

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 7th February 2011 at 7.30pm At the Caudwell Day Centre, Gravel Lane

Present: Daniel Scharf (Chairman); Naomi Broomfield; Robin Butler; Julian Fowler; Heather Morrison; Jenny Pooley; Richard Webber; Richard Williams
In attendance: David Perrow (Clerk)

1/2/11 APOLOGIES FOR ABSENCE

There were no apologies for absence. All Councillors were present.

2/2/11 DECLARATIONS OF INTEREST

No interests were declared.

3/2/11 PUBLIC PARTICIPATION

Eight members of the public were present.

DAMASCUS Youth Project report. Five members from DAMASCUS were present (Andy, Roxy; Christian; Connor and James). Christian outlined how he had been helping out at Youth Zone, and also at the Sutton Courtenay Youth Club whilst making job applications. DAMASCUS had been contributing to each recent issue of the Drayton Chronicle, carrying out and writing up interviews. Connor and James were organizing a village litter pick on Sat 12th February, starting at 10am at the Village Hall, to be followed by a group meal. PCSO Sandra Syphas and PC Keith Morton will be joining the litter pick. All ages are welcome to take part. Jenny Pooley agreed to email the group with suggestions on where to litter pick that day. DAMASCUS meet regularly on Tuesdays in the Church Hall. Daniel Scharf invited members of the DAMASCUS group to become involved in the new village website, take part in the Environment Group which was part of the Community Plan, and reminded them that the Parish Council would like to set up a Youth Council to advise the PC on youth issues in the village.

ACTION: Jenny Pooley to email DAMASCUS with suggestions of places to litter pick on Sat 12th Feb.

Football Club. Gary Hibbins, representing Drayton FC and Wasps, asked if the Parish Council would be able to pass over the ownership, or lease the football pavilion, to the Football Club. The Club wished to apply for circa £20,000 to refurbish the building to put in better changing facilities, showers, toilets and a social area, but grant making bodies required that they had a lease on the building. Gary left a letter with the Clerk giving further details. The Council responded with the information that the ownership of the clubhouse had been investigated before. It was built on the Village Green, but it was unclear who owned it. It was **agreed** that the Parish Council's solicitor should be asked to advise, and it was suggested that if ownership could not be vested in the Football Club a legal opinion to show that they had security of tenure might suffice for the purposes of the grant awarding bodies (e.g. Football Foundation).

Resolved: that further information be gathered from the Football Foundation on their requirements, and that the Clerk writes to the Parish Council's solicitor to seek his advice on the ownership of the football pavilion or whether the terms of the grant could be satisfied in some other way.

Proposed: Daniel Scharf

Seconded: Jenny Pooley

Agreed

ACTION: Clerk to collect details of requirements from Drayton FC and to draft a letter to go to the Parish Council's solicitors to seek advice on the ownership of the pavilion and a suitable way forward

4/2/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held 10th January 2011 were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Daniel Scharf

Seconded: Richard Williams

Agreed

5/2/11 ACTION POINT REVIEW FROM LAST MEETING

Milton Road – Request for 40 mph speed limit. This request had been forwarded to Oxfordshire County Council as part of the village's response to the LTP3 consultation or in any event. The County Councillors present commented that this request would need to await the next county-wide speed limit review, since the PC had not made any request for speed limit changes at the last review 18 months ago.

Mace Shop – Litter bin. Daniel Scharf had spoken to the owner of the MACE shop about his litter bin and there is uncertainty as to whether this reduces or increases litter in the area.

6/2/11 NEWS FROM COUNTY COUNCILLORS

Marilyn and Mike Badcock apologized for their absence from the last two meetings. In December they were away and in January were ill with 'flu. Marilyn reminded the PC that they had given notice of their absence from the December meeting and was unhappy that the impression might have been given that they did not regularly attend meetings of the PC. Daniel Scharf apologized for the failure to note the reason for the December absence.

Potash Bridge. It was reported that the work to the Potash Bridge at Milton Park would now last until at least July. A 'tidal flow' traffic system was being discussed for introduction within a few days. The traffic would go one way across the bridge in the morning and the other way in the afternoon and evening, with 3pm the possible changeover time. It was **agreed** that this should be publicised in the Chronicle and that the County Councillors will let Richard Williams have details by email in time for the Chronicle deadline of Monday 14th Feb.

ACTION: County Councillors to email Richard Williams details of the Potash Bridge traffic flow system in time for his article in the March Chronicle.

Milton Park Cycleway. Mike Badcock reported that OCC were intending to seek £2m of European funding to install a cyclepath/route from Abingdon to the Milton Park industrial estate.

Waste Recycling. The County Councillors reported that the Drayton Recycling Centre would, on present plans, remain open, but that with Redbridge due to close for domestic waste purposes, traffic from Oxford and Abingdon will increase through Drayton. The Parish Council expressed its concern about the impact on the village of this additional traffic and inevitable queuing in to the site on the Steventon Road. Daniel Scharf had written to the County Councillors on behalf of the Parish Council asking for a report on what impact assessment had been made for Drayton by OCC on this proposed change. The Impact Assessment Study was not yet available, but the Parish Council made a formal request to the County Councillors that this be passed to the Parish Council, detailing both anticipated additional vehicle movement and the gross and net extra carbon emissions.

ACTION: County Councillors to request OCC to furnish Drayton Parish Council with the Environmental Impact Assessment carried out by OCC on the proposed relocation of domestic waste recycling from Redbridge to Drayton.

Libraries. A revised proposal on the funding of libraries was expected from OCC at the end of February. Under current proposals Abingdon library is not affected by the closure proposals, but would be subject to budget cuts.

Rural Bus Services. The bus pass validity is to be extended from 9.30am back to 9am as a county-wide initiative. The scheme was being taken over from the District Councils by the County Council in April. It was an expensive scheme, and the County Councillors were worried about its affordability. The subsidized rural bus routes may also be under pressure, but there are no specific proposals affecting Drayton yet.

7/2/11 NEWS FROM DISTRICT COUNCILLOR

Richard Webber reported:

Bus Pass Scheme: The bus companies were paid by a formula based on average journeys, so did not need to record specific journey details for bus pass holders. It is understood this system would continue after April when OCC took over the scheme.

Waste Collections: the system was now back to normal following the Christmas/New Year holidays and disruption from bad weather.

VWHDC Budget: The Vale has had a 25% reduction in government grant but has managed to preserve most services without any increase in the council tax next year. Richard Webber confirmed that the Guildhall, Tillsley Park and the leisure Centre would not be affected by the cuts. (Mike Badcock informed the PC that OCC were making a substantial investment in The Net).

8/2/11 Co-Option of New Councillors

Donald Bruce, who had observed the last two Parish Council meetings, offered to be co-opted as a Parish Councillor
Resolved: that Donald Bruce be co-opted to the Parish Council

Proposed: Richard Webber

Seconded: Heather Morrison

Agreed

9/2/11 HIGHWAYS MATTERS

- (a) High Street – safety at Rooks Nest path intersection. Jenny Pooley reported that she had met with Mark Francis (OCC) and that he had suggested installing "Caution - pedestrians crossing" signs at the eastern edge of the village (one each side of the road); repainting the red warning strip on the road; and also getting steps made on FP 21 where it meets the B4016. It was **agreed** that each of these were sensible suggestions. After discussion it was also **resolved** that the Clerk should ask OCC for a quote for installation of a flashing danger warning sign.

Proposed: Richard Webber

Seconded: Naomi Broomfield

Agreed

- (b) Potholes in road at Wheatsheaf Roundabout, High Street. It was noted that these had now been repaired.

- (c) 40 mph limit on Milton Road - see 5/2/11 above

10/2/11 ANTI-SOCIAL BEHAVIOUR IN THE VILLAGE

The police had investigated the graffiti and damage/theft to the two litter bins on the Green, but no arrests had yet been made. An email had been received from Didcot Town Council noting the Parish Council's concerns about the involvement of Didcot Youth in incidents in the village.

The incidence of cars being advertised for sale in the area of the Green and around the Village Hall had also been reported to the police, who had taken what action they could. It was **noted** that VWHDC could be approached to enforce action against offenders under the planning/trading standards legislation, should there be any recurrence.

11/2/11 COMMUNITY PLANNING PROCESS

Daniel Scharf reported that the Environmental Working Group had met and that there would be a report on this meeting in the next issue of the Drayton Chronicle. Robin Butler was about to convene the group on Allotments/Food. Richard Webber commented that in VWHDC briefings on the Localism Bill it had been emphasized that villages with Community Plans in place would have a head start on other communities.

12/2/11 VILLAGE WEBSITE

Alistair Grundy, who had developed the website, was present and reported that a Management Group was now in place consisting of himself, Julian Fowler and Richard Williams. The site was expected to go live in April. The Clerk asked for advice on two issues about content on the Parish Council area of the new website, for which he was sub-editor. It was **agreed** that (a) Councillors should be listed by name, but with no contact details initially. Enquiries via the website would be via a form, or email/telephone contact with the Clerk; (b) Signatures should be redacted when Minutes and other documents were put up on the website as pdfs, to guard against identity theft.

Resolved: that Councillor personal details on the website be limited to names only at present, and that signatures should be redacted from documents displayed on the website.

Proposed: Heather Morrison

Seconded: Naomi Broomfield

Agreed

13/2/11 PLAYGROUND UPGRADE

Richard Williams had been in contact with four playground supply/design firms and had met with two, with another two to be seen this week. Initial observations were:

- £15k budget would allow for only limited refurbishment
- Firms had been asked for a scheme based on £15k, and a 'vision'/costing for a complete replacement
- The play surface is not in bad condition, and replacing this was not affordable. It could be cleaned and/or painted

- Existing swings were good, and well positioned
- Climbing frame is badly positioned, poor design, and needs replacing
- The ride-on elephant should be re-positioned, since it occupies too much prime space
- A roundabout needs to be added
- Value of the existing rocking horse is questionable

The Clerk had written to the Pre-School Playgroup to seek their views - a reply was waited. Richard Williams reported that the Community Greenscape Challenge eligibility criteria excluded playgrounds. It was suggested that details of this fund be passed to the Millennium Green Trust.

ACTION: Richard Williams to pass details of the Community Greenscape Challenge to the Millennium Green Trust.

14/2/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business	Invoice Amount	Incl. VAT of
A. Payments		
(i) Village Caretaker – January 2011 Caretakers Invoice	£170.00	Zero
(ii) Clerk’s Salary – January 2011	£427.56	Zero
(iii) HM R&C Tax and NI – January 2011	£124.94	Zero
(iv) Clerk’s Expenses – January 2011	£62.25	£3.99
(v) Caudwell Day Centre – rent for Oct-Nov-Dec 2010	£45.00	Zero
(vi) Ringrose – Consultancy Services on 2 willow trees, Sutton Wick Lane	£120.00	£20.00
(vii) NAMM – Memorials Safety Course for Village Caretaker	£360.00	£60.00
(viii) Ringrose – Pruning of horse chestnut tree on the Green	£288.00	£48.00
(ix) Jenks – Pruning of two willow trees, Sutton Wick Lane	£588.00	£98.00
(xi) Grant Application – Youth Zone	£125.00	Zero
(xi) Grant Application–Website (Drayton Community Trust)	£300.00	Zero
A. Total Payments this month	£2,610.75	£229.99
B. Receipts – None	Total Nil	

C. Other Finance business

(i) Bank Reconciliation. The bank reconciliation to December 2010 had been checked and signed off at the Finance and Personnel Committee meeting preceding the Parish Council meeting. The Clerk reported that as at 31st December balances were: **£42,597.43**, represented by £10,868.34 in the current account, minus £2,495.81 undrawn cheques, and plus £140.00 banked but uncredited receipts (**=£8512.53**), and by **£34,084.90** in the NS&I investment account (There having been no transactions on the investment account this financial year to date).

(ii) Two Grant applications had been received and approved at the Finance and Personnel Committee which had met on 7th February. Drayton Youth Zone had been granted £125, and the Drayton Community Trust £300 for the village website running costs in 2011-12.

(iii) Risk Assessment: The Clerk reported that the Finance and Personnel Committee had looked at the 2010-11 Risk Assessment process, and that Daniel Scharf (Committee Chairman) would complete the Financial and Council Activities Risk Assessments this year. The Parish Council was asked for a volunteer to lead the Annual Inspection of Council Assets in May. Naomi Broomfield agreed to lead this part of the Risk Assessment.

ACTION: Naomi Broomfield to organize a date for the Annual Parish Inspection in March and to lead the process

(iv) Office Laptop: Daniel Scharf reported that the Finance and Personnel Committee had approved that the Clerk replace the office laptop and software within an overall budget of £600.

(v) Quotation for extra dog bin near the Village Hall – A quotation had been received from VWHDC which was: new bin - £145 + VAT (approx); installation - £90 + VAT (approx); cost to empty once a week - £3.05 +VAT. It was **agreed** that the extra bin should be ordered by the Clerk.

Resolved: that the Clerk order an extra dog bin from VWHDC for installation at the Village Green, near the hedge right of the entrance to the car park.

Proposed: Naomi Broomfield

Seconded: Heather Morrison

Agreed

ACTION: Clerk to order a new extra dog bin for the Village Green.

(vi) Willow Tree Pruning – Sutton Wick Lane. Queries were raised about whether the pruning of these trees was in line with the specification.

ACTION: Richard Williams to check the pruning carried out on the two willow trees on Sutton Wick Lane against the specification on the order. Clerk to email Richard details, and to hold cheques until the work is approved as acceptable.

15/2/11 PLANNING COMMITTEE BUSINESS

A: The following Planning Applications in Progress were noted

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	Permitted
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
2010-39	Willowdene Oday Hill Stonehill Lane	Proposed two storey extension	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 – Comment 2 storeys not 3 better?	Pending
2010-42	35 Hilliat Fields, OX14 4JQ	Demolition of existing porch. Erection of a new porch & wc	No Objection	Pending
2011-01	34-36 High Street Drayton OX14 4JW (land adjacent to)	Demolition of existing barn and garage to facilitate the construction of a new dwelling with detached carport and log store	No Objection – Comment no plan included	Permitted
2011-02	The Old Barn, Henleys Lane, OX14 4HU	New external cladding, porch, store and bay window. Removal of existing flat roofs and alteration to existing glazed roofs and construction of new thatched dormer windows. Minor alterations to existing landscaping	No Objection	Pending
2011-03	Grass Verge adjoining 2 Steventon Road and 2 High Street	Erection of 2x hoarding signs advertising new properties for sale	Objection	Pending
2011-04	71 Steventon Road, OX14 4LA	Change of use from C1 (guest house) to C3 (dwelling)	No Objection	Pending
2011-05	15 Steventon Road, OX14 4JX	Proposed new bedrooms with ensuite in first floor loft conversion with extension to rear and move garage with utility to side of property plus new hard standing and turning in front drive	No Objection – Comment re garage close to boundary	Pending

B Other Planning Business

(i) Manor Farm Development. Daniel Scharf reported that the Council's solicitor had written to Earl of Plymouth (EofP) Estates' solicitor with the Council's last offer, but only a holding reply had been received prior to the Council meeting. No planning permission for change of use had yet been lodged with VWHDC for the s106 area, so the Council expected that this would now be done for the larger area so that this could be used for public recreation.

(ii) Caravan Storage - Milton Road. A revised planning application had now been lodged with VWHDC for storage for 15 caravans in a planted and screened area at the Old Farmhouse. Planning Committee members had considered

this revised application and had decided that the Parish Council would not lodge any objection to the planning permission, but in their response the Committee had commented that:

- number of caravans stored should be strictly adhered to and ONLY within the designated area
- all caravans are stored at all times with the described green cover
- require that the planted shrubs are well maintained - as they are being planted in sealed troughs
- concern over how well screened the site will be initially - how big the shrubs will be and how effective the green trellis will be.

16/2/11 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) Village Caretaker's report. The Village Caretaker's monthly report for January 2011 was **noted**, but the detail provided was insufficient for the Council to approve immediate payment. It was **resolved** that the Clerk ask for a fuller report and be authorised to release the cheque once this was received.

Proposed: Jenny Pooley **Seconded:** Heather Morrison **Agreed**

ACTION: Clerk to contact the Village Caretaker and ask for a revised report for January 2011.

(b) Memorial Safety Testing training - Village Caretaker. The Village Caretaker had attended the NAMM training course (2nd February) and had reported that this had been a good course. It was **agreed** that as part of the Risk Assessment the Clerk should ask the Village Caretaker to conduct safety tests on the headstones in the Burial Ground by end March as part of his contracted hours, and that he be invited to report to the April meeting.

ACTION: Clerk to contact Village Caretaker to ask him to do headstone safety tests by end March, and to submit a report to form part of the Council's Risk Assessment process.

(c) Grass Cutting in March. The Village Caretaker had asked if an additional grass cut could be considered for March. It was **agreed** to postpone this decision until the March meeting.

17/2/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) Footpaths Update. Jenny Pooley reported that a hard standing area had now been provided at the entrance to the Millennium Green on Sutton Wick Lane. She proposed that members of the ROW & Conservation Committee should do a check of all the village footpaths in the next few weeks, and this was **agreed**.

ACTION: Jenny Pooley to email ROW Committee members with details of the footpaths they are to walk to check on condition ready for Spring.

(b) Litter. The litter problem was still apparent in the area of Hilliat Fields/Lyford Close and in the hedge around the building site on Marcham Road. The Clerk was requested to ask the Village Caretaker to keep an eye on this area and clear any litter. Jenny will email details of this area to DAMASCUS for the litter pick next Saturday.

18/2/11 CORRESPONDENCE

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

(a) Electoral Review of Oxfordshire. The Clerk was asked to email this to Councillors and put it on the Agenda for the March meeting so that a response could be made in time for the deadline.

ACTION: Clerk to email Electoral Review of Oxford letter to Councillors and add to March Agenda

(b) Letters re family memorials. Two separate letters had been received relating to family memorials. The first was a routine matter querying what headstone design had been paid for and approved three years ago, and the Clerk would respond to this. The second asked if the family could provide a circular seat around a tree in the east of the graveyard near the family grave. The Council **agreed** this offer, subject to the exact specification being agreed and that ownership is vested in the Parish Council.

Resolved: that the offer to provide a circular seat around the tree in the east of the graveyard be accepted, subject to detailed agreement on the specification and that ownership is vested in the Parish Council.

Proposed: Naomi Broomfield

Seconded: Jenny Pooley

Agreed

19/2/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

Richard Williams reported that the tap in the Burial Ground appeared to be faulty. Robin Butler agreed to look at it.

ACTION: Robin Butler to look at tap in Burial Ground.

Naomi Broomfield asked for the Council's guidance on discussions she is having with DAMASCUS about the Youth Council. It had been agreed that she would meet with the DAMASCUS Youth at their Tuesday meeting prior to the Parish Council meeting the following Monday, and would discuss the published Agenda. There was support for this initial plan, and encouragement for the DAMASCUS Youth to put up their own ideas at the PC meeting. A regular Agenda item for them to speak to would be possible if they would attend each meeting.

Robin Butler reported that he would be planting the last of the replacement beech saplings in the allotment hedge.

20/2/11 DATE OF NEXT MEETING was confirmed as Monday 7th March 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9.50 p.m.

Signed:

Date: 7th March 2011

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council