

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 6th June 2011 at 7.30pm at the Caudwell Day Centre, Gravel Lane

Present: Daniel Scharf (Chairman); Naomi Broomfield; Julian Fowler; Jenny Pooley; Richard Webber; Richard Williams

In attendance: Marilyn Badcock (County Councillor); David Perrow (Clerk)

Not Present: Heather Morrison; Laurence Zipson

1/6/11 APOLOGIES FOR ABSENCE

The meeting **noted** an apologies for absence from Heather Morrison and Laurence Zipson, notified to the Clerk prior to the meeting.

2/6/11 PUBLIC PARTICIPATION

Five members of the public were present.

A resident of Steventon Road reported that, despite several reminders from him, OCC Highways had not cut back the hedge on the access road near Lockway. The hedge was now blocking the road, and was too high. Marilyn Badcock agreed to contact OCC Highways to deal with this issue.

ACTION: Marilyn Badcock to contact OCC Highways to see about cutting back the hedge on the access road near Lockway on Steventon Road.

3/6/11 DECLARATIONS OF INTEREST

No interests were declared.

4/6/11 CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS

No one else has offered to be co-opted to the Parish Council. There remain **three** vacancies for Parish Councillors

5/6/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Annual meeting held on 16th May 2011 were **confirmed**, and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Julian Fowler

Seconded: Richard Williams

Agreed

6/6/11 ACTION POINT REVIEW FROM LAST MEETING

The reported actions taken after the last meeting were noted.

The Clerk reported that he had written to Laura Hutchins at OCC Highways to enquire about whether the s106 monies could be used for noise reduction measures on the A34 at Drayton. No reply had been received as yet.

ACTION: Marilyn Badcock agreed to chase OCC Highways (Laura Hutchins) about the Clerk's email enquiring whether the s106 monies could be used for noise reduction measures on the A34 at Drayton. Clerk to send Marilyn a copy of the email.

7/6/11 ALLOTMENTS

Tim Atkins and Stan Hignell, Allotment Wardens, were present to review the last year's operation of the allotments with the Council. During the year five new tenants had been leased allotments. There was now no waiting list. The collection of 2011-12 rents was now complete, and had gone well. The use of email where tenants had email accounts was a great help. Several issues were raised:

- (a) **Leases.** It was **agreed** that since the Wardens did not have delegated powers to sign leases, these should be signed by the Clerk, who would keep copies and return the originals to the Wardens to give to the tenants. The Clerk would check that there was a full set in his office. There would be no need to sign new leases annually, but every new tenant should be issued with a lease by the Wardens, to be signed and returned to them by the Clerk.

ACTION: Clerk to sign and return leases, and to ensure that he has a complete set covering existing tenants.

- (b) **Hedges.** These needed reducing in height and bulk so as not to overshadow allotments and take water from plants. It was **agreed** that where hedges were owned by the Parish Council these would be cut back by the

Village Caretaker each year in the winter. Summer cuts should be avoided, but if necessary should be minimal and avoid any nesting birds. It was further **agreed** that the Clerk should write to the Senior Church Warden at St Peter's Church to ask if the Church would cut the hedge dividing their burial ground from the allotments, to reduce both its bulk, and particularly its height, back to 7ft.

Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed**

ACTION: Clerk to write to the Senior Church Warden at St Peter's Church to ask if the Church would cut the hedge dividing their burial ground from the allotments, to reduce both its bulk, and particularly its height, back to 7ft.

- (c) **Water.** The Allotment Wardens requested more water troughs in the allotments. After discussion it was decided that the Wardens would gather information on what was required and costs, and report back. It was **agreed** that any cost might need to be recouped by a supplemental rent on allotment holders, since the benefit was specific to existing allotment holders.
- (d) **Electricity supply.** One of the wardens felt that the allotments would benefit from a supply of electrics. After discussion the Council **agreed** that this was not a priority for new expenditure, and that improving the water supply would take precedence.
- (e) **Parking in Church Lane.** It was **agreed** that parking was a problem, particularly for those allotment holders who came from a distance or who had to deliver supplies and equipment. However, it was difficult to see how this problem could be solved at present.

The Council gave a **vote of thanks** to the Wardens who had served over the previous twelve months.

8/6/11 NEWS FROM COUNTY COUNCILLORS

Marilyn Badcock was present to represent Oxfordshire County Council. She gave apologies for Mike Badcock who was attending other council business.

- (a) **Kiln Lane Bridleway.** OCC had not yet responded to the concerns of residents. Marilyn will pursue this with the officers.

ACTION: Marilyn Badcock to chase OCC re issues relating to use of Kiln Lane as a bridleway.

In further discussion, it was **agreed** that the Clerk would write to the landowner and ask if he would permit removable bollards to be fitted at one end of Kiln Lane such that bridleway users (horses/pedestrians/cyclist) could gain access, but not motor vehicles.

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

ACTION: Clerk to write to the landowner re access to Kiln Lane to ask whether he would agree to bollards being fitted at one end of the Lane.

- (b) **Drayton Recycling Centre – licence for Drayton Parish Council.** Marilyn & Mike had established with OCC that the Parish Council could apply for a van licence in its own right, for the Village Caretaker to use his van.

ACTION: Clerk to apply to OCC for a licence for the Village Caretaker to use his van at the Drayton Recycling Centre for Parish Council waste.

- (c) **Events at a field on Milton Road.** The Clerk had written to OCC regarding the problems posed by traffic accessing events being held at a farm on the Milton Road. Mark Sumner had replied for OCC Countryside services, and had referred the matter to OCC Highways. A reply was awaited. It was noted that the planning application for caravan storage at this address had now been refused by VWHDC. The Clerk was asked to write again to VWHDC Planning Enforcement about the two issues of events and caravan storage.

ACTION: Marilyn Badcock to chase OCC re: issues relating to traffic problems when events are being held at a farm on Milton Road, Drayton.

ACTION: Clerk to write to VWHDC Planning Enforcement about caravan storage and events being held at the Old Farm House, on Milton Road.

9/6/11 NEWS FROM DISTRICT COUNCILLOR

- (a) **Litter Bin at the bus stop on the Green.** Richard Webber reported that he had been assured that the litter bin would be re-instated during June.
- (b) **Kiln Lane Bridleway.** Discussion was held about the lack of a response from VWHDC Planning Enforcement to the Clerk's letter re the new housing compliance regarding the surfacing etc. It was **agreed** to leave this at present, pending a reply from the landowner re the bollards and OCC Highways actions (see above).

10/6/11 PLAYGROUND REFURBISHMENT

Richard Williams reported that consultation with the Pre School Group, Mums and Toddlers, School early years and Brownies had been broadly in favour of the scheme proposed by Wicksteeds. Adverse comments related to the lack of facilities for babies, and the lack of a fireman's pole. It was **agreed** that these issues should be considered in any phase 2 development, but that the Wicksteed scheme, at a cost of £16,632.67 plus VAT, should be accepted.

Resolved: that the Clerk should place an order with Wicksteeds for the Lockway playground refurbishment at a cost of £16,632.67 plus VAT

Proposed: Richard Williams **Seconded:** Naomi Broomfield **Agreed**

ACTION: Clerk to place playground equipment order with Wicksteed.

The Parish Council gave a **vote of thanks** to Richard Williams for his work on the playground refurbishment project, and to Richard and Naomi for their consultation exercise.

11/6/11 YOUTH ISSUES

The Clerk had done some research on youth workers which was discussed. It was **resolved** that Naomi and Daniel would meet with Rita Atkinson from DAMASCUS before the next meeting to explore whether DAMASCUS would consider supervising a dedicated p/time Drayton Youth Worker funded by the Parish Council, to co-ordinate and encourage youth facilities and events for the village.

Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed**

ACTION: Daniel Scharf and Naomi Broomfield to arrange to meet with Rita Atkinson (DAMASCUS) to discuss the possibility of a Parish Council funded p/time youth worker dedicated to Drayton.

12/6/11 PARISH BYELAWS

The Clerk's research on byelaws was considered. It was **agreed** that since the cars for sale were parked on the highway on the Green, a byelaw covering only the common land would not solve the problem. It was already a criminal offence to drive onto the common land (Section 34(1) of the Road Traffic Act 1988 prohibits the driving mechanically propelled vehicles elsewhere than on roads). It was **agreed** that the situation would continue to be monitored, and that details (registration number/make/model/colour of vehicle/date parked/tel. nbr. for contact/photos of parked vehicles) should be supplied to and collated by the Clerk. The evidence would be provided to Trading Standards, who will enforce the law against trading from the highway.

ACTION: Councillors, Clerk and public to provide details of any cars for sale on the highway to the Parish Clerk, who will keep Trading Standards informed.

13/6/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business				Invoice	Incl.
A. Payments				Amount	VAT of
Power					
Open Spaces Act 1906 s10	(i) Village Caretaker – April/May 2011 Invoice	£545.13	£13.04		
Open Spaces Act 1906 s10	(i) Grass Cutting Invoice - May 2011	£550.00	zero		
LGA (1972) s112	(ii) Clerk's Salary – May 2011	£434.22	zero		
LGA (1972) s111	(iii) HM R&C Tax and NI – May 2011	£108.60	zero		
LG (FP) A 1963 s5	(iv) Clerk's Expenses – May 2011	£21.80	zero		
Open Spaces Act 1906 s10	(vi) Kingdom Signs Ltd – 2x signs for playground/BMX track	£56.40	£9.40		
LGA (1972) s111	(vii) SLCC – Course fee	£48.00	£8.00		
SI 2003/533 s4	(viii) Arrow Accounting – Internal Audit fee	£195.30	zero		
LGA (1972) s.111	(ix) LCR – renewal of annual subscription	£15.50	zero		
Total payments this month				£1974.95	£30.44
B Receipts					
(i) Memorial income				£40.00	-
(ii) Access charge				£60.00	-
Total Receipts this month				£100.00	

[**Note from Clerk:** The cheque to Aon for additional insurance was not signed at the meeting, and so has been paid by the Clerk, to be reclaimed on expenses, since continued insurance cover was needed from June]

C. Other Finance business

(i) **Finance and Personnel Committee** had met prior to the main Parish Council Meeting and had:

- Reviewed the Budget and Account Analysis for the 2010-11 financial year, compared to previous years
- Reviewed the Internal Auditors Report on the 2010-11 year. This gave the Council's procedures a clean bill of health and there were no recommendations to follow up. The Committee had voted to note and accept the Internal Auditor's report.

Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Agreed by the F&P Committee**

- Recommended that the existing Internal Auditor be re-appointed for the current year, 2011-12

Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Agreed by the F&P Committee**

- Arranged for the signatories on the Lloyds current account be updated to cover all members of the Committee
- Looked at the issue of selecting an online bank account, when required
- Confirmed that the insurance for 2011-12 had been renewed. The insurance cover will be thoroughly reviewed before the next renewal.
- Agreed a date and panel for the Clerk's annual appraisal and salary/expenses review.

(ii) **Grant Applications.** There were no new grant applications to consider. The Clerk reported that the Village Hall Management Committee had submitted their annual accounts for 2010-11, and that this showed how dependent the Village Hall was on the grant from the Parish Council. The Village Hall would need more funding this year, and had notified the Parish Council that they wished to erect a small extension to the hall to improve storage facilities. The Clerk was asked to send the Village Hall Management Committee a grant application form.

ACTION: Clerk to send the Village Hall Management Committee a grant application form for 2011-12.

14/6/11 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
2010-41	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	Refused
2011-10	11 High Street, Drayton	Work to Various Trees	No Objection	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	NO OBJECTION	Pending
2011-12	15 Steventon Road, Drayton, OX14 4JX	Proposed new gable with hipped roof to front elevation (amendment to planning application DRA/21461 for 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 to front drive)	Pending	Pending
2011-13	72 Steventon Road, Drayton, OX14 4LD	Proposed first floor extension to rear (encompassing part of existing ground floor extension)	Pending	Pending

B Other Planning Business

(i) **Manor Farm Development.** A meeting with Earl of Plymouth representatives had now been agreed for Wednesday 8th June, and Daniel Scharf, Heather Morrison and Richard Williams will represent the Parish

Council, as previously agreed. It was **agreed** that the main issue was to secure a regular shaped area for the s106 land, for use as a recreational area rather than an open space, if planning permission could be obtained. It was also a priority to secure payment of the agreed £135,000 within this calendar year, so that the village's recreation facilities could be improved.

- (ii) **Terrier/Land Ownership Deeds.** The Clerk reported that OCC had now supplied plans and details of the commons, and that a list of the Parish Council owned land had been obtained from the Land Registry. It was **agreed** that the Clerk should proceed to obtain plans and details for each parcel of land (£8 per parcel), within an overall budget limit of £88.

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

ACTION: Clerk to obtain plans and details for each area of land registered with the Land Registry not already held in the parish files.

The issue of the Terrier to be held over to the next meeting.

15/6/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **Rooks Nest Footpath.** The Clerk reported that a specification had now been received from OCC Highways for the steps to be installed at Rooks Nest. The specification had been put out three contractors for tender and replies are awaited. The landowner had given verbal permission for installation of the steps, but had advised that there was a major drain in the area which needed to be considered, and had asked for the handrail to be removable in case felling of trees was necessary at a later date. Jenny Pooley reported that the road sign at the Rooks Nest bend was now in place and that the road markings would be renewed soon.

- (b) **Footpaths Update.** Jenny Pooley reported that Bridleway 4 had been the subject of a complaint by a resident who used it for horse riding. It was blocked by debris, probably deliberately dumped. It was **agreed** that the Clerk should write to OCC Countryside to inform them of this, and also contact the landowner to advise him of the complaint and OCC referral.

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

ACTION: Clerk to write to OCC Countryside Services re blockages on BW4, and to contact the landowner to advise him of the issue.

It also reported that the footpath at Henley's Lane leading to the Millennium Green could do with cutting back of the nettles. Jenny Pooley will contact the Village Caretaker to advise.

ACTION: Jenny Pooley to contact the Village Caretaker to advise him on trimming required on various footpaths etc.

- (c) **Millennium Green litter bin.** Jenny Pooley had contacted the Millennium Green chair of trustees and he had agreed to ask his AGM if the Trust would agree to the installation of a litter bin on the Millennium Green, to be installed and emptied by the Village Caretaker.

- (d) **Sutton Wick Pond.** The Clerk reported that he had been advised by the Environment Agency that the fish deaths in the pond at the end of April were most likely due to oxygen depletion during the hot weather. The EA had not visited, but an inspection of the pond showed no signs of poisoning, with birds drinking from the water and ducks swimming there quite happily. To re-introduce fish would require a licence from the EA, and it was **agreed** that the Parish Council would take no further action. To sustain fish, more oxygenating plants would be desirable anyway.

16/6/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) **Village Caretaker's and Grass Contractor's Reports for May.** These two reports were noted. It was **agreed** that in future reports should give dates when work was carried out.

- (b) **Bus shelters on the Green – replacement panels.** The Clerk reported on prices for replacement panels, either polycarbonate or mesh. It was **agreed** that Councillors would look at the shelters before the next meeting and that it would be agreed then how many panels of what type would be purchased, with fitting by the Village Caretaker.

ACTION: Councillors to look at bus shelters on the Green before the July meeting and be ready to discuss which panels in the shelters should be replaced with what type of new panel.

- (c) **Burial Fees and Charges – Revision.** It was **agreed** to hold this item over to the July meeting, since a reply regarding Saturday burial charges was needed from St Peter's Church.

17/6/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) **Website Update.** Julian Fowler reported that the village website had been 'soft' launched a week ago. It was **agreed** that the Clerk should be asked to look at GoogleDocs rather than using an intranet on the Village website for the distribution of Parish Council papers.
ACTION: Clerk to look at using GoogleDocs for distribution of Parish Council papers
- (b) **Terms of Reference** This item was held over to the next meeting, since Laurence Zipson (Chairman of Press & Public Relations) needs to be consulted on the draft TORs.
- (c) **Complaints Procedure.** The draft Complaints Procedure, modeled on the NALC recommended code was considered. With some minor grammatical changes it was **resolved** that the draft be adopted
Proposed: Daniel Scharf **Seconded:** Richard Webber **Agreed**

18/6/11 CORRESPONDENCE

The List of Correspondence from the Clerk was noted. The Clerk handed round various circulars. The Clerk reported that a letter from Oxfordshire County Council had just been received concerning the start of the consultation exercise on the proposals for changes to the County Library Services. It was **agreed** that this would be an agenda item at the next meeting.

19/6/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- (a) **Great Western Park discussion – Harwell – 4th July.** This event coincides with the next Parish Council meeting, but Jenny Pooley reported that Derek Pooley would be able to go, on behalf of the Chronicle.
- (b) **Noticeboards on the Green.** These were previously maintained re old and new notices by a Parish Councillor who was no longer on the Council. Daniel Scharf agreed to take over this task.
- (c) **Trinity Learning Project.** Jenny Pooley reported that she had been asked to speak about the Millennium Green and facilities for young people in Drayton to a group of six Drayton school children. They are involved in a 6 week project organized by Trinity Learning (based at Trinity Church in Abingdon) to acquire skills in organizing and producing a community newspaper as a one off project.

20/6/11 DATE OF NEXT MEETING was confirmed as Monday 4th July 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 10.00 p.m.

Signed:

Date: 4th July 2011

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council