

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 1st August 2011 at 7.30pm at the Caudwell Day Centre, Gravel Lane

Present: Daniel Scharf (Chairman); Julian Fowler; Heather Morrison; Jenny Pooley; Richard Williams; Laurence Zipson **Not Present:** Naomi Broomfield; Richard Webber

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

1/8/11 APOLOGIES FOR ABSENCE

The meeting **noted** apologies for absence from Naomi Broomfield and Richard Webber, notified to the Clerk prior to the meeting.

2/8/11 PUBLIC PARTICIPATION

Some 28 members of the public were present.

(a) Steventon Road Hedges

A Steventon Road resident reported that the large hedge bordering the road near Lockway had still not been trimmed, following promises from OCC Highways that this would be done as early as November 2010, and many phone calls from residents since to remind them. Both Cllr. Marilyn Badcock and the resident had phoned OCC Highways today, but no one had called either back. The resident pointed out that the lack of visibility due to the hedge was a safety hazard – a child on a bike had almost been knocked down recently.

(b) Manor Farm/Lockway Recreation Area Proposal

Richard Wade (former Chairman of the Parish Council) reminded the meeting that when the Manor Farm development was first discussed the then Parish Council had a vision of a ‘green lung’ at the heart of the village, and that the s106 field on offer by the developers would be a 3rd phase following the linking of the Sutton Wick pond area to the new Millennium Green.

Most of those attending the meeting were residents of the west side of Lockway who wished to object to the outline proposal to use the field at the rear of their properties for football/cricket pitches. Six residents spoke, and their points were supported by others present. The Clerk had also received two emails objecting.

Points made by objectors were:

- Drainage: The field corner near the Village Hall flooded in winter. This seemed to be because the runoff from Lockway drained into a ditch there, but the outlet from this to the local stream had been blocked when the Village Hall was built
- Parking. Residents were already inconvenienced by users of the Village Hall/football pitch parking on Lockway when events were on. The existing car park was inadequate at certain times, and objectors feared the proposal would make this worse
- Access to the playing fields would be difficult
- Child safety. Residents were concerned that extra vehicles and people would make the area less safe for younger children to play out
- The A34 would make the area too noisy for organised games, even if trees were planted as a noise barrier. A noise-reducing surface to the A34 was needed
- Noise. The matches and activities on the field would be noisy for residents
- The area would need to be well fenced to stop balls/people crossing the over into Lockway gardens
- The pitches would attract local youths to hold parties there, as already happens behind the Village Hall and at the BMX track.
- Drayton has never had a cricket team, and does not need a cricket pitch
- Tilsey Park Abingdon & Didcot served Drayton children well for football, and parents took them there to play. Improved facilities in Drayton could turn it into a town
- Present leisure facilities in the village are already under-used (Lockway play area/BMX track and Millennium Green) and there is no need for more
- If floodlighting is provided this would be intrusive for residents
- Drivers could stop on the A34 and interfere with children playing on the proposed pitches
- There were no members on the PC who lived in Lockway and who could represent their interests

Alternatives were suggested:

- The field immediately behind the Village Hall would be a better location for the proposed pitches. [Daniel Scharf commented that VWHDC had refused compulsory purchase of this area for recreation in 1975, and that several approaches by the Parish Council to purchase it since then had failed since the landowner was unwilling to sell]
- The Millennium Green is underused and could be used for pitches [The meeting was informed that under the Trust Deed for the Millennium Green it could not be used for organised sports. It might, however, be used for play facilities which did not involve organised team events, subject to the agreement of the trustees and compliance with the Trust Deed]
- The Henley's Lane s106 land should be used for a cricket or football pitch. [Daniel Scharf commented that the s106 land on offer at present was an irregular shape and was the wrong side for access from Abingdon Road. Proposals to the developer to offer a site usable for recreational facilities had been rebuffed so far, and the developers had offered half of the field at the rear of Lockway as an alternative to the Council's proposal for a usable site on Henley's Lane]
- Drayton School Pitches should be used. [It was pointed out that these were of insufficient size for competition matches under Football Association Rules. The Football Club had already explored using the school pitches]

In response to comments that further housing development in the village was not required, and that the Manor Farm housing development would increase traffic around the Gravel Lane/Abingdon Road intersection, the meeting was reminded that the Manor Farm scheme had planning permission, and that what was under consideration was the community (s106) benefits on offer to permit the development the necessary access arrangements at Gravel Lane.

A representative from the football club responded to the suggestion that there was no need for more pitches by saying there were actually 5 teams using one pitch and there might, therefore be no extra traffic by having these same teams having two pitches available to them.

(c) School Transport

Oxfordshire County Council was proposing to change its policy on school transport and to enforce a strict 3 mile limit for Drayton children attending John Mason School from September. This seemed to apply only to children joining the school this year, and up to 8 children in the village are affected. Parents affected by the change addressed the meeting. County Councillor Mike Badcock had received information today to the effect that the County Council officers had decided to postpone implementation of the change until after Christmas, and that a review and re-measurement would take place in the Autumn term. He asked that the families affected nominate a representative to take part in the re-assessment process. Both County Councillors asked it to be put on record that they were implacably opposed to the change and if it was ultimately decided by officers to go ahead with the change, they would ensure that the issue would be debated at a full County Council meeting.

(d) Kiln Lane Bridleway

Residents from Kiln Lane attended again to report that the misuse of Kiln Lane by vehicles had not diminished, with some 20 vehicles a day using the track. Many vehicles were also being parked on the bridleway rather than in driveways and garages, and as a result of parking over drains these were now thought to be collapsing and were smelling. The Clerk reported that the Parish Council's formal request to OCC Countryside Services for barrier posts had been turned down. The residents reported that VWHDC Planning Enforcement had confirmed that a breach of the planning permission conditions for the new housing had taken place in that gravel had been used for the surfacing rather than hogging. The residents reported that this surface was impossible to use for those in wheelchairs, and that the surface produced dust. The residents gave the Clerk a package of information they had gathered.

3/8/11 DECLARATIONS OF INTEREST

No interests were declared.

4/8/11 MINUTES OF THE PREVIOUS MEETING

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

Proposed: Daniel Scharf

Seconded: Julian Fowler

Agreed

5/8/11 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review was **received**.

6/8/11 NEWS FROM COUNTY COUNCILLORS

- a. **Steventon Road hedge.** See discussion under 2(a) above. County Cllr. Marilyn Badcock agreed once more to follow this up with OCC Highways to ensure that the hedge was cut as soon as possible.
ACTION: Marilyn Badcock to contact OCC Highways to ensure that the Steventon Road hedge is cut back asap.
- b. **Kiln Lane – use as bridleway.** See discussion under 2(d) above. The Parish Council will take necessary follow up action (see 15B ii below).
- c. **Highways issues re: events at farm on Milton Road.** Marilyn Badcock reported that OCC had told her that they could take no enforcement action because there was no proof of any breach of highway or bridleway regulations. It was **agreed** that the Clerk would provide the County Councillors with evidence about the frequency and scale of events. Daniel Scharf said that OCC should be reminded that apparently illegal use of a bridleway was causing danger on Milton Road for which the Council might be partly responsible
ACTION: Clerk to supply County Councillors with information on frequency and scale of events at the Old Farmhouse, Milton Road and OCC to be asked about their liability.
- d. **OCC Highways – s106 monies.** The Clerk was awaiting a reply from Laura Hutchins, OCC Highways (via Judy Kelly) on any available s106 monies.
- e. **OCC's Armed Forces Community Covenant.** Mike Badcock outlined the details of the covenant. If the Parish Council signed, no expense or actions were required of the Parish Council. It was **resolved** that Daniel Scharf be authorised to sign the covenant when received on behalf of Drayton Parish Council.
Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed**
ACTION: Clerk to arrange for Daniel Scharf to sign the Armed Services Covenant.
- f. **Infrastructure Support for Voluntary and Community Organisations – Consultation.** Despite the short notice, Daniel Scharf had attended one of the briefing meetings. He reported that ORCC/OCDA would have to apply for the available £153k of funding from OCC this year by a tendering process. The meeting was asking for advice and support to help put the tender together, and had been well attended.
- g. **A34 sliproad.** Mike Badcock reported that the Highways Agency was implacably opposed to the re-opening of the A34 slip road near Drayton on safety grounds, and that OCC officers were unwilling to press the case further in view of this opposition. Daniel Scharf asked that this be added to the September agenda for further discussion.
ACTION: Clerk to add A34 slip road to September agenda
- h. **Salt and Salt bins.** The Clerk had received notification from OCC that the salt bins would be filled and in addition 1 tonne of free salt would be delivered to the village. It was **resolved** that in addition to the salt bin currently sited on Lyford Close, a salt bin be purchased at a cost of £250 for Gravel Lane (outside the Caudwell Day Centre) and that the 1 tonne of extra salt be dropped off at the end of Gravel Lane, for use by the Village Caretaker and residents in bad weather.
ACTION: Clerk to order an extra salt bin from OCC and to tell OCC about location of salt delivery

7/8/11 SCHOOL TRANSPORT FOR DRAYTON

Daniel Scharf had prepared a briefing note on this issue after examining the OCC policies in their booklet 'Home to School Travel' and had circulated this to Parish Councillors prior to the meeting. Following the public discussion (see 2(c) above) it was **resolved** that Daniel Scharf draft a letter to OCC based on his briefing note for the Clerk to send on behalf of the Parish Council.

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

ACTION: Daniel Scharf to draft a letter to OCC about the proposed changes to school transport, and the Clerk to send this.

8/8/11 ELECTORAL REVIEW OF OXFORDSHIRE

The DRAFT Report from the Boundary Commission was discussed. They were proposing that Drayton should join with Milton, Sutton Courtenay and Marcham. This would separate Drayton from both Steventon and from South Abingdon. It was **resolved** that Daniel Scharf draft a letter responding to the Boundary Commission's draft recommendation to the effect that (a) Steventon should be included in our electoral district; (b) if this was not possible, then the current situation was better than any change; (c) Joining with Marcham was not logical.

Proposed: Daniel Scharf **Seconded:** Lawrence Zipson **Agreed**

ACTION: Daniel Scharf to draft a letter to the Boundary Commission about the proposed changes to our electoral district, and the Clerk to send this.

9/8/11 NEWS FROM DISTRICT COUNCILLOR

Richard Webber was unable to be present, and had sent his apologies

10/8/11 YOUTH ISSUES

Daniel Scharf had attended the DAMASCUS AGM, and afterwards a meeting had taken place between Daniel Scharf/Naomi Broomfield (Parish Council) and Rita Atkinson/Simon Murray (DAMASCUS Trustees). Daniel reported that Rita was not against DAMASCUS being involved in regular activity planning for all youth in Drayton, but was insistent that the success of a youth worker depended on support from a broad range of adult helpers from Drayton, with a minimum of 2-3 adults attending each organised event. DAMASCUS was arranging various summer activities for young people, some in Drayton, and Daniel Scharf had agreed to help recruit adult helpers for these events to establish that there was a reservoir of such willing adult assistance in the village.

ACTION: All Councillors to encourage adults to help at summer DAMASCUS events in Drayton.

PCSO Chris Cochrane was thanked for coming to the meeting to talk about his experience in combating ASB in South Abingdon. Chris has been in post for about 3 years. He had organised a youth club in South Abingdon which meets every alternate Friday at the Community Centre, attended by 30-40 youngsters each Friday from a membership pool of about 160. Youngsters had backgrounds of behavioural/cultural/attitude/family life issues, and prior to the youth club and police anti under-age drinking action (Operation Maverick), there had been severe ASB problems and gang activity on the estate. The youth club catered for 12-18 year olds, with some discretion at the lower end. It provided an opportunity for youngsters to interact with responsible adults, including PCSOs. The Vineyard Church provided helpers (3-7 helpers per session), and activities included snooker, computer games etc., with refreshments provided at cost. The Vineyard Church was now providing its own youth club, with more organised activities, on the other Fridays, with 20-25 attending. The option of employing a youth worker (est. cost £35k p.a.) had not been pursued. Equipment had been donated and small grants obtained from e.g. Sovereign Vale Housing Association. Social activities, (e.g. BBQs, discos) are organised every 3 months. The team works closely with TAB (Gary Hibbins). The meeting thanked Chris for this insightful information. Chris indicated that Drayton was an area where under-age drinking had been a problem.

11/8/11 PLAYGROUND REFURBISHMENT

Richard Williams reported that he was involved in a site planning meeting with Wicksteed's contract manager (Richard Sewell) at 12pm on Wednesday 3rd August. The work was expected to start mid-August. Wicksteed had confirmed that they would provide an end of project inspection on all the playground (including equipment they had not installed) as part of the project price. This would substitute for the annual RoSPA inspection, which had been postponed by the Clerk.

12/8/11 BLUE PLAQUE NOMINATIONS

No nominations had been made for blue plaques in the village. It was **agreed** that Laurence Zipson would publicise the opportunity to nominate via the website and by writing an article in the Drayton Chronicle, and that any nominations received would be discussed at the September meeting.

ACTION: Lawrence Zipson to publicise the Blue Plaque nomination process on the website and in the Drayton Chronicle.

13/8/11 BUS SHELTERS ON THE GREEN – REPLACEMENT PANELS

The Clerk had outlined the costs of refurbishing the bus shelter outside Vickery's in his Report. It was **resolved** that replacement panels (metal lattice panels at the rear and polycarbonate at the sides) be ordered and that the supplier fit these, at a cost of £1500 plus vat. The seat was not approved, and the Clerk was asked to research a cheaper bench seat for the Village Caretaker to fit after the other work is completed.

Proposed: Daniel Scharf **Seconded:** Lawrence Zipson **Agreed**

ACTION: Clerk to order supply and fit of replacement panels for the bus shelter outside Vickery's (cost £1500 plus vat) and to research cost of supply of a cheaper bench seat.

14/8/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business		Invoice Amount	Incl. VAT of
A. Payments			
Power			
Open Spaces Act 1906 s10	(i) Village Caretaker – July 2011	£553.49	£13.08
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice - July 2011	£550.00	zero
LGA (1972) s112	(iii) Clerk's Salary – July 2011	£436.81	zero
LGA (1972) s111	(iv) HM R&C Tax and NI – July 2011	£119.18	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – July 2011	£48.30	£0.59
Audit Commission Act 1998 s7	(v) BDO – External Auditor's fee 2010-11	£342.00	£57.00
Parish Councils Act 1957 s3	(vi) OCC – Street Lighting	£1361.71	£226.95
	Total payments this month	£3411.49	£297.62
	B July Receipts		
	Burials and Memorials	£65.00	
	Total Receipts this month	£65.00	

C. Other Finance business

(i) **NS&I Account transfer.** The Clerk advised that a transfer of funds from the NS&I investment account would need to take place in the next few months since the current account balance would be reduced by c.£20k by the payment for the playground refurbishment. It was **agreed** that the next Finance and Personnel Committee meeting (3 Oct) would be able to decide on the transfer and make a recommendation to the PC meeting that night.

(ii) **NS&I Signatories.** It was **resolved** that the NS&I authorized signatories be updated to include all current members of the Finance and Personnel Committee (Julian Fowler needs adding and a former Councillor removing). The Clerk circulated the relevant form for signature.

Proposed: Lawrence Zipson **Seconded:** Jenny Pooley **Agreed**

ACTION: F&P Committee members to sign NS&I authority form and Clerk to post off.

(iii) **Bank Reconciliation for July.** The Clerk confirmed that the accounts had been reconciled with the bank balances to 1st July, and checked and signed off by Julian Fowler as Chairman of the Finance and Personnel Committee. Taking into account the payments to be drawn and credits to be made (excluding items listed in 14a above, and commitments not yet invoiced), the balances were: **£47,333.68**.

15/8/11 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
2011-12	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	NO OBJECTION but wish the following to be considered.....the enormous amount by which	Withdrawn

		drive)	the existing house is to be increased	
2011-14	New Cut Mill, Mill Road, Drayton, OX14 5JZ	Proposed new bridge to replace existing bridge and new access drive	NO OBJECTION but concern over which trees will be removed as this is not clear from the plans.	Withdrawn
2011-15	24 Binning Close, Drayton, OX14 4LN	Removal of existing velux rooflight to front elevation and erection of two new pitched roof dormer windows	No objection	Pending
2011-16	Caudwell Day Centre, Drayton, OX14 4HX	Proposed extension to existing parking area to provide one car space plus one disabled parking space	No objection	Pending
2011-17	86A Abingdon Road Drayton OX14 4HP	Proposed change of use from A1 (Shop) to A2 (Estate Agency)	No objection	Pending
2011-18	20 Lockway, OX14 4LG	Single storey front porch extension	No Objection	Pending
2011-19	3 Hilliat Fields, Drayton, OX14 4JE	Outline application for the erection of 2x3 bedroom semi-detached houses with integral garages, off street parking and access via Manor Close (land to the rear of 3 Hilliat Fields)	Pending	Pending

B Other Planning Business

(i) **Manor Farm Development.** The agents of Earl of Plymouth Estates (E of P) had asked for a further face to face meeting with Parish Councillors in August, but it had not proved possible to find common dates. It was **agreed** that dates should be proposed for early September.

ACTION: Daniel Scharf, Heather Morrison, Richard Webber and Richard Williams, to let the Clerk have their availability in September to meet with E of P.

(ii) **Kiln Lane Bridleway**

Following the public discussion (see 2(d) above) it was **resolved** that the Clerk should reply formally to Mark Sumner, OCC Countryside Services, expressing the Parish Council's extreme disappointment at his decision not to install posts to prevent vehicular use of the Kiln Lane Bridleway. The Parish Council's interpretation of the legislation was that OCC had an **obligation** under the Highways Act 1980 s66 to install posts since safety to lawful users was being put at risk by unlawful use. If this danger led to an accident then OCC might be sued for damages due to negligence, given that their attention had been drawn to the safety issues by residents and the Parish Council. It should be pointed out in the letter that the BW at Gipsy Lane (Oday Hill) was gated and that posts were installed on BW7 opposite Sutton Wick Lane and on the Sustrans Track. Daniel Scharf confirmed that the EoP would not have a problem with this solution if given a key to the central bollard and also suggested that there might be a question of some PC funding.

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

ACTION: Clerk to write to Mark Sumner, OCC Countryside Services, to insist that bollards be installed on the Kiln Lane Bridleway to improve community safety.

16/8/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Rooks Nest Footpath Steps**

The Clerk reported that OCC had offered £500 from its Countryside and £500 from its Highways budget towards the project. It had proved impossible to obtain a third quote from a supplier approved by OCC for highways work. Notwithstanding the prospect of a further £500 from a s106 pot, it was **resolved** to accept the lowest of the two quotes received.

Proposed: Jenny Pooley **Seconded:** Julian Fowler **Agreed**

ACTION: Clerk to arrange for work on the Rooks Nest Footpath steps to be ordered.

Jenny Pooley reported that the 'slow' signs on the road at Rooks Nest had now been re-painted by OCC Highways, but that the red area markings on the road still awaited re-painting.

(b) BW4 obstruction and hedge trimming

Jenny Pooley reported that she had talked to Biffa again today about removing the BW4 fly-tip debris, and that this was now promised for the next day (Tuesday). [This had been reported to OCC on 13th June, so will have taken over 6 weeks to action between the two councils]. The Clerk had been informed that the BW4 hedges would be cut back 'in due course'. The BW use is constricted by vegetation, making it difficult for use by horses and walkers, and has been in this state all summer.

(c) Millennium Green litter bin/trimming round trees

The Clerk had ordered the litter bin for the Millennium Green (MGT to pay), and a location is agreed. It was **resolved** that the Village caretaker should install it and be asked to add it to the litter bins which he empties.

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

Jenny Pooley reported that she had put the Village caretaker in touch with the MGT so that they could arrange with him to trim around the trees, at their own cost.

(d) FP17 steps on B4016

Jenny Pooley reported that these steps needed maintenance. Since they were in Sutton Courtenay parish, it was **agreed** that the Clerk should write to the SC Parish Clerk about this.

ACTION: Clerk to write to Sutton Courtenay Parish Clerk about the condition of the steps on FP17 on B2016.

(e) Allotment/Church hedge trimming

The Clerk reported that one quote had been received for this work. It was agreed that another quote should be obtained.

ACTION: Clerk to obtain a second competitive quote for work on the Allotment/Burial Ground/Church hedges.

(f) Trees on High Street

The Clerk reported that he had written to the owner of the trees at 11 High Street to request that he cut them back from overhanging the footpath. A reply was awaited. OCC/VWHDC were looking at the responsibility for the trees/bushes on the opposite side of the road.

17/8/11 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) Village Caretaker's and Grass Contractor's Reports for July. These two reports were noted. The Clerk was asked to request that the Village Caretaker specify which footpaths had been trimmed in his subsequent reports.

ACTION: Clerk to ask Village Caretaker to specify footpaths trimmed in his reports.

(b) Burial Ground – Litter bins. It was pointed out that the litter bins in the burial ground are often full and that larger bins are required. It was **resolved** to purchase two extra compost bins via VWHDC (at an estimated cost of £15 each).

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

ACTION: Clerk to order two extra compost bins for the burial ground

(c) Scattering of Ashes Enquiry. The Clerk had outlined in his Report an enquiry received about scattering of ashes. It was **resolved** that the scattering of ashes over graves should not be an approved practice and that the burial regulations be amended to add the following:

"Ashes may not be scattered in the graveyard, but must be interred in a grave in a hole dug to legal requirements by an approved gravedigger. Funerals must be supervised by an approved undertaker."

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

ACTION: Clerk to reply to enquirer about scattering of ashes and to amend Burial Regulations as agreed.

18/8/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

(a) Terms of Reference. The ToRs for the new Press & PR Committee drafted by the Clerk and based on the model of the other PC's committees and groups had now been considered and agreed by members of the Press & PR Working Group.

(b) Communications Policy & Publications Scheme. Similarly 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 had also been considered and revised by the Press & PR Working Group.

Resolved: To accept the Draft TORS, Communications Policy and Publications Scheme as agreed by the Press & PR Working Group and circulated with the papers for the PC meeting.

Proposed: Lawrence Zipson

Seconded: Daniel Scharf

Agreed

ACTION: Clerk to formalize the Press & PR ToRs, Communications Policy and Publications Scheme as file copies and publicise on the website.

The Parish Council thanked the Press & PR Working Group for its work and for getting up and running so quickly.

19/8/11 CORRESPONDENCE

The List of Correspondence from the Clerk was **noted**.

(a) **Chairman's Community Awards Lunch – 15 October 2011.** Daniel Scharf agreed to attend this event on behalf of the Parish Council. It was **resolved** to nominate two Drayton community members for an award.

Proposed: Lawrence Zipson

Seconded: Heather Morrison

Agreed

ACTION: Daniel Scharf to arrange to submit the nominations agreed for the community awards and to book himself into the lunch.

20/8/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) **Drayton Chronicle back issues.** Julian Fowler & Lawrence Zipson asked for guidance from the Parish Council on whether, and how, the printed back issues of the Drayton Chronicle might be converted to pdfs and mounted on the website. It was **agreed** that this should perhaps be only selected issues, and that volunteers might be sought to do the scanning (e.g. DAMASCUS/Drayton School/)

(b) **Drayton History.** Richard Williams now had the village archive, with documents covering events such as the great Drayton fire and the enclosures. How this might be used for the website would be discussed by the website group. Trinity Learning might be able to use some material for their project with Drayton School next year.

(c) **Co-option of Parish Councillors.** Karen Sharman offered herself for co-option as a Parish Council. **Resolved** that Karen Sharman be co-opted as a Parish Councillor with immediate effect. This still left two other vacancies.

Proposed: Daniel Scharf

Seconded: Heather Morrison

Agreed

ACTION: Clerk to notify VWHDC of Karen Sharman's co-option and to send Karen an induction pack.

(d) **Queen's Jubilee Celebrations.** The Clerk was asked to add this item to the next Agenda

(e) **IT options.** Councillors had had problems with the Groupspace website access which was being trialed, and it was **agreed** not to use this. IT options would be discussed at the September meeting.

ACTION: Clerk to add IT options and Queen's Jubilee Celebrations to the September agenda.

(f) **Clerk's leave cover.** Richard Williams agreed to provide the office cover for the Clerk's summer break.

21/8/11 DATE OF NEXT MEETING was confirmed as Monday 5th September 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 10.00 p.m.

Signed:

Name: Daniel Scharf

Date: 5th September 2011

Role: Chairman, Drayton Parish Council