DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

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

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

Webber (from 9.10pm); Richard Williams; Laurence Zipson

In attendance: David Perrow (Clerk)

1/7/11 APOLOGIES FOR ABSENCE

No apologies for absence had been received from any Parish Councillors, all being present. Richard Webber had informed the Clerk that he would be late for the meeting due to other commitments.

2/7/11 PUBLIC PARTICIPATION

One member of the public was present, Val Cross the Senior Church warden representing St Peter's Church.

The Senior Church Warden informed the Council that St Peters had no objection to the change in the time of burials to include all day Saturday without additional charges, and handed the Clerk a letter confirming this. She alerted the PC to the fact that the St Peters' churchyard is now full for burials and also almost full for interment of ashes. When the church is no longer able to accept burials the church is likely to request that the PC take over the churchyard as a closed graveyard. She also told the Council that the hedges bordering the Church Yard, dividing the Church Yard from the Council's allotments and burial ground were last cut in 2008 at a cost of £200, paid by the Council.

It was <u>resolved</u> that the Clerk should be asked to seek a quote for the work to be done in September, and that the Parish Council's payment should be limited to half of up to £250. Senior Church Warden would ask the Parochial Church Council if they would fund half the cost this time.

Proposed: Daniel Scharf Seconded: Laurence Zipson Agreed

ACTION: Clerk to obtain a quote for cutting the two hedges between St Peter's Church Yard and the Council's allotments & burial ground.

3/7/11 DECLARATIONS OF INTEREST

No interests were declared.

4/7/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Annual meeting held on 6th June 2011 were **confirmed**, and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Naomi Broomfield Seconded: Daniel Scharf Agreed

5/7/11 ACTION POINT REVIEW FROM LAST MEETING

The Clerk reported that all actions arising from the last meeting were on the Agenda or had already been completed.

6/7/11 NEWS FROM COUNTY COUNCILLORS

Marilyn and Mike Badcock were not able to be present due to other County Council commitments, and had sent their apologies.

The Clerk was asked to write to Marilyn to ask for written responses on the matters she had undertaken to follow up at the last meeting

ACTION: Clerk to contact Marilyn Badcock to ask her for written responses to the matters she agreed to follow up on after the June meeting

7/7/11 NEWS FROM DISTRICT COUNCILLOR

This agenda item was held over until the arrival of Richard Webber at 9.10pm

(a) Litter Bin at the bus stop on the Green. The litter bin had not been replaced as promised during June. Richard Webber would find out why and report back.

ACTION: Richard Webber to find out why the litter bin on the Green had not been replaced during June as previously promised by VWHDC.

8/7/11 OCC LIBRARIES CONSULTATION

The Clerk outlined OCC's most recent proposals for libraries. Both Abingdon and Didcot would remain as core libraries. Other smaller/less-used/remote were being treated in two groups: one group would have one third volunteers and two thirds paid staff and the second group the reverse ratio of staffing. Drayton is not affected by these proposals directly. There are no proposals about the mobile service.

It was <u>resolved</u> that the Clerk reply to the consultation welcoming the continued support for Abingdon and Didcot libraries and requesting that OCC continue support for Drayton's mobile service at the current level.

Proposed: Daniel Scharf Seconded: Naomi Broomfield Agreed

ACTION: Clerk reply to the consultation welcoming the continued support for Abingdon and Didcot libraries and requesting that OCC continue support for Drayton's mobile service at the current level.

9/7/11 OCC TREE SURVEY OF DRAYTON

The Council noted that OCC Highways were doing routine maintenance this week on all the Drayton highways trees. Though not directly related this work, two areas on High Street were mentioned as needing tree work:

- (a) Copper beech at 11 High Street needs pruning, since it is overhanging the footpath. A nearby dead tree may be threatening to fall and damage the copper beech.
- (b) Trees on the opposite side of the road, near the Forge Garage were in need of trimming

The Clerk was asked to contact the owners/VWHDC/OCC as appropriate to have the trees timed back.

ACTION: Clerk to contact owners/local authorities to have overhanging trees on High Street trimmed back

10/7/11 PLAYGROUND REFURBISHMENT

The Clerk reported that he had contacted the supplier and that a target date of mid-August was being suggested. Richard Williams will now contact the supplier to arrange a pre-installation site meeting, to confirm dates and whether the supplier or RoSPA will do the pre-commissioning safety inspection.

ACTION: Richard Williams to contact Wicksteed to arrange a pre-installation site meeting and agree whether Wicksteed's will do/pay for the pre-commissioning safety inspection

11/7/11 YOUTH ISSUES

Daniel Scharf and Naomi Broomfield had not yet met with Rita Atkinson to discuss the issues around a possible dedicated Drayton Youth worker, but would do so in the next month. The Clerk reported that he had discussed youth issues in South Abingdon with the PCSO for that area, and that some interesting work was taking place there to combat and prevent ASB. The Clerk was asked to invite the PCSO to the next Parish Council meeting in August.

ACTION: Clerk to invite PCSO covering South Abingdon to the August meeting.

12/7/11 BUS SHELTERS ON THE GREEN – REPLACEMENT PANELS

After discussion it was <u>agreed</u> that the Clerk should seek a costing for the next meeting to replace the panels at the bus shelter outside Vickery's with solid/lattice metal at the back and laminate on the two ends. The quote is to include a bench seat.

ACTION: Clerk to cost up the replacement panels and seat for the bus shelter outside Vickery's for the August meeting.

13/7/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business				
A. Payments In			Incl.	
Power			VAT of	
Open Spaces Act 1906 s10	(i) Village Caretaker – June 2011 Invoice	£535.28	£6.25	
Open Spaces Act 1906 s10	(i) Grass Cutting Invoice - June 2011	£550.00	zero	
LGA (1972) s112	(ii) Clerk's Salary – June 2011	£434.42	zero	
LGA (1972) s111	(iii) HM R&C Tax and NI – June 2011	£108.40	zero	
LG (FP) A 1963 s5	(iv) Clerk's Expenses – June 2011	£174.04		
Smallholdings & Allotments Act 1908 s26	(vi) Thames Water – Water Services 10.03.11 to 21.06.11	£15.84	zero	
LG (MP) Act S19	(vii) Drayton Football Club – Grant for grass cutting	£60.00	zero	
LGA 1972 S137	(viii) South & Vale Carers Centre	£300.00	zero	

Total payments this month	£5.88
£2177.98	
B Receipts	
(i) Memorial income £40.00	-
(ii) Allotment rents £40.00	-
(iii)Burials Income £485.00	-
Total Receipts this month £565.00	

[The accounts had been reconciled before the meeting by Julian Fowler, Chairman of the Finance and Personnel Committee. At 4th July funds current stand at £49,439.50 - Clerk]

- C. Other Finance business
- (i) **Grant Applications**. The two grant applications for Drayton Football Club (£60) and for South & Vale Carers (£300) were approved.

Proposed: Daniel Scharf Seconded: Heather Morrison Agreed

(ii) Clerk's Appraisal, Salary & Allowances. A Working Group (Julian Fowler & Richard Williams) of the Finance and Personnel Committee had met with the Clerk for his annual review. Julian Fowler (Chairman of the F&P Committee) reported that they had agreed that the Clerk's performance over the last year merited his progression to the next point on the salary scale wef. 1st April 2011. The Working Group had also reviewed the Clerk's allowance for working from home, and recommended that the allowance be indexed in future to the RPI to end March.

Resolved that the Clerk be paid one increment on his pay scale from 1st April 2011, and that the working from home allowance (RSA) be indexed on its 2010-11 value using the RPI at 1st April 2011, and annually thereafter, until the appointment of a successor clerk or until there is any structural change in the components of the RSA.

Proposed: Julian Fowler Seconded: Daniel Scharf Agreed

14/7/11 PLANNING COMMITTEE BUSINESS

A: The following Planning Applications in Progress were <u>noted</u>

NO	ADDRESS	DETAILS	PARISH	DISTRICT
		Replacement of two existing residential		
	5 & 6 Mill Lane Sutton	mobile homes with two single storey		
2010-29	Courtenay OX14 4BE	dwellings	NO OBJECTION	Pending
		Conversion of existing barn to 1 residential		
		unit, conversion and extension of existing	NO	
		barn to 1 residential unit, and the erection of	OBJECTION,	
	24 High Street, Barns	1 new residential dwelling, along with	but houses should	
2010-41	and land at Rear of	associated access and amenity space.	not be 3 storey	Pending
			NO OBJECTION	
		Proposed new gable with hipped roof to	but wish the	
		front elevation (amendment to planning	following to be	
		application DRA/21461 for proposed new	consideredthe	
		bedrooms with ensuite in first floor loft	enormous	
		conversion with extension to rear and move	amount by which	
		garage with utility to side of property plus	the existing	
	15 Steventon Road,	new hard standing and turning to front	house is to be	
2011-12	Drayton, OX14 4JX	drive)	increased	Pending
		Proposed first floor extension to rear		
	72 Steventon Road,	(encompassing part of existing ground floor		
2011-13	Drayton, OX14 4LD	extension)	No Objection	Pending
			NO OBJECTION	
			but concern over	
			which trees will	
	New Cut Mill, Mill		be removed as	
	Road, Drayton, OX14	Proposed new bridge to replace existing	this is not clear	
2011-14	5JZ	bridge and new access drive	from the plans.	Pending
2011-15	24 Binning Close,	Removal of existing velux rooflight to front	No objection	Pending

		elevation and erection of two new pitched roof dormer windows		
		Proposed extension to existing parking area		
	Caudwell Day Centre,	to provide one car space plus one disabled		
2011-16	Drayton, OX14 4HX	parking space	Pending	Pending

B Other Planning Business

(i) Manor Farm Development. A meeting with Earl of Plymouth representatives had been held on Wednesday 8th June, and Daniel Scharf, Heather Morrison, Richard Webber and Richard Williams represented the Parish Council. A letter had subsequently been received offering the Council part of the land between Lockway and the A34, adjoining the Village Hall/recreation ground, but across the bridleway. Informal consultation with the Football Club had revealed that the offered land might be sufficient for one pitch for juniors but too small for either one professionally-sized football pitch or a cricket field. A tree belt would be needed alongside the A34 to reduce noise to a tolerable level for playing cricket. After discussion it was **agreed** that Daniel Scharf would draft a letter to Earl of Plymouth Estates welcoming the offer, but explaining why the cooperation of the Council would be dependent on the whole, rather than half of the field being made available. It was further **agreed** that the Clerk should send a letter to the Football Club and to the residents of Lockway backing on to the field to consult them on the proposed development of the field for football/cricket. Richard Williams will publicise the proposals in his next Drayton Chronicle article.

Resolved that Daniel Scharf draft a letter to the Earl of Plymouth Estates and circulate this via the Clerk to the Council members for amendment /approval. The Clerk will write to the Football Club and residents of Lockway affected by the proposed sports facilities.

Proposed: Heather Morrison

Seconded: Richard Williams

ACTION: Daniel Scharf to draft letters to Earl of Plymouth Estates and to the Football Club/Lockway residents and Clerk to circulate these to Council members and then post the agreed versions.

- (ii) **Old Farmhouse Milton Road.** The Clerk reported that VWHDC had responded that they would be taking enforcement action on the caravan storage in due course. On the events, they asked that the Council provide a list of dates of events to them.
- (iii) **Kiln Lane Bridleway**. The Earl of Plymouth Estates had replied to the Clerk saying that whilst they were users of the Kiln Lane bridleway, they were not the owners. **Resolved** that the Clerk should write to OCC Countryside Services asking for posts to be installed to stop vehicles using the bridleway.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

<u>ACTION:</u> Clerk to write to OCC Countryside Services asking for posts to be installed to stop vehicles using the bridleway

9.10 pm Richard Webber arrived

15/7/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) Rooks Nest Footpath. Two quotations had been received for the steps installation, one more than double the other. It was <u>resolved</u> that the Clerk should seek a third quote, and should ask OCC Countryside Services & Highways if they would contribute to the cost and whether traffic lights/permission orders were required.

Proposed: Daniel Scharf

Seconded: Laurence Zipson

Agreed

Agreed

ACTION: Clerk to seek a third quotation for the Rooks Nest footpath steps and to contact OCC re contributing to the cost and the requirements for highways orders/traffic lights during the works.

(b) Footpaths Update. It was reported that the short footpath opposite 21 Hilliat Fields and FP12 near the sewage works both needed strimming.

ACTION: Jenny Pooley to advise Village Caretaker of paths needing strimming.

(c) Millennium Green litter bin. Jenny Pooley proposed that the Clerk organise purchase a litter bin for the Millennium Green (MGT to pay), and that the Village Caretaker be asked to install and empty this.

Proposed: Jenny Pooley

Seconded: Daniel Scharf

Agreed

- (d) Norman's Oak. Jenny Poole reported that VWHDC had advised that the tree was still alive and that it should be well watered. VWHDC would assist with this and keep an eye on it. If it dies, the will replace free of charge.
- (e) **BW4 Obstruction.** OCC Countryside Services had advised that the obstructions were the result of fly-tipping, and that VWHDC would remove. OCC will trim the hedges in due course.

ACTION: Clerk to find out when VWHDC would remove the debris so that the BW could be opened again.

16/7/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) Village Caretaker's and Grass Contractor's Reports for June. These two reports were noted.
- (b) Burial Fees and Charges Revision. The draft revisions from the Clerk were discussed and agreed.

Resolved that the proposed revisions to the Burial Fees and Charges be agreed and that the Chairman and Clerk sign these, to operate from 4th July 2011.

Proposed: Richard Williams Seconded: Daniel Scharf Agreed

17/7/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) Website Update. Laurence Zipson reported that the village website was now live, and that a meeting would be arranged soon between the Drayton Community Trust (Andrew Bax & Derek Pooley), representatives from the PC's Press & PR Working Group (Laurence Zipson/Julian Fowler & Richard Williams) and Alastair Grundy (webmaster), to sort out the Management Committee issues, contributors and responsibilities. It was agreed that Googledocs would not be used for distributing PC papers to Councillors due to technical problems encountered. The Press & PR Group will look at enabling this intranet function further on the village website, where PC documents may also be backed up in future.
- **(b) Terms of Reference**. The Clerk had drafted ToRs for the new Press & PR Committee based on the model of the other PC's committees and groups. These would be considered by members of the Pres & PR Working Group and amended as necessary, to be agreed at the August PC meeting
- (c) Communications Policy & Publications Plan. The Clerk had also drafted a Communications Policy, based on the NALC Model, and a Publications Plan using the Information Commissioner's Model Policy for Local Authorities. These would similarly be considered and revised b the Press & PR Working Group and brought to the August PC meeting.

18/7/11 CORRESPONDENCE

The List of Correspondence from the Clerk was <u>noted</u>. The Clerk handed round various circulars.

- (a) **Training** The Clerk reported that the VWHDC was offering training on planning matters in the Autumn. Two to four Councillors could be nominated. Councillors were asked to let the Clerk know if the were interested in this and the OALC training opportunities.
 - **ACTION:** Councillors to let Clerk know if they wish to attend VWHDC Planning or OALC training events
- (b) **Blue Plaques.** The Clerk reported that VWHDC had invited nominations for blue plaques in the area. This would be on the agenda in August. Two possibilities were: Edward Mott (1st WW VC) Mott Cottages; the sculptress who lived in the Old Chapel on Henley's Lane, associated with the Spirit of Ecstasy was this long enough ago?

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

- (a) <u>Drayton School/Trinity Learning News.</u> Jenny Pooley reported that she had met the six children involved with this project and that they would be producing a community newsletter to distribute around the village during July.
- **(b)** <u>A34 Slip Road Open during emergencies on the A34?</u> Daniel Scharf asked if the Drayton slip road could be opened to save traffic queuing through Drayton when the A34 was blocked. In discussion, it was thought unlikely that this would be possible, but the Clerk would ask the County Councillors for their views and this would be on the August Agenda.
- (c) <u>DAMASCUS day</u> This was held the previous Saturday. It was well attended by young people but not by older members of the community. It was thought that advance publicity via the Drayton Chronicle came too late, and that better and wider publicity would be advisable next time.

20/7/11 DATE OF NEXT MEETING was confirmed as Monday 1st August 2011at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 9.50 p.m.

Signed: Date: 1st August 2011

Name: Daniel Scharf Role: Chairman, Drayton Parish Council