

Drayton Parish Council

Minutes of the Annual Meeting of Drayton Parish Council, Held on Monday 16th May 2011 at 7.30pm At the St Peters Church Hall, Church Lane, Drayton.

Present: Daniel Scharf (Chairman); Naomi Broomfield; Julian Fowler; Heather Morrison (until 8.40pm); Richard Williams; Richard Webber (from 8:10pm)

In attendance: David Perrow (Clerk)

Not Present: Jenny Pooley

1/5/11 DECLARATION OF ACCEPTANCE OF OFFICE

Following the May elections each of the elected Parish Councillors present during the meeting signed their Acceptance of Office in the Parish Council's book, and the Clerk counter-signed. Acceptance Forms were completed by: Daniel Scharf; Naomi Broomfield; Julian Fowler; Heather Morrison; Richard Williams; Richard Webber. Laurence Zipson, who was co-opted during the course of the meeting, also completed his Declaration.

2/5/11 APOLOGIES FOR ABSENCE

Apologies had been received and **noted** from Jenny Pooley, and from the two County Councillors, Marilyn and Mike Badcock. Richard Webber had informed the meeting that he would be arriving later, due to prior commitments at other meetings. Heather Morrison had indicated that she would need to leave before the conclusion of the meeting.

3/5/11 RESOLUTION RE: LATE SIGNATURE OF ACCEPTANCE OF OFFICE

Due to Jenny Pooley being unable to attend the Annual Meeting, it was **resolved** that she be allowed to sign her Declaration of Interest form at a later date, in the presence of the Clerk, before the next meeting.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

4/5/11 REGISTER OF INTERESTS FORMS

Councillors had been reminded by the Clerk that all newly elected Councillors must complete a new Register of Interest Form and that this must be lodged with the VWHDC Monitoring Officer within 28 days of their election (i.e. by 2 June 2011). The Clerk had distributed the blank form supplied by VWHDC and would collect in the forms and deliver them to VWHDC within the deadline.

ACTION: All Councillors to complete a Register of Interest Form and deliver these to the Clerk by end May for the Clerk to deliver to VWHDC in time for the Thursday 2nd June deadline.

5/5/11 CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS

Laurence Zipson, who had attended the April meeting as an observer, offered himself as a Parish Council. It was **resolved** that Laurence Zipson be elected as a Parish Councillor

Proposed: Daniel Scharf

Seconded: Julian Fowler

Agreed

The Council now had 8 Councillors, so there are still **three vacancies to fill.**

6/5/11 ELECTION OF CHAIRMAN FOR THE YEAR 2011-12

Daniel Scharf indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman. It was **resolved** that Daniel Scharf be elected Chairman of the Parish Council for 2011-12. Daniel Scharf signed his Declaration of Acceptance of Office as Chairman for 2011-12.

Proposed: Heather Morrison

Seconded: Richard Williams

Agreed

7/5/11 ELECTION OF VICE CHAIRMAN FOR THE YEAR 2011-12

Heather Morrison indicated that she was willing to continue as Vice-Chairman for a further year. No other Councillor wished to stand as Vice-Chairman. It was **resolved** that Heather Morrison be elected Vice-Chairman of the Parish Council for 2011-12.

Proposed: Richard Williams

Seconded: Laurence Zipson

Agreed

8/5/11 DECLARATIONS OF INTEREST

Daniel Scharf declared an interest in issues surrounding the Kiln Lane development.

9/5/11 PUBLIC PARTICIPATION

No members of the public were present, so no issues were raised under this Agenda item.

10/5/11 APPOINTMENT OF COMMITTEES/REPRESENTATIVES FOR 2011-12

During discussion to the review of the present committees and working groups it was **resolved** that with the advent of the website, and the need to develop a communications strategy and policy, a new working group on Press and Public Relations should be set up, to include the existing Drayton Chronicle representative.

Proposed: Naomi Broomfield

Seconded: Heather Morrison

Agreed

ACTION: Clerk to draft Terms of Reference for the new Press & Public Relations Working Group, and a Public Relations and Complaints Policy, for consideration at the next Parish Council meeting in June.

Following discussion of the interests of the newer members of the Council, it was **resolved** that the membership of Committees, Working Parties and other bodies for 2011-12 would be:

FINANCE AND PERSONNEL: Julian Fowler (Chairman); Heather Morrison; Jenny Pooley; Daniel Scharf
Richard Williams

PLANNING: Heather Morrison (Chairman); Jenny Pooley; Daniel Scharf; Richard Williams

WORKING GROUPS

LEISURE & GENERAL

PURPOSES: Richard Williams (Chairman); Naomi Broomfield; Daniel Scharf; Richard Webber; Laurence Zipson

RIGHTS OF WAY &: Jenny Pooley (Chairman); Naomi Broomfield; Daniel Scharf;

CONSERVATION Richard Williams

PRESS & PUBLIC RELATIONS Laurence Zipson (Chairman); Julian Fowler; Daniel Scharf; Richard Williams

REPRESENTATIVES

Mrs. Camilla King

Drayton Almshouses

Daniel Scharf

Public Transport Liaison

Richard Webber

Drayton Hall & Recreation Ground Management Committee

Mrs Camilla King

Drayton Charities (nominated Trustee)

Mrs M Watts

Drayton Charities (nominated Trustee)

Richard Williams

Drayton Chronicle contributor

Jenny Pooley

Millennium Green Trust (nominated Trustee)

Naomi Broomfield

DAMASCUS Project

Richard Webber

Neighbourhood Action Group (NAG)

There was no current representative for Drayton Primary School.

ALLOTMENT WARDENS

Tim Atkins; Stan Hignell; Peter Woodward

ACTION: The Clerk was asked to write to Camilla King and Mrs M. Watts to invite them on behalf of the Parish Council to continue in their 2010-11 roles through 2011-12.

8.10 pm: Richard Webber arrived

11/5/11 STANDING ORDERS AND TERMS OF REFERENCE FOR COMMITTEES AND GROUPS

The existing Standing Orders and Financial Regulations 2010-11 had been circulated to Councillors previously with the papers for the meeting, together with an amendment to para. 32(b) recommended by NALC as an update to their model Standing Orders, on which Drayton's Standing Orders are based.

Resolved: That the Standing Orders and Financial Regulations be re-adopted, with the suggested NALC amendment para. 32b to the Standing Orders, as those for Drayton Parish Council for 2011-12

Proposed: Daniel Scharf

Seconded: Richard Webber

Agreed

The existing Terms of Reference for Committees and Working Groups were reviewed. It was **resolved** that the Clerk should have delegated powers to decide and submit planning application responses to the VWHDC on behalf of the Council, after consultation with members of the Planning Committee and the agreement of the Chairman. If the Clerk was unavailable, the Chairman of the Planning Committee would submit the response to

VWHDC, after consultation with Planning Committee members. The TORs for the Planning Committee to be amended accordingly.

Proposed: Daniel Scharf

Seconded: Laurence Zipson

Agreed

It was pointed out that the wording on membership numbers for the Planning Committee and Rights of Way Working Group needed amendment if the agreed membership (see 10/5/11 above) was to be consistent with the ToRs. It was **resolved** to alter the wording on membership to read 'up to'.

With these two amendments the Terms of Reference for Committees and Working Groups from 2010-11 were re-adopted for 2011-12.

Proposed: Daniel Scharf

Seconded: Richard Webber

Agreed

ACTION: Clerk to make revisions to Standing Orders and ToRs and to circulate updated versions to all Councillors

12/5/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 4th April 2011 were confirmed and Daniel Scharf (Chairman) signed them as a correct record.

Proposed: Naomi Broomfield

Seconded: Julian Fowler

Agreed

13/5/11 ACTION POINT REVIEW FROM PREVIOUS MEETING

The Action Points from the last meeting were **noted**.

The Clerk reported that he had made enquiries of the Land Registry about Drayton Parish Council's record of land, and that a £12 fee was payable for a listing. Similarly, Oxfordshire County Council could supply details and plans for registered commons in the parish, at a cost of £53.28. These two payments were in the list of those to be approved under Agenda item 20(A). The Clerk also reported that an approach had been made by a freelance consultant on planning who could draw up a terrier (list of Parish Council's land) for a fee of £250. This consultant was also offering a database of this information for £1, and a £25 p.a. charge, if the Council would act as a reference site for the software. Further information would be available at the next meeting.

8.40 pm: Heather Morrison left the meeting

14/5/11 ORDER AND ARRANGEMENT OF AGENDA ITEMS

Richard Webber observed that there was a high turnover of Parish Councillors in Drayton, and that only seven Councillors had stood for eleven vacancies at the May elections. He believed that in part this was due to the Parish Council meetings being concerned more with procedure and process than outcomes, and that too little progress was made too slowly. He suggested that more be delegated to the Clerk to do between meetings, and that the Agenda focus on practical projects. The Chairman responded that the Parish Council was often in the hands of the District and County Councils, since the Parish Council had only limited powers and resources. It would be useful if OCC and VWHDC could be timelier in their responses and actions when dealing with Parish Council issues. In other cases, such as the Manor Farm development, the Parish Council had to wait for other third parties.

15/5/11 NEWS FROM DISTRICT COUNCILLOR

Richard Webber asked if the problem of cars being put up for sale by businesses on public land in the village could possibly be dealt with by adopting a parish bye-law. The Clerk was asked to research this issue.

ACTION: Clerk to research parish byelaw procedures, with particular reference to cars for sale on public land.

16/5/11 SUTTON WICK POND

Some 40 carp in Sutton Wick Pond had died about three weeks ago, with no known cause. The pond is a Parish Council responsibility, being common land. The Clerk was asked to approach Thames Water to test the water quality, before the pond was re-stocked.

ACTION: Clerk to ask Thames Water to test water in Sutton Wick pond to see if it is contaminated.

17/5/11 YOUTH ISSUES

Richard Webber raised the issue of the Parish Council funding/employing a Youth Worker. It was **agreed** that the Clerk would research the process and costs involved, and that if possible a youth worker in a similar role working in the neighbourhood should be invited to the next meeting so that the pros and cons could be considered.

ACTION: Clerk to research process and cost involved in employing a youth worker, and if possible invite a current youth worker in the area to speak to the June meeting.

18/5/11 NEWS FROM COUNTY COUNCLLORS

The County Councillors were not able to be present, so there was no discussion under this item.

19/5/11 OCC REVIEW OF SUBSIDISED BUS SERVICES

OCC had asked for comments on the subsidised bus services, including the X32B/C routes which served Drayton, alongside the X2. It was **resolved** that Daniel Scharf would draft a response to OCC for the Clerk to submit, making the following points:

- Drayton must not lose bus services
- The existing subsidised services are not well patronised because the journey is split at Abingdon
- Thames Travel have not displayed timetables, except at the Green
- There is a need for a through-route from Oxford to Didcot via Drayton

Proposed: Daniel Scharf

Seconded: Julian Fowler

Agreed

ACTION: Daniel Scharf to draft response to OCC Subsidised Bus Services consultation and Clerk to submit.

20/5/11 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business	Invoice Amount	Of which VAT
	A. Payments		
Open Spaces Act 1906 s10	(i) Julian Cook – April 2011 Grass Cutting Invoice	£550.00	zero
LGA (1972) s112	(ii) Clerk’s Salary – April 2011	£434.42	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – April 2011	£108.40	zero
LG (FP) A 1963 s5	(iv) Clerk’s Expenses – April 2011	£26.20	zero
LGA 1972 s111	(v) Aon/Allianz Insurance Premium 2011-12	£1244.96	zero
LGA 1972 s101	(vi) Oxfordshire County Council – list of registered commons	£53.28	zero
LG (MP) Act 1976 S19	(vii) Grant Application – Caudwell day Centre -	£500.00	zero
Small Holdings & Allotments Act 1908 s. 26	(viii) Robin Butler – for purchase of tap/valve	£11.96	£1.99
Litter Act 1983 s5(1)	(ix) Glasdon’s UK Ltd New Dog bin (near Village Hall)	£212.16	£35.36
LGA 1972 s101	(x) Land Registry – PN1 Search fee	£12.00	zero
	Total payments this month	£3153.38	
	B Receipts		
	(i) VWHDC 1 st Half Precept	£16,000.00	
	(ii) Burial Fees	£145.00	
	(iii) Allotment Rents/Water Charges/Access Charge	£368.75	
	(iv) Memorial payments	£80.00	
	Total Receipts this month	£16,593.75	

C. OTHER FINANCE BUSINESS

- Robin Butler – Thanks.** The Clerk was asked to write to Robin Butler to thank him for his work on the allotments, and in the burial ground, for his serving as a Parish Councillor, as a Chairman of the Finance Committee.
ACTION: Clerk to write to Robin Butler to thank him for his work with, and on behalf of, the Parish Council
- Insurance 2011-12**– The renewal policy had arrived, and payment is included in this month’s cheques (see item 20A Payments, above). The Clerk had checked the insurance policy, and confirmed the details of the insurance continued to provide the required cover.
- End of year accounts for 2010-2011.** The accounts for 2010-11 had been reviewed with the Clerk by Daniel Scharf, as Chairman of the Finance Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting.. Daniel Scharf confirmed that the accounts payments and receipts tallied with the bank statements from Lloyds/TSB and the National Savings Investment Account.
Resolved – that the Accounts for 2010-11 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts.

Proposed: Julian Fowler

Seconded: Naomi Broomfield

Agreed

- iv. **Variance Report.** The Clerk presented the Variance Report, which had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** to accept the Variance Report without amendment
Proposed: Julian Fowler **Seconded:** Laurence Zipson **Agreed**
- v. **Annual Return.** Similarly, the Annual Return for 2010-11 had been reviewed with the Clerk by Daniel Scharf, as Chairman of the Finance Committee, and copies of Section 1 with the annual figures had been circulated to all Councillors prior to the meeting.
Resolved – that the Annual Return for 2010-11 be accepted as a true and accurate record, and the Chairman and Clerk be asked to sign the return on behalf of the Council.
Proposed: Julian Fowler **Seconded:** Richard Webber **Agreed**
- vi. **Governance Statement.** Copies of Section 2 of the Annual Return (the Governance Statement) had been circulated to all Councillors with the papers prior to the meeting.
Resolved – that the Governance Statement for 2010-11 be completed with all responses as ‘Yes’, and the Chairman and Clerk be asked to sign the statement on behalf of the Council.
Proposed: Naomi Broomfield **Seconded:** Laurence Zipson **Agreed**
- vii. **S19 Grant to the Caudwell Day Centre.** It was **resolved** to make a grant of £500 to the Caudwell Day Centre as a contribution towards the replacement of their central heating system.
Proposed: Richard Williams **Seconded:** Daniel Scharf **Agreed**

21/5/11 PLANNING COMMITTEE BUSINESS

A Planning Applications in Progress - Noted

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
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
2011-06	The Old Farmhouse, Milton Road, OX14 4EZ	Proposed designated area for caravan storage (Re-submission)	NO OBJECTION, but Comments	Pending
2011-09	7 Oday Hill Stonehill Lane OX14 4AB	Proposed two storey side extension	NO OBJECTION	Pending
2011-10	11 High Street, Drayton	Work to Various Trees	Pending	Pending
2011-11	Pipaway Engineering Ltd, Milton Road, Drayton, OX14 4EZ	Removal of existing chain linked fence along boundary and replace with new Palladin type fence	Pending	Pending

B. Other Planning Business

(i) **Manor Farm Development.** A reply was still awaited from Earl of Plymouth Estates regarding a date for a meeting with the Parish Council.

(ii) **Brook Farm – Events.** Petitions had been made direct to Parish Councillors by parishioners who were concerned by the number, scale, noise and traffic safety issues created by events being held in a field near Brook Farm, including a recent dog show.

Resolved: that Daniel Scharf draft letters to VWHDC Planning Enforcement (copy to Richard Webber as District Councillor) and to OCC Highways (copy to the Badcocks as County Councillors), for the Clerk to send, asking them to look respectively at any planning violations and at traffic safety issues.

ACTION: Daniel Scharf to draft letters to VWHDC Planning Enforcement and OCC Highways re events at Brook Farm.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

22/5/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) Rooks Nest Path. OCC Countryside Services (Mark Sumner) was seeking approval for a specification for the new steps for the Rooks Nest path.

ACTION: Clerk to contact Mark Sumner again to ask for approval of the spec. in time for the next meeting.

23/5/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) Burial Ground Layout. The Clerk had circulated a suggested layout of the burial ground including extra graves numbered 276-288 on the plan. It was **resolved** to adopt this revised plan of the graveyard.

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

It was **agreed** that the Clerk should write to the Church Wardens at St Peters to ask if the Church would have any objection if the Burial Ground Regulations were altered to allow funerals to take place Monday to Saturday, 10am to 5pm, dropping the £40 extra charge currently in place for Saturday mornings. Revision to the Burial Ground Fees and Charges would be considered on the June Agenda once a reply had been received from the Church.

ACTION: Clerk to write to St Peter's Church wardens regarding proposed changes for charges for Saturday burials.

- (b) Playground Project. Richard Williams will be consulting the Mothers and Toddler group and the School Pre-Group about the preferred designs for the refurbished playground

ACTION: Richard Williams to consult Mother and Toddler and pre-school group on playground refurbishment designs.

24/5/11 CORRESPONDENCE

The items on the List of Correspondence received were **noted**. The Clerk handed around various circulars.

- (a) Oxfordshire County Council Highways. It was noted in the OCC Highways newsletter that s106 monies were available for community highways projects. It was **agreed** that the Clerk write to OCC Highways (Laura Hutchins) to enquire whether any of these monies could be used on soundproofing measures for the A34 in Drayton.

ACTION: Clerk to write to OCC Highways (Laura Hutchins) to enquire whether any of the s106 monies could be used on soundproofing measures for the A34 in Drayton.

25/5/12 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- (a) Shop signs on road verges. A Councillor had received a request from a village shopkeeper enquiring whether the Parish Council was likely to approve the placing of an A-type advertising board on the grass highway verge opposite the shop. After discussion it was **agreed** that this would not be safe, and would set an unwise precedent for others to advertise on the grass verge.
- (b) Apple'N'Walnutfest. Richard Webber told the Parish Council that he intends to organise this festival again this year.
- (c) Drayton Village Hall. Richard Webber gave the Clerk a letter from Drayton Village Hall Management Committee concerning plans they are making for a small extension to the village hall. This will be on the Agenda for the June PC meeting.
- (d) Grants. Attention was drawn to the excellent work of South and Vale Carers on behalf of the community. The Parish Council had supported this organisation with a grant in the past [£275 in Dec 2008], but had not been approached for the past 2 years. The Clerk was asked to send them a current grant application form.

ACTION: Clerk to send South and Vale Carers a current grant application form

26/5/13 The date of the next meeting was confirmed as MONDAY 6th JUNE 2011 at 7.30PM, to be held in the CAUDWELL DAY CENTRE, Gravel Lane, Drayton.

The meeting concluded at 10.05 p.m.

Signed:

Date: 6th June 2011

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council