

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 4th April 2011 at 7.30pm at the Caudwell Day Centre, Gravel Lane

Present: Daniel Scharf (Chairman); Naomi Broomfield; Heather Morrison; Jenny Pooley; Richard Williams

In attendance: Marilyn & Mike Badcock (County Councillors); David Perrow (Clerk)

Not Present: Donald Bruce; Robin Butler; Richard Webber

1/4/11 APOLOGIES FOR ABSENCE

The meeting **noted** an apology for absence from Donald Bruce, notified to the Clerk prior to the meeting.

2/4/11 DECLARATIONS OF INTEREST

No interests were declared.

3/4/11 PUBLIC PARTICIPATION

The monthly meeting of the Parish Council started late since it was preceded by the Annual Parish Meeting (APM), which concluded at 8.15pm. At the APM Members of the public asked for the Parish Council to discuss an issue relating to the bridle-path along Kiln Lane, a problem relating to the new housing development. This is dealt with under Agenda item 12B (Planning) below.

One member of the public remained for the Parish Council meeting after the conclusion of the APM.

4/4/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 7th March 2011 were **confirmed**, and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Heather Morrison

Seconded: Jenny Pooley

Agreed

5/4/11 ACTION POINT REVIEW FROM LAST MEETING

The actions for the last meeting were noted. There were no matters arising.

6/4/11 NEWS FROM COUNTY COUNCILLORS

(a) Coach pick up in High Street. The County Councillors drew attention to the regular pick up of schoolchildren on a morning at a point on High Street near the new barns. This was a dangerous place for a coach pull in, in their view.

(b) OCC Subsidised Bus Services. The current review did not affect bus services serving Drayton, and the Parish Council decided not to respond to the OCC consultation on this occasion, since the community was unaffected.

(c) OCC Parking Requirement for new housing developments. The current OCC policy is to limit car parking provision to 1.5 cars per new house built. OCC proposed to scrap this restriction. Drayton Parish Council decided to support this change and the Clerk was asked to write to OCC to support the change.

Proposed: Heather Morrison

Seconded: Richard Williams

Agreed

ACTION: Clerk to write to OCC in support of relaxation of parking space restrictions for new housing developments.

7/4/11 NEWS FROM DISTRICT COUNCILLOR

Richard Webber was not present, so no issues were raised under this Agenda item.

8/4/11 PLAYGROUND UPGRADE

Richard Williams reported that members of a working party of the Leisure and General Purposes Committee (2 members) had met to review the scheme designs and costs submitted by playground designers for the refurbishment of the play area near the Village Hall. There was clear preference for one design which would cost around £16,500, but which would include re-painting and staining of the existing slide, and an upgrade to the existing surfacing. It was **agreed** in discussion to note the L&GP Committee WP's views, and to put the designs before the Mother and Toddlers' Group's parents and the Friends of Drayton School. A recommendation for a preferred scheme would then be brought back to the Parish Council for final decision at the May meeting. Richard Williams was thanked for his work on the designs for the playground.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

ACTION: Richard Williams to consult the Mother and Toddlers' Group and the Fiends of Drayton School on the designs for the refurbished playground

9/4/11 ELECTIONS MAY 2011

It was noted that the period for nominations for the May Elections to the Parish Council had closed at noon today. The names of those nominated had not yet been announced, but it appeared from information collated from those present that seven members of the existing Parish Council would be standing again (two existing Councillors were standing down). No other nominations from anyone outside the existing Council had been notified to the Clerk or other Councillors.

10/4/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business	Invoice Amount	Incl. VAT of
A. Payments		
(i) Julian Cook – March 2011 Caretakers Invoice	£445.00	Zero
(ii) Clerk's Salary – March 2011	£427.56	Zero
(iii) HM R&C Tax and NI – March 2011	£124.94	Zero
(iv) Clerk's Expenses – March 2011	£392.06	£14.61
(v) ORCC Subscription 2011-12	£30.00	Zero
(vi) Thames Water – Water Services bill 10.12.10 to 09.03.11	£2.31	Zero
(vii) Daniel Scharf – advert in Drayton Chronicle	£5.00	Zero
(viii) VWHDC – Charge for emptying dog bins (Oct 2010- March 2011)	£184.63	£29.15
(ix) Caudwell Day Centre – Room hire Jan-Feb-March 2011	£45.00	Zero
Total Payments this month	£1656.50	£43.76
B. Receipts –		
(i) Burial fee	£40.00	
(ii) VAT refund 01/04/10 to 03/03/11 (ref UB1464)	£845.89	
(iii) NS&I Deposit Account interest for 8 June 2010 -30 March 2011	£102.25	
Total Receipts this month	£988.14	

C. Other Finance business

(i) Bank Reconciliation. The bank statement to the end of March 2011 had not yet been received, so there was no bank reconciliation to sign.

Balances: The Clerk reported that with the £102.25 interest reported above credited, the NS&I account balance was now **£34,187.15**, and that the estimated balance on the current account at the close of the financial year, taking account of cheques still to be drawn, would be about **£3,000**. £15,000 of these balances was set aside for the Recreation Project (Playground Refurbishment), and £1338.01 plus vat was owed to OCC Highways for the street lighting project, now completed. Taking into account these commitments, general balances at year end were around £22,000, in line with the current Reserves Policy. The end of year accounts would be presented to the May meeting.

The Parish Council had committed to purchasing and installing an extra dog bin. VWHDC had now notified the Clerk that they could not supply this, so it would need to be procured by the Clerk and installed by the Village Caretaker. The Clerk would consult with Jenny Pooley & Naomi Broomfield (who are regular dog walkers) on the actual design choice for the new dog bin.

ACTION: Clerk to consult Jenny Pooley and Naomi Broomfield on the design of a new dog bin to be installed near the Village Hall, and to order the chosen design.

(ii) Car Allowance. It was noted that wef 1st April VWHDC had adopted a lower mileage allowance than the existing NJC rate (65p) and that in future the HMR&C rate of 40p per mile was being used. It was understood that OCC also charged this rate (information from OCC website). It was **resolved** that w.e.f. from 1st April 2011 Drayton Parish Council would also adopt the HMR&C recommended rate, currently 40p.

Proposed: Heather Morrison

Seconded: Daniel Scharf

Agreed

11/4/11 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	Replacement of two existing residential mobile homes with two single storey	NO OBJECTION	Pending

	OX14 4BE	dwellings		
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
2011-03	Grass Verge adjoining 2 Steventon Road and 2 High Street	Erection of 2x hoarding signs advertising new properties for sale	OBJECTION	Withdrawn
2011-06	The Old Farmhouse, Milton Road, OX14 4EZ	Proposed designated area for caravan storage (Re-submission)	NO OBJECTION, but Comments	Pending
2011-07	31 Steventon Road, OX14 4JX	Proposed alterations and extensions to provide additional bedroom and changes to internal layout	NO OBJECTION, but comments	Pending
2011-08	38 Church Lane, OX14 4JS	Erection of detached garage with home office/log store	NO OBJECTION	Pending
2011-09	7 Oday Hill Stonehill Lane OX14 4AB	Proposed two storey side extension		Pending

B Other Planning Business

(i) **Manor Farm Development.** The Earl of Plymouth Estates reps had asked for dates in May to meet with representatives of the new Council. It was **agreed** that the Clerk should write back, via the Council's solicitors, offering any date except Tuesdays and Thursdays in the first two weeks of May.

ACTION: Clerk to contact the Council's solicitors to offer dates in May to meet the EoffP Estates reps.

(ii) **Kiln Lane Bridleway.** The Clerk had received an email, and representations had been received at the Annual Parish Meeting, from residents in Kiln Way complaining that vehicles were now using the bridleway as a highway, following the laying of a hard surface by the developer of the new houses in Kiln Lane. The residents had been asked to talk to the landowner about the possible gating of one end of the bridleway, to stop traffic but allow horses and other permitted bridleway users. The residents were also in touch with their County Councillors who would make representations on their behalf to OCC Countryside Services and Highways, as appropriate. The Parish Council was concerned that the planning permissions relating to the housing development may have been breached, and the Clerk was asked to write to the VWHDC Planning Enforcement team to ask them to look into this.

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

ACTION: Clerk to write to VWHDC Planning Enforcement team about the Kiln Lane housing development's surfacing of the bridleway.

12/4/11 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) **Village Caretaker's report.** The report covering activities in March was received and **noted**.

(b) **Village Caretaker – Recruitment.**

Naomi Broomfield declared a personal interest in this item, since one of the contractors was known to her. Applications received for the position for the contract as Village Caretaker were discussed in general terms. The Clerk also reported on enquiries he had made of neighbouring parishes relating to their rates of pay and the names of contractors used. It was **agreed** that the cheapest quote should be pursued and **resolved** that Daniel Scharf and Richard Williams, on behalf of the Parish Council, would interview the contractor concerned, who would be appointed subject to a satisfactory interview and an undertaking to increase his public liability insurance cover to £5m, in line with the Council's previous requirements.

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

ACTION: Daniel Scharf and Richard Williams to interview the preferred contractor for the position of Village Caretaker.

- (c) Memorial Safety Testing for 2010-11. Julian Cook had carried out the memorial testing as part of his March duties. It was **noted** that the testing had not revealed any unsafe memorials, and that the testing had taken 8 hours work in total.
- (d) Burial Ground – Deeds of Ownership. The Clerk tabled a paper with recommendations for changes of procedure to ensure that the Parish Council met its legal requirements on the recording and transfer of the Exclusive Rights of Burial. It was **resolved** that the Clerk would meet with Richard Williams to review and implement these administrative changes, and that any of the other recommendations requiring Council decisions would be brought back to the May meeting.

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

ACTION: Clerk to meet with Richard Williams to review and implement changes to EROB procedure, and to bring further recommendations back to the Council in May.

- (e) Allotments. It was **noted** that Kay Davies had resigned as a Allotment Warden. There were still three other wardens, so a new appointment was not required. Kay was thanked for her work as Allotment Warden over the last year. It was also **noted** that the 2011-12 Allotment rents had now also been collected and handed over to the Clerk for banking, £30 was outstanding, and would be collected soon.

13/4/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) Footpaths Update. Jenny Pooley reported that after discussions with various staff of OCC Highways she had been told that the Parish Council would not be able to access any existing OCC Highways sources of finance for the steps required to make the Rooks Nest path safe. The landowner's permission would be required for any work the Parish Council wished to undertake. It was **agreed** that the Clerk should write to OCC Highways (both to Mark Sumner for a specification, and to Laura Hutchins about the signs/road markings), copied to the OCC Councillors.

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

ACTION: Clerk to write letters to OCC Highways about Rooks Nest path

14/3/11 CORRESPONDENCE

The List of Correspondence from the Clerk was noted. The Clerk handed round various circulars.

15/4/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

DAMASCUS GROUP feedback. Naomi Broomfield reported on her latest meeting with the DAMASCUS Youth Group in Drayton. The group had asked for a litter bin on the Millennium Green. It was **agreed** that Jenny Pooley would contact the MGT to ask if this was possible. The DAMASCUS group had also asked for an all-weather shelter/dugout. At present no location could be found for this, but the request was **noted** for future action.

ACTION: Jenny Pooley to contact the Millennium Green Trust to ask if a litter bin could be placed near the pond on the Millennium Green.

Bus Shelter on the Green. It was **noted** that the polycarbonate in the bus shelter on the Green (opposite side to Vickery's) was now badly marked. The new Village Caretaker would be asked to see if a specialist cleaning agent could be used, and if not it will need to be considered for replacement.

16/4/11 DATE OF NEXT MEETING was confirmed as Monday 16th May 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 10.00 p.m.

Signed:

Date: 16th May 2011

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council