

- c) **Blue Plaque nomination.** Laurence Zipson reported that the application for a plaque for Rev. F.E. Robinson had been lodged. A decision was expected in April 2012. It was **agreed** that next year nominations might be made either for the Great Fire of Drayton or the Beverley Air Crash site.
- d) **Low Flying helicopters.** Laurence Zipson declared a personal interest in this item. The Clerk reported on a reply from the RAF, which did not add to our information about low flying aircraft. Laurence told the meeting that as a result of the Clerk's enquiries he had submitted specific event information to the RAF complaints website, and had passed the information on how to complain by this means to others affected. It was **agreed** that Richard Williams would give this information in his November item in the Drayton Chronicle, and that the Laurence would ensure that it was added to the village website.
ACTION: Richard Williams to give information about the RAF website to complain about low flying aircraft in his Nov Chronicle article, and Laurence Zipson same for village website.
- e) **Queen's Jubilee 2012.** It was **agreed** that Richard Williams would also promote this in his November Chronicle article, for Drayton groups to organise their own events and apply for grant funding from the Parish Council if they wished.
ACTION: Richard Williams to give information about the Queen's Jubilee in his Nov Chronicle article, and to suggest that community groups organise events and apply for Parish Council grants if appropriate.
- f) **June 2012 Parish Council Meeting date.** The Clerk reported that the 4th June 2012 is a bank holiday and it was **agreed** to move the parish council meeting to the 2nd Monday, 11th June.
- g) **Salt bins/ OCC Snow Day.** The Clerk reported that he and the village caretaker were booked into the OCC Snow Day on 29th Oct. A second salt bin had been ordered for Gravel Lane.
- h) **A34.** A partial reply had been received to the Council's requests for the A34. A reply on re-opening the slip road was awaited. On the road quietening, the Clerk was asked to write back to seek clarification on whether a quietening surface would be applied past Drayton at the next re-surfacing in about 4 years' time. It was **agreed** that the Highways Agency contact might be invited to a future meeting to discuss these various issues, once fuller replies had been received.

6/10/11 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)

No County Councillors were able to be present.

7/10/11 SCHOOL TRANSPORT FOR DRAYTON

Following a reply dated 19th September from Meera Spillett, Director for Children Education & Families to The Council's letter of the 12th September, and noting the points made in the public discussion session above (2/10/11 (b)), it was **resolved** to write again to Merra Spillett, copy to our County Councillors and Ed Vaizey, as local MP, and to arrange for two Councillors (Daniel Scharf and Heather Morrison) to visit Ed Vaizey's MP Friday surgery to discuss the Council's concerns on this matter.

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

ACTION: Daniel Scharf to draft a letter to Meera Spillett, for the Clerk to send, and also to co-ordinate a visit to Ed Vaizey's MP Surgery to discuss the Council's concerns about charging for school transport from Drayton.

8/10/11 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)

- (a) **Litter Bin Replacement on the Green.** This is now in place.
- (b) **Fly Tipping waste on BW4.** This has not yet been removed. Richard Webber informed the meeting that his enquiries had revealed that VWHDC/Biffa were awaiting the County Council cutting back vegetation on the bridleway so that the vehicles removing the waste could obtain access.
- (c) **Biffa Service to Kiln Lane and issue of using short cut up bank on Abingdon Road.** Richard Webber reported that VWHDC/Biffa are aware of both these issues and that work was in progress to resolve problems.

9/10/11 DELEGATION OF RESPONSIBILITIES TO THE PARISH CLERK

A paper from the Parish Clerk relating to the Clerk's delegated powers was received. It was **resolved** to accept this in principle, but to refer the text to Finance and Personnel Committee members to suggest any detailed amendments.

Proposed: Daniel Scharf **Seconded:** Karen Sharman **Agreed**

ACTION: F&P Committee members to look over the Clerk's draft paper on Delegated Responsibilities and to refer the revised paper back to November Parish Council meeting for final adoption.

10/10/11 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 – September 2011	£237.50	zero
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice - September 2011	£550.00	zero
LGA (1972) s112	(iii) Clerk’s Salary – September 2011	£445.21	zero
LGA (1972) s111	(iv) HM R&C Tax and NI – September 2011	£110.20	zero
LG (FP) A 1963 s5	(v) Clerk’s Expenses – September 2011	£64.20	zero
Rep of the People Act 1983 s5	(vi) VWHDC – Uncontested Election Expenses	£115.00	zero
Smallholdings & Allotments Act 1908 s26	(vii) Thames Water – Water Services 2 June-11 Sept 2011	£13.12	zero
LGA 1972 s134	(viii) Drayton Hall Hire (Wed 8 th June – Planning meeting with EofP)	£9.00	zero
LGA (1972) s143	(ix) Society of Local Council Clerks Membership 2011	£106.00	zero
Smallholdings & Allotments Act 1908 s26	(x) Robin Butler – Ball valve replacement (allotments)	£7.48	zero
LG (MP) Act S19	(xi) Drayton Boules Club – Grant	£100.00	zero
LGA 1972 S137	(xii) Home Start Southern – Grant	£200.00	zero
	Total payments this month	£1957.71	zero
	B September Receipts		
	Burials and Memorials	£105.00	
	Total Receipts this month	£105.00	

C. Other Finance business

(i) Bank Reconciliation for September. The Clerk confirmed that the accounts had been reconciled with the bank balances to 1st September 2011, and checked by Julian Fowler as Finance Committee 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: £58,130.57.

(ii) Grant applications The Finance and Personnel Committee had examined the two grant applications listed above, and recommended that Home Start Southern be awarded a grant of £200:

Proposed: Daniel Scharf **Seconded:** Heather Morrison **Agreed**
and the Drayton Boules Club a grant of £100 towards an extension of their pitch.

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

The late application for a grant of £4,600 from Drayton Football Club (see discussion at 2/10/11 (d) above) was discussed. It was **agreed** that though the Council supported the refurbishment in principle, it was not in a position to decide on a grant award at this meeting, but that the application would be considered again at the November meeting when more information should be available. It was **resolved** that Councillors should visit the Football Club to look at the refurbishment plans in more detail; that the Village Hall/Football Club Management Committee should be asked for their comments; and that the Clerk should write to WREN asking for a month’s extension on their deadline.

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

ACTIONS: Clerk to write to WREN to request a month’s extension for consideration of the Football Club’s grant application. Councillors to visit the Football Club. Richard Webber to see if the Village Hall/Football Club Management Committee meeting could be brought forward in time to submit comments on the refurbishment plan to the next Parish Council meeting in November.

(iii) Finance and Personnel Committee Meeting report

- Update on first 6 months of financial year. Expenditure and income was on target against budget
- Office software. Recommendations for accounts software and burials software are under consideration

- Current Bank Account. An alternative to the present account, which would permit online banking, is under consideration. Details will be brought to the Council in due course
 - Transfer of funds. It was **resolved** that £15,000 be transferred from the NS&I investment account to the Lloyds current account to meet invoices expected for the playground, Rooks Nest footpath steps and bus shelter refurb.
Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Agreed**
ACTION: Clerk to arrange for transfer forms from NS&I to be signed to transfer £15,000 to the current account.
 - Repayment of tax/NI. A repayment of £164.05 had been received from HMR&C relating to the tax year 2010-11. This appeared to relate to an overpayment of tax/NI by a previous clerk. It was **resolved** that the present Clerk contact the previous clerk concerned and offer to repay this sum to her.
Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed**
ACTION: Clerk to contact a previous clerk about a tax/NI repayment sum.
- (iv) **Allotment/Burial Ground Water Supply.** The Clerk was asked to write to Robin Butler to thank him for his work in keeping the taps for the water supply in good working order.
ACTION: Clerk to write to Robin Butler to thank him for maintaining the tap system for the allotments/burial ground.

11/10/11 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
2011-24	Baytree House, Sutton Wick Lane, OX14 4HJ	Demolition of existing conservatory. Erection of single-storey extension to North West flank of dwelling	No objection	Pending
2011-25	Brooklyn Mill, Drayton, OX14 4EF	Erection of stables	No objection	Pending
2011-26	New Mill, Mill Road, Drayton	New bridge	No objection – subject to EA approval	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	Permitted
2011-28	16 Sutton Wick Lane OX14 4HJ	Repair and restore timbered façade covered in expanded metal and render in c1950. The render has come away and will be replaced by lime mortar. Parts of the timber are rotten and will be replaced by oak	Fully Support	Pending
2011-29	31 Steventon Road, OX14 4JX	Proposed alterations and extension to provide additional bedroom and changes to internal layout. Re-submission of planning application 11/00029/FUL	No objection	Pending

B Other Planning Business

- (i) **Manor Farm Development.** A meeting date of Wednesday 12th October had been agreed with Earl of Plymouth Estates. The Chairman asked for guidance from the Council on the Council's position for the meeting. It was **resolved** that the Council would ask for the whole field behind Lockway plus the £135k payment to be made preferably by the end of the calendar year, plus £10k maintenance for 10 years.. Daniel Scharf was mandated to sign an agreement for the land variation order if these conditions were met. Concerns were raised about the costs of installing sports facilities on the Lockway field, and Daniel Scharf undertook to make enquiries about guideline costs.
Proposed: Daniel Scharf **Seconded:** Heather Morrison **Agreed**
ACTION: Daniel Scharf to enquire about the probable costs of drainage and installation of sports fields behind Lockway.
- (ii) **Caravan Storage** – Milton Road. This item was held over to the next meeting for a report from the County Councillors on possible blocking of the bridleway during events. It was noted that a dog show held a few

days previously had been extremely noisy, and it was believed that 100-200 cars had attended from 8am to 5pm each day.

- (iii) **Pedestrian Crossings on High Street.** Karen Sharman raised the issue of installing pelican crossings on Abingdon Road. It was noted that a previous crossing outside the Red Lion had been removed when the A34 bypass was built and the Abingdon Road was re-classified. It was thought that the traffic had now increased back to previous levels and that safety, particularly for children, warranted a re-instated crossing, preferably by the MACE store, but also at Lockway/Eastway. It was **noted** that there was provision for £10,000 to be spent on a pedestrian crossing by the Earl of Plymouth in association with the housing development. It was **resolved** that the Clerk ask Oxfordshire County Council how much a crossing installation would cost.
Proposed: Daniel Scharf **Seconded:** Karen Sharman **Agreed**
ACTION: Clerk to contact OCC to ask how much a pedestrian crossing installation would cost.
- (iv) **Abbey Shopping Centre, Abingdon.** It was decided that it was too late for the Parish Council to submit comments, but individual Councillors were welcome to do so as private citizens.
- (v) **OCC Minerals Plan.** It was decided that the OCC Mineral Plan did not affect Drayton, so no comments need be submitted.

Karen Sharman left the meeting at 9.30pm

12/10/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **FP21 at Rooks Nest.** This work is to start w/c Mon 17th Oct. The landowner and nearby residents have been informed.
- (b) **BW4 obstruction and hedge trimming.** Still requiring action from VWHDC/Biffa and OCC (see Minute 8/10/11 (b) above).
- (c) **Allotment/Church hedge.** Three quotes have been received. One was too expensive, and the two others are not strictly comparable. The Clerk was asked to refer back to the two contractors for clarification.
ACTION: Clerk to ask two contractors to clarify details on hedge cutting quotes
- (d) **Road Signs – Steventon Road/Lockway & Halls Close.** Jenny Pooley reported that a number of road name signs in the village were missing/damaged/worn.
ACTION: Clerk to report road name signs requiring attention to VWHDC
- (e) **Millennium Green litter bin.** It was reported that this bin was being mis-used by people using it for dog waste.
Resolved that the Clerk order a sign for the bin 'Litter Only – No Dog Waste'
Proposed: Jenny Pooley **Seconded:** Daniel Scharf **Agreed**
ACTION: Clerk to obtain a label for the Millennium Green bin
- (f) **Overhanging Trees.** The trees opposite the Red Lion need trimming back. It was reported that the trees in High Street near Taylor's Garage would be cut back soon.
ACTIONS: Clerk to contact Julian Cook to ask if Mr. De Haan was planning to cut back the trees opposite the Red Lion sometime soon. Richard Williams to remind residents in his November Chronicle article about cutting back trees overhanging footpaths etc.
- (g) **Street Naming.** Jenny Pooley suggested that a short road, currently unnamed, by the old coal yard (on High Street) be named Bisby Close after Harry Bisby. It was **resolved** that this be recommended to VWHDC.
Proposed: Jenny Pooley **Seconded:** Daniel Scharf **Agreed**
ACTION: Clerk to write to VWHDC to suggest that a currently unnamed road off High Street be named Bisby Close.

13/10/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- a) **Village Caretaker and Grass Cutting contractors:** Reports from the Village Caretaker and the Grass Cutting Contractor were **received**. It was **resolved** that an extra cut of grass in October should be ordered from the Grass Contractor.
Proposed: Heather Morroison **Seconded:** Jenny Pooley **Agreed**
ACTION: Clerk to ask Julian Cook to cut the grass once in October.
- b) **Village Caretaker –** Daniel Scharf and Richard Williams had met with the Village Caretaker in October, and they **recommended** that his probation period be regarded as served, and his contract confirmed. The Council **resolved** to confirm the Village Caretaker's contract.
Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed**
ACTION: Clerk to write to Steve Sadler confirming his appointment as Village Caretaker.

- c) **Playground refurbishment project** – Richard Williams reported that the Lockway Refurbishment project was now complete. The contractors had left spare paint for the play equipment with Richard. They would still need to complete their safety inspection. The Clerk **noted** that the insurance on the new equipment would need notification to our insurers.

ACTION: Clerk to notify the Council's insurers about the new play equipment requiring cover.

14/10/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) **Website.** Laurence Zipson reported that Alastair Grundy was now back in circulation, and that a training session for web content providers was being arranged. A back up IT person for Alastair was also being sought.

15/10/11 CORRESPONDENCE

The List of Correspondence from the Clerk was **noted**. The Clerk handed out various items of correspondence –

- a) **VWHDC** – Precept setting date. The VWHDC had brought forward setting of the precept notification to Friday 25th January 2012, at the latest, and preferably by 6th January.
- b) **Hanwell PC** - Speed Indication Display Unit. Hanwell PC had asked if we would like to share in the cost of a mobile speed detector unit. It was thought that the two fixed speed warning signs in Drayton were sufficient for the community's needs and the Clerk was asked to reply in the negative to Hanwell
- c) **OPFA AGM** – Mon 17th Oct (Tackley). This date was **noted** and the Chairman would see if he could attend.
- d) **VWHDC** – Town & Parish Council Forum Wed 23rd Nov (Wantage). This date was **noted** and further information was awaited.

16/10/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

No items were raised.

17/10/11 DATE OF NEXT MEETING was confirmed as Monday 7th November 2011 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY. **The Finance and Personnel Committee** meeting was confirmed at 7.00 pm on Monday 14th November 2011, in the Caudwell Day Centre.

The meeting concluded at 10.00 p.m.

Signed:
Name: Daniel Scharf

Date: 7th November 2011
Role: Chairman, Drayton Parish Council