

Binning Road Bushes. The Clerk reported that he had not yet instructed the Village Caretaker in this task since he was unsure about the bushes' location. It was **agreed** that Daniel Scharf would meet Steve Sadler to show him the work required.

ACTION: Daniel Scharf to meet Steve Sadler to discuss task of cutting back the Binning Lane bushes

6/12/11 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)

Neither Mike Badcock nor Marilyn Badcock was able to attend the meeting, and they had informed the Clerk of this prior to the meeting.

7/12/11 SCHOOL TRANSPORT FOR DRAYTON

This issue had been discussed under Public Participation (see Item 2 above)

8/12/11 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)

(a) **Abbey Shopping Precinct Development.** Richard Webber reported that the first phase of the development – refurbishment of the existing precinct – was likely to be approved soon, and work would probably begin on the £4-5m scheme in 2012. Phase II – the new build with the large supermarket would be decided later. It looked likely that the GP Surgery would be located on the ground floor. The main other issue to be resolved was the size of the supermarket.

(b) **VWHDC Interim Housing Policy.** Richard Webber commented that one of the main issues for the policy was to ensure that sufficient affordable housing was provided.

(c) **Quality Council.** Richard Webber asked if the Council would wish to look at the issue of being designated a 'Quality Council'. The Clerk was asked to investigate the concept and criteria.

ACTION: Clerk to investigate criteria for 'Quality Council' status/Power of Well Being

9/12/11 COMMUNITY PLANNING/HOUSING NEEDS SURVEY – DRAYTON

Following on from the IHSP discussions, Richard Williams had provided a Housing Needs Survey report from Shrivenham. After discussion it was **agreed** that a similar report for Drayton, within an overall Community Plan, would be useful now. Daniel Scharf reported that he was in touch with Tom McCulloch from ORCC, who assisted with such studies, and that he would renew this contact to ask for information. It was also **agreed** that Richard Williams would ask his Shrivenham contact about the costs of their survey; that Daniel Scharf would see what housing data from the 2010 census was now available for Drayton, and that the Clerk would research sources of funding for the survey, such as OCC.

ACTIONS: Daniel Scharf to contact Tom McCulloch at ORCC to ask about cost/process of ORCC assistance with a Housing Needs Survey; Richard Williams to enquire of Shrivenham the costs of their recent survey; Clerk to research sources of funding for survey, such as OCC.

10/12/11 VWHDC CORPORATE PLAN

After discussion it was decided that the Parish Council did not wish to make a submission about the VWHDC's draft Corporate Plan, and that this should be left to individuals to respond with their own views.

11/12/11 MANOR FARM DEVELOPMENT

No response had yet been received from Earl of Plymouth Estates to the Parish Council's, save an email asking for clarification on the main cash sum sought (confirmed as £135,000). Richard Williams queried whether the permission for the housing was extant. Daniel Scharf said that EoP claimed to have a letter from the VWHDC confirming that the development had started. If that was the case it could be completed at any time.

12/12/11 DELEGATION OF RESPONSIBILITIES TO THE PARISH CLERK

It was **resolved** that the paper from the Clerk, which had been considered and slightly revised by the Finance and Personnel Committee, was approved and was signed by the Chairman.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Agreed

13/12/11 FINANCE/ADMIN COMMITTEE BUSINESS

A Finance/Admin Committee Business		Invoice	Incl.
<u>A. Payments</u>		Amount	VAT of:
Power			
Open Spaces Act 1906 s10	(i) Village Caretaker – November 2011	£250.00	zero
LGA (1972) s112	(ii) Clerk's Salary – November 2011	£444.21	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – November 2011	£111.20	zero
LG (FP) A 1963 s5	(iv) Clerk's Expenses – November 2011	£90.25	zero
Highways Act 1980 s43	(v) Southern Construction & Surfacing Ltd (Rooks Nest Path Steps)	£3267.60	£544.60
LGA (1972) s112	(vi) Marie Sellwood – Refund of tax overpaid in 2009-10	£163.91	zero
LGA (1972) s150	(vii) Drayton Village Hall – Hire for a Planning Committee Meeting	£9.00	zero
LGA (1972) s150	(viii) St Peters Church Hall – Hire for May PC and Nov F&P Committee	£33.75	zero
LG (MP) Act 1976 S19	(ix) DAMASCUS Grant	£3,000.00	zero
LGA 1972 s137	(x) The Abingdon Bridge	£500.00	zero
LGA 1972 s142 (2A)	(xi) Abingdon Citizens Advice Bureau	£1,000.00	zero
LG (MP) Act 1976 S19	(xii) Drayton Village Hall	£3,000.00	zero
LG (MP) Act 1976 S19	(xiii) Playsafety Ltd (RoSPA) – Inspection Report on Lockway	£246.00	£41.00
DPA 1988 s5	(xiv) Information Commissioners Office – Data Protection Renewal Fee 2012	£35.00	zero
LGA 1972 s111	(xv) Aon – additional insurance premium to cover new Lockway play equipment	£65.83	zero
Total payments this month		£12,216.75	£585.60
B September Receipts			
Burials and Memorials		£580.00	
VAT Refund (04/03/11 to 25/10/11)		£3836.72	
Total Receipts this month		£4,416.72	

Insurance payment. The level of charge for the extra insurance on the new playground equipment was queried and the Clerk was asked to check that this was correct and to obtain alternative insurance quotes.

ACTION: Clerk to query extra insurance charge on playground equipment.

C. Other Finance business

(i) Bank Reconciliation for November. The Clerk reported that the current account bank statement for November had not yet arrived. The bank reconciliation to 11th Nov had been presented to the Finance and Personnel Committee, which met on 21st Nov. Balances at 11th Nov (not taking into account payments/receipts approved in 13/12/11A above) were £34,619.48. (Current account £37,142.19; Deposit £19,187.15 plus £130 income not yet credited and £21,839.86 payments not yet drawn).

(ii) Grant applications. Applications from DAMASCUS (£3k); the Village Hall (£3k); Abingdon Citizens Advice Bureau (£1k) and The Abingdon Bridge (£500k) had been recommended by the Finance and Personnel Committee, and were approved for payment. A grant application for Speedwatch (NAG5) for £150 was held over to the next meeting.

Proposed: Julian Fowler

Seconded: Daniel Scharf

Agreed

It was noted that the Village Hall had applied for £6,000 to cover their anticipated deficit in 2011-12. The Finance and Personnel Committee had recommended £3,000 at present, which was the budgeted sum. It was **agreed** that the Village Hall Management Committee would be invited to the January meeting to discuss their plans and finances. Lawrence Zipson offered to attend their next meeting of the Management Committee to see whether he could be of assistance.

ACTION: Clerk to invite Village Hall Management Committee to the January meeting, and make this a main agenda item.

14/12/11 BUDGET SETTING AND PRECEPT 2012-13

The draft Budget 2012-13 paper was presented by Julian Fowler following discussion at the Finance and Personnel Committee. The proposed budget was balanced, and did not draw on reserves. Reserves had been reduced this year to fund the Lockway playground refurbishment, and were now at the auditor's recommended level to cover circa 6 months' expenditure. Increased expenditure was expected due to general inflation and increased community grants, including £4.6k to the Football Club and provision to assist the Village Hall further with its budget deficit, if this was required. The following **resolutions** were agreed:

(a) Budget. It was resolved to accept the proposed 2012-13 budget paper, comprising expected income of £42,000 matched by expected expenditure of £42,000. The Clerk explained that the 'Comments' column in the paper was for information, and that specific grants were not being approved for 2012-13 at this stage. Examples were for budgeting purposes only.

Proposed: Julian Fowler

Seconded: Daniel Scharf

Agreed by unanimous vote (8)

(b) Charges. It was **resolved** that, following the recommendation from the Finance and Personnel Committee, charges should remain unchanged for 2012-13, except for those previously linked to the RPI. Daniel Scharf and Julian Fowler as allotment holders declared interests in this item and took no part in the discussion and vote. Daniel Scharf yielded the Chair for this item, and the Chair was assumed by Cllr Jenny Pooley (in the absence of the Vice-Chairman).

Proposed: Naomi Broomfield

Seconded: Jenny Pooley

Agreed by unanimous vote (6)

(c) Precept. It was resolved to set the Precept for 2012-13 at £40,000. The increase of £8,000 was the first increase for several years, and was required to meet the increased grant applications expected next year, including a commitment of £4.6k already made to the Football Club to lever £45k funding from WREN for its refurbishment.

Proposed: Julian Fowler

Seconded: Richard Webber

Agreed by unanimous vote (8)

15/12/11 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
2011-31	2 The Green, OX14 4JA	Proposed demolition of existing garage and replacement with double garage	No objection	Pending
2011-32	41A Sutton Wick Lane, OX14 4HH	Proposed side dormer window	No objection	Pending

B Other Planning Business

(i) Interim Housing Supply Policy (VWHDC). The Parish Council had submitted its response to the consultation, and Heather Morrison (Chairman of the Planning Committee) was thanked for her co-ordination of the submission.

(ii) Pedestrian Crossings. After discussion it was **agreed** that the priority was for a crossing was on Steventon Road between Lockway and Eastway, and that either an island or a zebra crossing would be possible options. It was **agreed** that the Clerk should contact the Badcocks as County Councillors to enquire if the £15k locally allocated Highways money could be used this year for a crossing, and to ask OCC Highways to advise on location and design.

ACTION: Clerk to contact Badcocks about funding a zebra crossing near Lockway, and to approach OCC Highways to ask about feasibility.

16/12/11 RIGHTS OF WAY & CONSERVATION WORKING GROUP

a. Proposed Diversion of FP17/19. Jenny Pooley talked the meeting through the proposed footpath re-routing and outlined the response from the Rights of Way/Conservation Group. It was **resolved** to reply using the ROW WG's comments and that Jenny Pooley would draft a letter for the Clerk to send,

ACTION: Jenny Pooley to draft and circulate a letter re the proposed FP17/19 footpath diversion, and the Clerk to send.

b. FP21 at Rooks Nest – It was reported that the work on the steps was now completed and that payment could be approved. It was suggested that the cut ends should be treated to seal them.

ACTION: Clerk to ask the Village Caretaker to treat the cut ends of the woodwork on the Rooks Nest steps

9.00 p.m. Karen Sharman left the meeting

- c. **Allotment/Church hedge** – Julian Cook will be cutting the hedges next week.
- d. **Norman's Oak.** It was reported that the oak sapling was re-sprouting from the base, but that since it would now become a bush, VWHDC had undertaken to replace it.

17/12/11 LEISURE & GENERAL PURPOSES WORKING GROUP

- a. **Village Caretaker and Grass Cutting contractors:** These reports were **received**. It was **noted** that the Village Caretaker had described some work done in the Churchyard and on a 'MG' footpath. The Clerk was asked to clarify that these descriptions did not involve work in the Churchyard or MG

ACTION: Clerk to clarify with Village Caretaker about his report terminology.

Playground refurbishment project – RoSPA Safety inspection. The Clerk confirmed that the PlaySafety inspection report had been received and that some low/medium risks needed considering

ACTION: Clerk to circulate the RoSPA report to L&GP Committee members and actions to be agreed to remedy any important defects. Letter of thanks to be sent to George Russell.

- b. **Tree overgrowing grave.** A family owning a grave in the Burial Ground had reported that a tree had overgrown their grave and several others around. Robin Butler had advised the tree was a flowering pear, and that he was willing to prune it for the Council without charge. It was **resolved** to accept this offer.

ACTION: Daniel Scharf to confirm to Robin Butler that the Council accepts his offer to prune the flowering pear in the burial ground – with thanks

- c. **ORCC Community Grit.** After discussion it was **agreed** to **note** the introduction of the scheme, but to take no action on it at present. The Clerk reported that the new salt bin at the end of Gravel Lane (behind the bus stop) was now in place and filled for the winter, and that the salt bin on Lyford Close had also been refilled.

- d. **St Peter's Church Roof.** It was reported that lead had been stolen from the church porch roof and that repairs were in hand. The Clerk was asked to find out from the Church Wardens what preventative measures were being taken against future thefts, and whether any financial assistance might be needed from the Parish Council.

ACTION: Clerk to ask St Peters Church wardens whether any financial assistance from the Parish Council may be required for extra security measures.

18/12/11 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) **Website.** Laurence Zipson reported that Alastair Grundy had been contacted to ask about granting the Clerk rights to mount content across the website, and that this action was awaited. Laurence would contact Alastair again in January if necessary.

ACTION: Laurence Zipson to confirm with Alastair Grundy about Clerk's access rights across the website in January.

19/12/11 CORRESPONDENCE

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

20/12/11 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- (a) Jenny Pooley reported on the two noticeboards. Daniel Scharf agreed to maintain the main boards by the bus stop on the green. Jenny will maintain the Eastway noticeboard.

- (b) Daniel Scharf asked that the Clerk write a letter of thanks to the householder on Lockway who had assisted in watering the grass in the playground during the dry spell.

ACTION: Clerk to write to the Lockway resident who provided facilities to water the grass in the playground during the dry spell.

- (c) Daniel Scharf reported on the successful fundraising race night held by the Football Club in aid of a village family whose mother was ill.

21/12/11 DATE OF NEXT MEETING was confirmed as Monday 9th January 2012 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 9.55 p.m.

Signed:

Name: Daniel Scharf

Date: 9th January 2012

Role: Chairman, Drayton Parish Council