and to this event’s success; and to the Millennium Green trustees to thank them for their work, and for containing their costs this year, leading to a lower than expected Council grant.

(ii) **Review of Effectiveness of Audit** – The draft of the Review scrutinized and revised by the Finance and Personnel Committee was considered and it was **resolved** to accept this text and Daniel Scharf as chairman was authorized to sign it off.

**Proposed:** Daniel Scharf

**Seconded:** Jenny Pooley

**Agreed**

(iii) **Car Mileage Allowance** – The new NJC Car allowances revised, to take account of the VAT rise in Jan. 2011, were **noted**. There was no increase in the car allowance to Council staff, and it was **noted** that the NJC rates were being frozen at the current rate for 2011-12, without the usual cost of living increase.

## 18/12/10 PLANNING COMMITTEE BUSINESS

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

REF. NO	ADDRESS	DETAILS	PARISH	DISTRICT
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	NO OBJECTION	Pending
2010-29	5 & 6 Mill Lane Sutton Courtenay OX14 4BE	Replacement of two existing residential mobile homes with two single storey dwellings	NO OBJECTION	Pending
2010-30	The Old Farmhouse, Milton Road, Drayton, OX14 4EZ	Proposed designated area for caravan storage	OBJECTION	Refused

2010-33	1 High Street OX14 4JL	Proposed alterations to existing garage including additional door and pitched roof to allow above storage and hobby area	NO OBJECTION	Refused
2010-34	7 Crabtree Lane OX14 4HS	Proposed two storey extension	NO OBJECTION	Pending
2010-37	11 Corneville Road, OX14 4HN	Remove existing pre-fabricated single garage. Erect new double garage and garden store	NO OBJECTION	Pending
2010-40	Lime Close, 35 Henleys Lane, OX14 4HU	Proposed internal alterations to kitchen area	NO OBJECTION	Pending
2010-41	24 High Street, Barns and land at Rear of	Conversion of existing barn to 1 residential unit, conversion and extension of existing barn to 1 residential unit, and the erection of 1 new residential dwelling, along with associated access and amenity space.	NO OBJECTION	Pending

This report is revised from that published on the Agenda. The Clerk apologized for a layout error which made the original presentation on the Agenda incomprehensible.

### **B Other Planning Business**

**(i) Manor Farm Development.** Letters had been exchanged since the last meeting between the Council's solicitors and the Earl of Plymouth (EoP) Estates' solicitors. This had resulted in a revised offer of £135,000, to be paid in 2011, for the Parish Council's co-operation on the land swap. The proposal to alter the shape of the land parcel to be made over the public use under s106 had been declined by EoP Estates.

It was **resolved** that the £135,000 to be paid in 2011 was acceptable, but **agreed** that following consultation with the VWHDC through Richard Webber, Daniel Scharf should draft a reply for the Clerk to send to our solicitor asking him to respond to EoP Estates that the s106 changes are still required by the Parish Council, and that no difficulty with VWHDC was envisaged, if VWHDC had so advised.

**Proposed:** Daniel Scharf

**Seconded:** Naomi Broomfield

**Agreed**

**ACTION:** Richard Webber to consult VWHDC about s106 procedure in relation to the Manor Farm development and to advise Daniel Scharf and the Clerk of their response. Daniel Scharf to draft a letter for the Clerk to send to our solicitors to respond to EoP Estates.

**(ii) Proposed Church Lane Housing Development.** Paul Caudwell had requested a response from the Parish Council to his ideas for the housing development. He was contemplating having a highway survey commissioned in relation to his proposals. It was **agreed** that Daniel Scharf would draft a letter to send to Mr Caudwell, and that the Clerk would circulate this draft around the Parish Council for approval before mailing. It was pointed out that: there had been no demand expressed as yet by residents for extra housing in Drayton; that with the new planning system was not yet in place and a period of uncertainty would be inevitable; that the Community Planning process was expected to produce a community view, which is likely to be a requirement under the new planning system; that Mr. Caudwell's initiative was to be welcomed, but that there were other possible sites in the village for housing developments, and that the Church Lane site was not necessarily the best of these options. It could be suggested that he carry out a public consultation exercise.

**RESOLVED:** that Daniel Scharf draft a letter to Mr. Paul Caudwell for the approval of other parish councillors by email circulation, and that the Clerk send this letter to Mr. Caudwell

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed**

**ACTION:** Daniel Scharf to draft a letter to Paul Caudwell re the proposed Church Lane housing development. After approval by email circulation,. Clerk to send final version.

**(iii) Street Names.** Daniel Scharf reported that the naming of **Barrow Road** had now been agreed by the residents, VWHDC and the Royal Mail.

A consultation from VWHDC on the naming of two new roads on the former works site Marcham Road was considered. It was **agreed** that the proposed names **Ashby Court** and **Ashby Gardens** were appropriate.

**ACTION:** Clerk to reply to VWHDC to confirm that street names of Ashby Court and Ashby Gardens were acceptable to the Parish Council.

### **19/12/10 LEISURE & GENERAL PURPOSES WORKING GROUP**

(a) **The Village Caretaker's report** for November and planned work for October was received and **noted**. Two additional tasks were identified: the whole of the Hilliat Fields area, also Lyford Close (behind the school) is strewn with litter and is badly in need of a litter pick; Lyford Close/path by pedestrian crossing on High Street – path also needs tidying up.

(b) **Training for Caretaker in Headstones Testing.** The Clerk had received details of a NAMM course which would cost £300 plus vat. It was **resolved** that a course booking at a cost of £300 plus vat should be made for the Village Caretaker to be trained, and that the testing work should be carried out within the Village Caretaker's existing hours.

**Proposed:** Daniel Scharf

**Seconded:** Naomi Broomfield

**Agreed**

**ACTION:** Clerk to consult with the Village Caretaker and book the headstone testing course as soon as feasible

### **20/12/10 RIGHTS OF WAY & CONSERVATION WORKING GROUP**

(a) **Footpaths update.** Jenny Pooley reported that in the bad weather the area on Sutton Wick Lane at the entrance to the Millennium Green had become very muddy and slippery. This needed to be monitored, but it was thought that the Millennium Green Trust might be tarmac the area and that in the meantime it was being screened off using posts and orange plastic netting.

(b) **Stimpson memorial oak and plaque.** The tree and plaque were now in place. The Council wished to express its thanks to Jenny Pooley for masterminding this project, and to Derek Pooley for his work in assisting with the planting and erecting the plaque.

**ACTION:** Clerk to write to Derek Pooley to express the Parish Council's thanks for their work on making the Stimpson commemorative oak project a success.

(c) **Tree Surgery Quotation for Horse Chestnut on the Green.** The Parish Council **resolved** to accept the quotation from Ringrose for £240 plus vat for the pruning of this tree

**Proposed:** Daniel Scharf

**Seconded:** Robin Butler

**Agreed**

**ACTION:** Clerk to place an order with RingRose for the pruning of the horse chestnut on the Green

(d) **Land Registry.** The Clerk was asked to check on the Parish Council's Land Registry details and report back

**ACTION:** Clerk to check the Parish Council's Land Registry details

### **21/12/10 CORRESPONDENCE.**

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

### **22/12/10 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

(a) **Water on the Allotments.** Robin Butler reported that the water had been turned off in the freezing weather to prevent pipes and taps being damaged.

(b) **Website.** Julian Fowler reported that he had been in touch with Andrew Bax about the village website. He was advising the use of Facebook as a better means of communicating short-term updates.

(c) **Burial Ground – damage to plants** Jenny Pooley reported the concerns of one parishioner family about damage to plants on the family grave. It was commented that this was likely to be the action of rabbits/squirrels, and that given the location of the graveyard there was little could be done to curtail this problem.

### **23/12/10 DATE OF NEXT MEETING**

**The date of the next meeting** was confirmed as Monday 10th January 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10.00 p.m.

**Signed:**

**Date: 10<sup>th</sup> January 2011**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**