

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 5th September 2011 at 7.30pm at the Caudwell Day Centre, Gravel Lane

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

In attendance: David Perrow (Clerk); **County Councillors:** Marilyn & Mike Badcock. **County Council Officer:** Mark Sumner, OCC Countryside Services, Field Officer SouthWest.

1/9/11 APOLOGIES FOR ABSENCE

The meeting **noted** apologies for absence from Julian Fowler and Richard Williams, notified to the Clerk prior to the meeting.

2/9/11 PUBLIC PARTICIPATION

Some 13 members of the public were present. The majority were residents of Kiln Lane

- (a) **SpeedWatch.** A resident who is a member of NAG5 spoke in support of the SpeedWatch scheme, which is on the agenda following receipt of a letter from the Chairman of NAG5. The Parish Council felt that they had sufficient information on this issue to make a decision in principle, and that the main issue was one concerning insurance cover.
- (b) **Steventon Road Hedges.** In response to a query from a resident asking for a report on progress on cutting back these hedges, Mike Badcock (County Councillor) reported that he had received an email that day from Laura Hutchins (OCC Highways) assuring him that the hedges would be cut back on or before 10th Sept.
- (c) **Manor Farm/Lockway Recreation Area Proposal.** A Steventon Road resident asked for an update on the recreation proposals. Daniel Scharf responded that a September meeting with Earl of Plymouth Estates representatives had not proved possible and that a meeting was now being sought for October. In response to a question as to why the Parish Council had not written to all residents in Steventon Road backing onto the recreation facilities, Daniel Scharf explained that at present there were no firm proposals relating to the existing football area, that once firm proposals were available the whole village would be consulted, and that Lockway residents were thought to be affected most by the offer of land from the Earl of Plymouth Estates, so their views were sought to inform the further discussions with the developers. The resident commented that he would prefer to see the existing informal recreation facilities left as they are, and that he was against the installation of organised sports facilities such as tennis courts.
- (d) **Kiln Lane Bridleway.** **Kiln Lane Bridleway.** Mark Sumner (OCC Countryside Services, Field Officer, SouthWest) was in attendance for this discussion. The Chairman thanked Mark for agreeing to come to the meeting to answer questions and give information. In a lengthy discussion the following points were made:
- Kiln Lane Bridleway is being used by more than 10 cars a day
 - Cars are speeding and are a danger to residents, children and other legitimate users of the bridleway
 - The bridleway is used as a school route by parents and children
 - The current gravel service is not the agreed hogging authorized in the planning application. It is impossible to wheel children's buggies and wheelchairs over this surface. There is a disabled resident in one of the Kiln Lane houses who needs to cross the Lane by being pushed in a wheelchair
 - Cars being parked in the lane are also a problem
 - New residents are finding that when getting their cars out of their drives they have limited view over the Lane, and that cars using the Lane are a hazard to them
 - A resident of Whitehorns Way is dumping brick waste on the surface of Kiln Lane at the Lockway end. It was suggested that this was fly-tipping, and that the VWHDC/Environment Agency should be preventing this
 - Biffa are refusing to bring their waste removal vehicle down Kiln Lane to collect bins. Richard Webber (VWHDC Councillor) agreed to take this up with the VWHDC/Biffa

ACTION: Richard Webber to contact VWHDC/Biffa about problems Kiln Lane residents are having with having their bins collected from their frontages.

Mark Sumner responded:

- He had met on site in the last week with the developers of the new housing and it had been agreed that they would alter the gravel surface to shorten its length to approximately one car length beyond the new houses; to install granite setts between the gravel and the rest of the Lane at the western end; and to remove the loose gravel between the granite setts and Lockway (as per the original planning application). Soil will be placed in the ruts, once the gravel is removed. The remaining gravel in front of the new houses would not yet be completely removed and replaced with hogging, however a majority of the loose material will be removed and the surface re-compacted. If this does not provide an appropriate surface for the public use Mark Sumner will approach the developers again with a view to providing a surface more appropriate to the planning condition with input and discussion with the Parish Council, Highways, residents and Planning if appropriate (one resident present objected to this compromise and requested that the original planning permission be fully enforced immediately). More signs would be installed at the expense of the developer and the County Council to make it plain that unauthorized vehicles should not use the bridleway.
- Vehicle use and speeding/parking offences were a matter for the police, and should be reported to them.
- To justify the installation of barriers, under s66 of the Highways Act 1980 the County Council needed a dossier of evidence to establish that the misuse of the bridleway was a safety hazard which would be resolved by installation of a barrier. Mark explained installing barriers under section 66 of the Highways Act 1980 is a final stage of a process when all other options have been exhausted. In this instance the first step is to install signs advising people that unauthorized vehicular use of the bridleway is an offence. If vehicular use continues to be a hazard for legal users Mark will try to work closely with the police and request they focus their resources on the land for a period of time, stopping vehicles and informing them that unless they have authority they are committing a road traffic offence. If this fails to resolve the problem and illegal use continues putting legal users at risk the installation of bollards would be considered. To establish this Mark asked for any reports of near misses to be reported to him, the police [and copied to the Parish Clerk please]. Evidence including photos, car registration numbers and witness statements should be provided.
- The ownership and responsibility issues over Kiln Lane are complex. The Lane is not owned by anyone, and so under common law responsibility is divided up to the middle of the bridleway between the adjacent residents. The County Council is responsible for maintaining the surface of the bridleway to bridleway standard only. The police are responsible for traffic law enforcement. VWHDC are responsible for planning issues. Under common law, residents (and farmers) may have rights of access over the bridleway, and the County Council has no right to infringe or hamper any private rights of access.
- Mark suggested that the Parish Council could write to the drivers if known to them, explaining the situation and stating that it is a Road Traffic Offence to use the bridleway without lawful authority. This can be undertaken in the name of the Parish Council.

ACTION: Marilyn and Mike Badcock agreed to talk further to Mark Sumner and the police about the county council issues and traffic law enforcement. Kiln Lane residents agreed to let Mark Sumner have details of any near misses (including photos/nbr plates/witnesses) and to report traffic offences and dangerous occurrences to the police (copied in all instances to David Perrow, Parish Clerk).

(e) School Transport. This issue was dealt with later in the Agenda. Karen Sharman (Parish Councillor) had declared an interest as a parent of a child affected by the proposed change to charging for School Transport. She addressed the meeting as a member of the public with the following points:

- OCC knew that they intended to change the interpretation of the policy as far back as 2009, but neither affected parents nor John Mason School been told of any change in practice/policy. If parents had known that the costs of using John Mason as the feeder school would be as much, or more, than opting for schools such as Didcot, they may well have made different school choices
- OCC say that the change is driven by the need for savings, yet they admit that there are spare places on the school bus. Costs will not therefore be reduced by the change if parents opt not to pay for use of the school bus, and choose another method of reaching school (walking/cycling/bus/car)
- Older children have been given a free bus pass for the year, children joining this year only a free pass until the end of 2011. This even affects children of different ages in the same family, who should be expected to travel to the same school together

(e) **Biffa Bin Emptying on Abingdon Road.** This issue was dealt with later in the Agenda. Laurence Zipson (Parish Councillor) had declared an interest as an affected resident. He addressed the meeting as a member of the public with the following information:

- In July he had challenged a Biffa operative who had brought a brown bin (used for collecting food waste from the green caddies) through a gap in his hedge at 101 Abingdon Road. The operative had apologized and said he would not do this again. Laurence had reported the issue to VWHDC/Biffa and had been told that the gang supervisor would be informed and that there would be no repeat of use of this route. Laurence blocked the gap in his hedge
- The following week the Biffa operative forced his way through Laurence neighbour's hedge. The neighbour reported the incident to VWHDC/Biffa, and received similar assurances
- The Biffa bin operator is climbing the earth bank from the main road with the brown bin. This is a safety hazard to him and passing motorists, should he slip or fall back.

ACTION: Richard Webber (District Councillor) agreed to follow this problem up with VWHDC/Biffa.

The Chairman thanked the public for attending and pointed out that there were vacancies on the Council and that they would be welcome to stay and listen to the further items on the agenda. No members of the public stayed.

3/9/11 DECLARATIONS OF INTEREST

(a) **Karen Sharman** declared a personal and prejudicial interest in item 8 (School Transport)

(b) **Laurence Zipson** declared a personal and possibly prejudicial interest in item 9(b) (Biffa issues)

4/9/11 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Annual meeting held on 1st August 2011 were **confirmed**, and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Jenny Pooley

Agreed

5/9/11 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review was **received**.

6/9/11 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)

a. **Steventon Road hedge.** Reported under 2/9/11 (b) above.

b. **OCC Highways – s106 monies.** The Clerk reported that Laura Hutchins had contacted him to say that OCC currently held no s106 monies for Drayton.

c. **A34 slip road.** After discussion, it was **resolved** to write to the Highways Agency:

(i) To ask for the A34 Drayton slip road to be opened in emergencies, when the A34 was blocked.

Proposed: Heather Morrison **Seconded:** Laurence Zipson **Agreed**

(ii) To request that at the next re-surfacing a quiet surface be laid past Drayton, since the increased traffic on the A34 was making the noise to adjacent houses a source of problems for residents.

Proposed: Richard Webber **Seconded:** Heather Morrison **Agreed**

(iii) To ask for an acoustic barrier to be installed along the A34 Drayton roadside.

Proposed: Heather Morrison **Seconded:** Karen Sharman **Agreed**

A further motion to request a 50mph speed limit on the Drayton stretch of the A34 (**Proposed** Daniel Scharf **Seconded** Richard Webber) was put to the vote and was **defeated** with 2 votes in favour, 3 Against and 2 abstentions.

ACTION: Daniel Scharf to draft a letter to the Highways Agency detailing the agreed points, and the Clerk to send this letter.

d. **Emergency Response & Winter preparations/salt bins and bags.** The Clerk reported that OCC had advised that the extra salt bag they will supply for free should be kept under cover. It was suggested that the Clerk reply to OCC asking for the Drayton bag to be kept at the OCC depot in Drayton. Alternatively, it was suggested that a local farmer in the centre of the village or the golf club be approached to store it undercover and allow the Village Caretaker access to it.

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

ACTION: Clerk to reply to OCC re: new salt bin order/salt bag storage, and approach local farmers/golf club.

The Clerk drew attention to the OCC Snow Day which was due to be held at the OCC Drayton Depot on Saturday 22nd October. This is open to the public, and it was **resolved** that this be publicised in the next Drayton Chronicle.

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

The Clerk drew attention to a pro-forma from Oxfordshire County Council asking for Parish Council's to reply about their Emergency Plans. It was **resolved** that since the Parish Council was not resourced to enable winter planning, the Drayton community should be advised of the OCC guidance and farmers asked via the Chronicle to assist as recommended.

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

ACTION: Daniel Scharf to write this month's Drayton Chronicle article and to include publicity for the OCC Snow Day and OCC advice to communities. Clerk to ask the Village Caretaker to attend the Snow Day. Clerk to complete and return the OCC Emergency Planning pro-forma saying that Drayton PC has no Emergency Plan and does not intend to take on an emergency planning role at present due to resource constraints.

- e. **Electoral Boundary Review.** The Boundary Commission has asked the Parish Council to outline the connections with surrounding villages such as Steventon and Sutton Courtenay. It was **resolved** that the Clerk should reply with the following evidence: DAMASCUS; Steventon facilities used by Drayton (MUGA/cricket club/school/cub pack); Sutton Courtenay facilities used (Brownies/Scouts); joint church activities including joint vicar for Milton/Steventon/DAMASCUS; traffic routes and cycle (SUSTRANS) route; NAG5/school catchment. The Clerk was asked to copy the letter to the other village Parish Clerks, and to re-state in the letter that the current boundary arrangements were the most satisfactory. There are no significant links with Marcham.

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

ACTION: Clerk to reply to the Boundary Commission about the proposed changes to our electoral district, outlining links with villages, and to copy the letter to other Parish Clerks in the villages.

- f. **Highways issues re: events at farm on Milton Road.** The Clerk had emailed the County Councillors dates of forthcoming events at AcreMead Kennels so that they can inform the OCC Highways/Countryside depts. to check traffic flows and that the bridleway is accessible on these show days. Evidence of past events indicates that there are 3-4 events each year and a total of 7-8 show days, so even allowing for take up and put down days this is well within the 28 days allowed before planning permission is required. A local resident has provided some further information to the Clerk, which he will pass on to the County Councillors.

7/9/11 KILN LANE BRIDLEWAY

The Parish Council noted the public discussion (see 2/9/11 (d) above) and the actions being taken by the County Council, County Councillors, District Council/VWHDC and police. The Parish Council will monitor the situation (via information collated by the Clerk) and will invite Mark Sumner back in three months to review the effectiveness of actions taken.

8/9/11 SCHOOL TRANSPORT FOR DRAYTON

Karen Sharman had declared a personal and prejudicial interest in this agenda item and after addressing the meeting from the public seating (see 2/9/11(e) above) she left the meeting for the duration of the following discussion. Daniel Scharf **noted** that a letter had been received by Ed. Vaizey from the OCC Director of Education, and that he had been given a copy by a parent. The Parish Council felt that neither this letter, nor the letter received by the Parish Council from Neil Darlington in reply to its own points, properly answered the central point that there had been a change in *policy* which had previously been to treat all Drayton children alike for free transport. This was not, as asserted, a change in *practice* due to former wrong measurement or implementation of policy. The Parish Council believed that OCC must, because this *was* a change in policy, follow its own guidelines on consultation and communication, and that it was unreasonable (though this was ambiguous in the national guidelines) to assume that parents would or could accompany children walking to and from school. It was also pointed out that a major part of the proposed walking route was not a footpath but a shared cycleway, and that children walking would be doing so against the cycle traffic of commuters (who often do not show lights at night) working at Milton Park and travelling from and back to Abingdon. It was **resolved** that the Council would write again to the Director of Education to make these points and to rebut the assertions in her letter to Ed Vaizey, with a copy to him.

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

ACTION: Daniel Scharf to draft a letter to the OCC Director of Education about the proposed changes to school transport, and the Clerk to send this and a copy to Mr Vaizey.

9/9/11 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)

- (a) **Litter Bin Replacement on the Green.** Biffa had still not replaced this bin (after 9 months now). Richard Webber has escalated the Parish Council's complaint about this long delay by speaking to the VWHDC Chief Executive, and it is hoped that the bin will be installed during September.
- (b) **Biffa.** Laurence Zipson had declared a personal and possibly prejudicial interest in one part of this agenda item and after addressing the meeting from the public seats (see 2/9/11 (f) above) he left the meeting during the following discussion. In addition to Laurence Zipson's issue with Biffa, Jenny Pooley outlined delays she had experienced in Biffa's service in removing fly-tipping debris from two bridleways in the parish. It was **resolved** that the Clerk should write to the VWHDC Head of Waste Services, copy to Richard Webber (District Cllr.)
- Proposed:** Daniel Scharf **Seconded:** Jenny Pooley **Agreed**
- ACTION:** Clerk to write to VWHDC Head of Waste Services about the various parish issues relating to Biffa, copy to Richard Webber as District Councillor. Richard Webber, as District Councillor, also to raise these two issues, together the problem of the Kiln Residents service from Biffa (see 2/9/11(d) above) , with the VWHDC Waste Services team/Biffa. Clerk to provide Richard Webber with history of the BW4 fly-tipping issue.

9.35pm Richard Webber left the meeting

10/9/11 YOUTH ISSUES

Jenny Pooley reported that she had attended the DAMASCUS youth event, and Naomi had met subsequently with Andrew Gould to discuss the day. It was felt that extra adult attendance had not actually been needed or been beneficial, and that this had contributed little in advancing the discussion with DAMASCUS about the possibility of employing a part time youth worker.

11/9/11 SPEEDWATCH

The information received during the public session (see 2/9/11(a) above) was noted, together with the letter and enclosures sent to the Clerk by the NAG5 Chairman. The Clerk had enquired of the Council's insurers if the volunteers would/could be covered by the existing policy if appointed by the Council, and a reply was waited. It was **resolved** that the Parish Council supported the NAG5 request in principle, and that a favourable response should be made, subject to the advice from the Council's insurers that the volunteers were covered without additional cost.

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

ACTION: Clerk to await reply from the Council's insurers and then advise the Council on their response to NAG5.

12/9/11 BLUE PLAQUE NOMINATIONS

One nomination had been received from a member of the public – for [Rev'd F.E. Robinson](#), (1833-1910) a vicar of Drayton and renowned bell ringer. He was founder of the Oxford Diocesan Guild of Church Bellringers. He was the first person ever to ring 1000 peals, which he did at Drayton on 9th August 1905, taking 2hrs 45 mins. He was also a proficient wood carver, and while at Drayton had carved the organ case, the choir stalls and bench ends. He was part way through carving a chancel screen when he died. It was **resolved** to nominate F.E. Robinson for a blue plaque, and to ask Laurence Zipson to research the information required to submit the application. A suitable place to mount the plaque would be required, within public view.

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

ACTION: Lawrence Zipson to research details on Revd. F.E. Robinson in order to complete the Blue Plaque nomination form to be submitted by the Parish Clerk on behalf of the Council.

13/9/11 QUEEN'S JUBILEE CELEBRATIONS 2012

It was **agreed** that this should be publicised via the Drayton Chronicle and community groups/streets be asked to organise activities and any street closures themselves. Groups might apply for Parish Council grants.

ACTION: Daniel Scharf to publicise the date of the Queen's Jubilee 2012 via the Chronicle article this month and suggest that community groups organise activities themselves.

14/9/11 EXTERNAL AUDITOR'S REPORT 2010-11

The External Auditor's report was received and the following issue relating to the 2010-11 Accounts was **noted**

- **Section 1 is completed including pennies.** The Clerk explained that this had been done since in the previous Parish Council Minutes September 2011

year the External Auditor had criticised the return for being £1 out due to a rounding error. The Clerk had consulted the Internal Auditor on last year's rounding problem and had been advised to return exact figures. The Clerk will investigate how to resolve this Catch-22 issue in time for this year's return.

ACTION: Clerk to display the Audit Report comments and the 2010-11 Accounts to the public for 2 weeks.

15/9/11 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business		Invoice	Incl.
<u>A. Payments</u>		Amount	VAT of:
Power			
Open Spaces Act 1906 s10	(i) Village Caretaker – August 2011	£548.00	£8.00
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice - August 2011	£550.00	zero
LGA (1972) s112	(iii) Clerk's Salary – August 2011	£444.21	zero
LGA (1972) s111	(iv) HM R&C Tax and NI – August 2011	£111.20	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – August 2011	£212.97	£17.71
LGA 1972 s134	(vi) Caudwell Day Centre – Rent for April/June/July (May meeting elsewhere)	£45.00	nil
Litter Act 1983 s5(2)	(vii) VWHDC – Charge for emptying 8 dog bins (April-May-June 2011)	£93.29	£15.55
LGA (1972) s111	(viii) OALC – Chairmanship training x2 19 th Oct	£120.00	£20.00
LGA (1972) s111	(ix) OALC – How to be a better councillor x2 8 th Nov	£96.00	£16.00
LGA (1972) s143	(x) Oxfordshire Playing Fields Association 2011-12 membership	£45.00	
	Total payments this month	£2265.67	£77.26
	<u>B. Receipts</u>		
	Burials and Memorials	£205.00	-
	HM R&C Tax Refund	£164.05	
	VWHDC - 2 nd half Precept	£16,000.00	
	Total Receipts this month	£16,369.05	

C. Other Finance business

(i) Bank Reconciliation for August. The Clerk confirmed that the accounts had been reconciled with the bank balances to 1st August, and checked and signed off by Daniel Scharf as Chairman. Taking into account the payments to be drawn and credits to be made (but excluding payments listed in 14a above, and commitments not yet invoiced), the balances were: **£60,291.24.**

(ii) Book on School Transport. It was **resolved** that the Clerk purchase a copy of **School Transport: Policy and Practice ISBN/ISSN 978-1-899650-56-9 By Sian Thornthwaite. Price £29**

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

ACTION: Clerk to order book on School Transport for the Clerk's office.

16/9/11 PLANNING COMMITTEE BUSINESS

A: The following Planning Applications in Progress were **noted**

NO	ADDRESS	DETAILS	PARISH	DISTRICT
2011-20	Stonehill House, Stonehill Lane, Drayton	Proposed internal alterations to form ensuite shower room and new external door to replace window	No objection	Pending
2011-21	44 High Street Drayton, OX14 4JW	Proposed single storey rear extension	Pending	Pending
2011-22	Oak Tree Cottage, High Street, Drayton, OX14 4JW	Work to trees	Pending	Pending
2011-23	11 Hilliat Fields, Drayton, OX14 4JE	Erection of a 3-bedroom house and 3 new garages to rear (adjacent to 11 Hilliat Fields)	Objection	Pending

2011-24	Baytree House, Sutton Wick Lane, OX14 4HJ	Demolition of existing conservatory. Erection of single-storey extension to North West flank of dwelling	Pending	Pending
2011-25	Brooklyn Mill, Drayton, OX14 4EF	Erection of stables	Pending	Pending
2011-26	New Mill, Mill Road, Drayton	New bridge	Pending	Pending
2011-27	Stonehill House, Stonehill Lane, Drayton, OX14 4AA	Removal of porch and erection of single storey rear extension to form Garden Room and Porch. Replacement of external door with window and internal alterations (Primrose Cottage)	No Objection	Pending

B Other Planning Business

- (i) **Manor Farm Development.** A date for a meeting in September had not proved possible to arrange, and a meeting was now being set up for October.
ACTION: Heather Morrison to let the Clerk have her October availability to meet with Earl of Plymouth reps.
- (ii) **Abingdon – Abbey Shopping Centre.** The Parish Council had been asked by VWHDC for its views on this proposed development. It was **agreed** that the Planning Committee would be circulated with the papers and would then be convened by Heather Morrison as Chairman to consider the Parish Council's response.
ACTION: Heather Morrison to circulate papers on the Abingdon Abbey Shopping Centre development and then to convene the Planning Committee to discuss the Council's response.

17/9/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **Rooks Nest Footpath Steps.** The Clerk reported that the order had been placed for this work and that he had requested a site meeting with the contractor, himself and Jenny Pooley for this week.
ACTION: Clerk to arrange for a site meeting with the contractor and Jenny Pooley.
- (b) **BW4 obstruction and hedge trimming.** Neither of these actions had been completed by VWHDC/Biffa and OCC respectively. (see 9/9/11(b) above which relates)
- (c) **Allotment/Church hedge trimming.** The Clerk reported that St Peter's Church had agreed to fund half the cost of trimming these hedges. Two RFQs had been issued but no responses received back to date. The Clerk was asked to see whether the Village Caretaker could undertake this work within his existing hours.
ACTION: Clerk to ask the Village Caretaker whether he could do the work on the Allotment/Burial Ground/Church hedges.
- (d) **Trees on High Street.** The trees on one side outside of 11 High Street had been trimmed by the householder. The overhanging trees and bushes on the other (garage) side had been referred to OCC Highways and their actions to trim these were awaited.
- (e) **Millennium Green litter bin.** It was reported that this bin had been received and installed by the Village Caretaker.
- (f) **Overhanging Trees at/round corner of junction of Henley's Lane with Abingdon Road.** It was noted that these trees needed trimming back and the Clerk was asked to notify OCC Highways.
Proposed: Daniel Scharf **Seconded:** Jenny Pooley Agreed
ACTION: Clerk to contact OCC Highways to ask them to trim back/contact landowner to trim back the trees overhanging the pathway at the junction of Abingdon Road and Henleys Lane.

18/9/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) **Village Caretaker's and Grass Contractor's Reports for August.** These two reports were noted. The Clerk was asked to request that the Village Caretaker specify time spent on litter picking and number of black bags collected, as this information was useful to the Council to track the amount of litter dropped
ACTION: Clerk to ask Village Caretaker to report on the time spent on litter picking and number of black bags collected.
- (b) **Village Caretaker's Contract Review.** It was **agreed** that the Clerk will arrange for Daniel Scharf and Richard Williams to meet the Village Caretaker in October to review his first few months of work, and report back to the October meeting.
ACTION: Clerk to arrange for Daniel Scharf and Richard Williams to meet the Village Caretaker in October.

(c) **Playground Refurbishment.** The Clerk reported that work was likely to start on the refurbishment in w/c Monday 12th September.

19/9/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) **Website – Proposal to purchase a digital copy of the 1789 map of Drayton.** This map held by New College Oxford is available for purchase as a digital copy for £45. Laurence Zipson suggested that the Parish Council purchase a copy to mount on the village website. After discussion it was agreed to ask the Drayton Community Trust to purchase the map, if they agreed, using the funds awarded by the Parish Council for running the website. **ACTION:** Laurence Zipson to suggest to the Drayton Community Trust that they consider purchasing a digital copy of the 1789 Drayton Map from New College Oxford for the village website.
- (b) **Drayton Chronicle back issues.** The Press & PR Group had agreed that it was not feasible for the Parish Council to involve itself in this matter, and that the Drayton Community Trust/Website Group must decide.
- (c) **IT Issues.** The Clerk reported that he was having problems with hyperlinking Parish Council documents on the Parish Council's area of the website, and that it had not been possible to publish this month's Agenda on the website. The Parish Council discussed using the village website intranet for its working documents, but agreed to delay implementing this until the website problems were resolved and it was assured that the website was supported by sufficient personnel to resolve any problems quickly, so as not to interfere with Parish Council deadlines. **ACTION:** Clerk to work with the website team and Press & PR Group members to see that the technical issues relating to the website are resolved as quickly as possible.

20/9/11 DATES OF PARISH COUNCIL MEETINGS 2012

The Clerk tabled the draft of the 2012 Meetings calendar. It was noted that Parish Council meetings were scheduled for the first Monday of each month, as usual, except for January and May when the first Monday was a bank holiday, so that meetings were displaced to the second Monday in the month. The Finance and Personnel Committee meetings were scheduled quarterly before the main Parish Council meetings, except November when the budget setting process required a longer meeting on a separate Monday.

9.55 pm Richard Webber arrived back in the meeting.

21/9/11 CORRESPONDENCE

The List of Correspondence from the Clerk was **noted**. The Clerk handed out various items of correspondence – mostly notifications of, or invitations to, events - to individual councillors for their consideration.

- (a) **Chairman's Community Awards Lunch – 15 October 2011.** Daniel Scharf was now not able to attend this event on behalf of the Parish Council. Richard Webber would be attending in his District Councillor capacity, and agreed also to represent the Parish Council. Two Drayton residents had been nominated for an award already. It was **resolved** to nominate a further Drayton community member for an award.

Proposed: Richard Webber

Seconded: Jenny Pooley

Agreed

ACTION: Richard Webber to arrange to submit a further nomination for a third Drayton resident, and to attend the VWHDC Community Lunch Awards on behalf of the Parish Council.

- (b) **OCC Draft Planning Strategies for Minerals & Waste Development.** The Planning Committee was asked to look at this plan and report back to the Oct meeting so that the PC can respond by the 31st Oct deadline.

ACTION: Heather Morrison to co-ordinate Planning Committee scrutiny of the OCC Minerals/Waste draft plan

22/9/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- (a) **Low Flying Aircraft.** A parish councillor noted that helicopters were again flying low over the village and with increased frequency. **Resolved** that the Parish Clerk write to the base commander at RAF Benson asking whether and why it is necessary for aircraft to fly over Drayton so frequently and so low, as it is understood that many flights are not for operations or training, but by maintenance crews.

Proposed: Laurence Zipson

Seconded: Daniel Scharf

Agreed

ACTION: Clerk to write to base commander at RAF Benson about low flying aircraft

23/9/11 DATE OF NEXT MEETING was confirmed as Monday 3rd October 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY. **The Finance and Personnel Committee** meeting was confirmed at 19.00 on Monday 3rd October 2011, in the Caudwell Day Centre.

The meeting concluded at 10.10 p.m.

Signed:
Name: Daniel Scharf

Date: 3rd October 2011
Role: Chairman, Drayton Parish Council