

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

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

Present: Daniel Scharf (Chairman); Naomi Broomfield; Donald Bruce; Heather Morrison; Jenny Pooley; Richard Williams
In attendance: Marilyn & Mike Badcock (County Councillors); David Perrow (Clerk)

1/3/11 APOLOGIES FOR ABSENCE

The meeting **noted** the apologies for absence from Robin Butler, Julian Fowler and Richard Webber which had been notified to the Clerk prior to the meeting.

2/3/11 DECLARATIONS OF INTEREST

No interests were declared.

3/3/11 PUBLIC PARTICIPATION

Two members of the public were present, plus Laura Hutchins from Oxfordshire County Council Highways

- (a) **Barry Winter (Chairman of the Caudwell Day Centre Management Committee)** addressed the meeting and asked if the Parish Council would be willing to support a bid for funds to VWHDC for an urgently needed replacement heating system for the Caudwell Day Centre. He also asked if the Parish Council would be willing to assist itself with a grant for this work, and also for the provision of three extra parking spaces near the Centre. Barry said that the Centre currently held balances of about £12k due to a recent legacy, but that recurrent funding was tight, with the budget just balancing, and that surpluses were not able to be produced to fund improvements. Attention was drawn to other possible sources of grant funding for the Caudwell Centre. The Parish Council **agreed** that it would support the Caudwell Centre's application to the VWHDC and it was **resolved** that the Clerk should be asked to write to the VWHDC to that effect.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

ACTION: Clerk to write to VWHDC grants officer in support of the Caudwell Centre's bid for funding for its replacement heating system.

Barry Winter was asked to submit grant applications to the Parish Council using the forms provided if the Caudwell Centre wished to seek Parish Council funding for any of its projects. However, the Chairman pointed out that the s19 grant budget for the current year (2010-11) was already spent up, and that the s19 2011-12 budget as at present laid out did not allow for substantial funding for the Caudwell Centre.

- (b) **Gary Hibbins (Drayton Football Club)** asked for feedback from the Parish Council solicitors about the issue of the Parish Council supporting the Football Club's bid for funding for its refurbishment of their Pavilion with some reassurance about their tenancy rights. The solicitor had advised that the Football Club can be said to have a licence to use the facilities, but no more than this. The licence could be terminated, but that of course the provision of such facilities to the Parish is precisely what the Council is in existence to do and therefore, unless the village football club undertakes activities inconsistent with a local village club, then they will always be accommodated by the Parish Council. A letter of support may be all that the Parish Council would be able to provide, unless it wished to be a co-applicant for funding with the Football Club. In discussion it was decided that at this stage the Football Club should make its application and, if questions arose about the security of tenure issue, they should ask the funders to contact the Parish Clerk for information. The Parish Council would then consider how it would respond.

4/3/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 7th February 2011 were **confirmed, subject to two corrections:**

- Donald Bruce was present at the meeting – add to attendees
- Marilyn and Mike Badcock (County Councillors) were present at the meeting – add to list of those in attendance.

With these two amendments, Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Daniel Scharf

Seconded: Heather Morrison

Agreed

5/3/11 ACTION POINT REVIEW FROM LAST MEETING

The actions for the last meeting were reviewed. The Clerk was asked to enquire of Alastair Grundy/Andrew Bax about the date for the 'soft' launch of the website.

ACTION: Clerk to enquire about date of the public launch of the village website.

6/3/11 NEWS FROM COUNTY COUNCILLORS

(a) OCC Waste and Recycling Centres Strategy Consultation. After discussion it agreed that the points made by the Parish Council at its last (February) meeting would be the Council's response, and it was **resolved** that Daniel Scharf (Chairman) would draft the letter for the Clerk to submit.

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

ACTION: Daniel Scharf to draft response to OCC's consultation on Waste and Recycling Centre Strategy, and Clerk to send.

(b) Mobile Library Service. The County Councillors urged the Parish Council to write in support of the mobile library service. There would be a case for extending the run of this service to compensate for reductions in branch libraries.

Resolved that the Clerk be asked to write to OCC to support the mobile library service, and extending its services

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

ACTION: Clerk to write to OCC about the mobile library service, to support it and its extension.

(c) OCC Meeting for Parish Councillors. Daniel Scharf reported that he had attended this meeting. Funding for the NET was secure. A34 – all parishes next to the A34 had complained about the road noise and asked for noise reduction measures to benefit residents, such as those installed at Botley. Local Enterprise Partnerships were explained: these seem to be the coalition government's new strategic planning mechanism for economic planning at county/regional level.

The reservoir had been rejected by the Secretary of State on the advice of the planning inspector. Daniel Scharf said that the result vindicated the PC approach of limiting the resources spent on the WRMP which it had contended was not the appropriate vehicle for approving a new reservoir, particularly where scrutiny by others had doubted the need.

(d) B4016/FP21 Rooks Nest Path. Jenny Pooley reported that OCC Highways (Mark Francis) had written that installation of the warning signs and renewal of the existing red lines would take place, but that she had not received any further information on the steps proposal for FP21. **Resolved** that the Clerk should write to Mark Francis to ask for the design of the steps and contractor names.

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

ACTION: Clerk to write to OCC Highways (Mark Francis) to ask for design of steps/platform for FP21 Rooks Nest junction with B4016, and for names of contractors to approach.

7/3/11 NEWS FROM DISTRICT COUNCILLOR

Richard Webber was not able to be present, and had sent his apologies.

8/3/11 HIGHWAYS MATTERS

The Chairman welcomed Laura Hutchins, our OCC Highways Area Steward. Laura explained her role and gave details of the services OCC Highways provided. She handed out several leaflets giving contact and services information. Chris Softley is the OCC Highways contact for our area. Laura talked about the Community Payback scheme, which is a £50k fund open for bids for the next few days for highways matters. Jenny Pooley asked about progress on the B4016/FP21 Rooks Nest path intersection. Laura agreed to check and contact Jenny. It was **agreed** later in discussion that the improvements to the path (which the Parish Council had agreed to consider funding if OCC Highways could design the steps/platform and supply names of possible contractors for quotes to be obtained) might be a funding bid to the Community Payback fund. Jenny Pooley undertook to investigate this with Laura.

ACTION: Jenny Pooley to contact Laura Hutchins to pursue possible bid for the Community Payback fund re the FP21/B4016 intersection safety improvements.

Laura reported that the Potash Bridge works are not expected to be completed until July at the earliest. Councillors present commented that the newly introduced traffic flow system was working well and that congestion in Drayton had eased as a result.

9/3/11 OXFORDSHIRE COUNTY COUNCIL'S BIG SOCIETY FUND

Bids can be submitted over the next 12 months. They need to be **new** developments, so the Football Club refurb. and the Caudwell Centre projects would not qualify.

10/3/11 ELECTORAL BOUNDARY REFORM

After discussion it was **agreed** that Daniel Scharf (Chairman) would draft submit the Parish Council's response (Clerk to send) and it was **resolved** that the answers should be:

- (i) Drayton identifies with South Abingdon, Sutton Courtenay and Steventon, and is associated with the Abingdon secondary schools and Abingdon facilities such as Tilsey Park and the NET
- (ii) Boundary – with any of the above
- (iii) Councillors – as now for preference. Oppose any reduction.
- (iv) Drayton does not identify with Marcham or the Hendreds

Proposed: Daniel Scharf **Seconded:** Naomi **Agreed**

ACTION: Daniel Scharf to draft response to the Boundary Commission's OCC Electoral Boundary Review, and Clerk to send.

11/3/11 ELECTIONS MAY 2011

The Clerk distributed the Election packs sent by VWHDC to Councillors present and made arrangements to deliver packs to those sending apologies who had indicated that they wished to stand. The Councillors queried two items on the form, and the Clerk undertook to ask VWHDC about these queries and to email Councillors the response. The Clerk reported that VWHDC had asked Clerks to take in completed Nomination Forms from existing Councillors, but he expressed some reservations about this role, which was of a quasi-political nature [The Clerk was subsequently advised by SLCC that this was not a role for the Clerk, and that neither Clerks nor their Councils were insured against any liability which might arise if there were issues arising from taking in forms]

It was **agreed** that standing for the Parish Council should be promoted, and that Daniel Scharf would draft a letter for the Drayton Chronicle for other Councillors to agree and add their name to.

ACTION: Daniel Scharf to draft a letter to the Drayton Chronicle for Councillors to agree.

12/3/11 PLAYGROUND UPGRADE

Richard Williams had received proposals from three out of four firms approached for the playground refurbishment, and the fourth was expected shortly. He warned that the £15k allocated to date would only fund stage 1, and that a realistic estimate for the full scheme might be double this cost. It was **agreed** that the Leisure and General Purposes Working Party would be called together to consider the proposals, and that the community, particularly the Mother and Toddlers group and first year primary children and their parents, would be consulted about the various options. Donald Bruce agreed to take part in this Working Party meeting

ACTION: Richard Williams to call a meeting of the Leisure and GP Working Party to consider the playground proposals.

13/3/11 COMMUNITY PLANNING PROCESS

No further meetings had taken place since last month

14/3/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business	Invoice Amount	Incl. VAT of
A. Payments		
(i) Julian Cook – February 2011 Caretakers Invoice	£85.00	Zero
(ii) Clerk's Salary – February 2011	£427.76	Zero
(iii) HM R&C Tax and NI – February 2011	£124.74	Zero
(iv) Clerk's Expenses – February 2011	£610.30	£94.85
(v) SLCC Cemetery Management Course 16 March 2011 – Clerk	£114.00	£19.00
(vi) SLCC – Cemetery Management and Admin for Local Council Clerks CD Rom	£29.00	Zero
(vii) OALC Subscription 2011-12	£434.42	£72.40
(vii) Grant Application – Ryder-Cheshire Volunteers Oxfordshire	£350.00	Zero
A. Total Payments this month	£2,175.22	£186.25

B. Receipts – None	Total Receipts Nil
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C. Other Finance business

(i) Bank Reconciliation. Daniel Scharf (Chairman) had checked and signed off the Bank Reconciliation to end February. The Clerk reported that total funds amounted to £40,0082.91 (including the special £15k Recreation Project reserve), consisting of £34,084.90 in the Deposit Account and £7,056.01 in the current account, less £1,058.00 undrawn cheques approved for payment at previous meetings (£5,998.01 + £34,084.90 = £40,082.91)

(ii) Grant applications. The Finance and Personnel Committee had considered the grant application from RCV Oxfordshire and had approved this grant.

(iii) Risk Assessment & Village Asset Inspection. The annual inspection of Parish Council owned assets had been conducted on Saturday 6th March 2011 by Naomi Broomfield, Robin Butler and Jenny Pooley, with the Clerk in attendance. Daniel Scharf (Chairman) had met with the Clerk to look at the Financial Risk Assessment and the Council Activity Risk Assessment, and had signed off both these parts, which Richard Williams had checked and counter-signed. All three parts of the Annual Risk Assessment process had therefore been completed and duly signed off.

ACTION: Clerk to correct some inaccuracies in the Asset List, and add new assets. Various maintenance tasks to be communicated to the new Village Caretaker, when appointed.

15/3/11 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
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
2010-41	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, but houses should not be 3 storey	Pending
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
2011-05	15 Steventon Road, OX14 4JX	Proposed new bedrooms with en-suite 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, but Comments	Permitted

B Other Planning Business

(i) Manor Farm Development. No response had yet been received from the Earl of Plymouth Estates' solicitors to the parish Council solicitor's last letter

16/3/11 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) Village Caretaker's report. The report covering activities in February was received. It was **noted** that the Village caretaker had completed only 10 hours work in February, and had invoiced the Parish Council at this reduced rate.

