

## DRAYTON PARISH COUNCIL

### Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 9<sup>th</sup> January 2012 at 7.30pm at the Caudwell Day Centre, Gravel Lane

**Present:** Daniel Scharf (Chairman); Naomi Broomfield; Julian Fowler; Heather Morrison; Jenny Pooley; Richard Webber; Richard Williams; Laurence Zipson

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

#### 1/01//12 APOLOGIES FOR ABSENCE

There were no apologies for absence. Heather Morrison was delayed in arriving, and notified the meeting that she would need to leave just after 9pm.. It was noted that Richard Webber and the Badcocks were attending a VWHDC meeting, and would arrive later.

#### 2/01/12 PUBLIC PARTICIPATION

Five members of the public were present. The following issues were raised:

- (a) **Marcham Road – New Housing.** A resident drew attention to the poor condition of the vacant plot, which was unsightly with building waste and a skip in which rubbish is being deposited. He asked whether the Parish Council was aware that the parking of resident's cars on the road verges was impeding vehicles accessing houses further up Marcham Road, and that delivery/emergency/refuse vehicles would also find access difficult. He also asked whether the vacant lot was still to be developed as an office, rather than residential, or whether it was ever possible that VWHDC would authorize a house to be built there, even though the numbers of houses had originally been reduced to avoid providing affordable units. Daniel Scharf pointed out that the District Council had powers to require the clean up of untidy sites. It was **decided** that this matter should be referred to Richard Webber to follow up and to consider whether the VWHDC Planning department could approach new residents to enforce/encourage parking on driveways rather than verges

Heather Morrison arrived 7.35pm

- (b) **Football Club/Village Hall.** Alan Alston representing the Football Club and Ann Webb representing the Village Hall gave information regarding the insurance policy on the Village Hall/Recreation Ground. The Clerk had received a copy of the Village Hall's Management Committee's (VHMC) current policy and The Council had been advised that this should be reviewed to ensure that cover was adequate for all the buildings on site and that there were no gaps between User Group insurances (including the Football Club) and the main insurance policy. User Groups should ensure for third party liability in respect of their activity and own chattels, and the VHMC should ensure the buildings and other risks (e.g. car park). It was **agreed** that it would be helpful if the Clerk wrote to Ann Webb to make these points in writing, and to urge that each User Group send a representative to the VHMC meetings on a regular basis, as required in the Village Hall Trust Deed. The Football Club undertook to ensure that they were represented regularly at the VHMC meetings in future. It was **observed** in answer to a question that whilst the Trust Deed dated from 1973 and was somewhat dated, it was still legally adequate for current needs. Ann Webb gave the Clerk and Councillors a copy of the latest Village Hall accounts, which had been requested to permit the Council to consider the Village Hall's Grant application this year, and to assist with budgeting for future years. It was **agreed** that the Finance and Personnel Committee would look at these at their next meeting in February.

- (c) **School Transport.** Two parents reported that a meeting had been held at Oxfordshire County Council last Friday between Mr. Roy Leach and other from the Education Department, and the parents' group. This issue had been covered again in the local media that day. The parents had learnt that:
- (i) No Safety Assessments on Walking had been carried out by OCC prior to July 2011
  - (ii) OCC claimed that the treatment of Drayton families within 3 miles until last year was an oversight or error, and that they should always have been charged. Correcting this anomaly was not to be regarded as a change in policy, so it required no consultation or publicity.
  - (iii) OCC were still able to use discretionary powers to grant parents free school transport, but officers were not prepared to exercise this power as they had done in the past
  - (iv) The OCC Officers asserted that they were working within national and local guidelines
  - (v) The parents' appeals might be held as a Group Action. The parents were invited to contact the OCC Legal Department to discuss this possibility

It was **agreed** that the Parish Council should ask our two County Councillors (Marilyn and Mike Badcock) to find out from OCC the answers to the questions put to OCC in correspondence, which OCC had not yet answered.

### **3/01/12 DECLARATIONS OF INTERESTS**

There were no Declarations of Interest

### **4/01/12 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 5<sup>th</sup> December 2011 were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

**Proposed:** Julian Fowler

**Seconded:** Laurence Zipson

**Agreed**

### **5/01/12 ACTION POINT REVIEW FROM LAST MEETING**

The Action Point Review was **received and noted**

**Tree overgrowing grave.** Robin Butler had pruned the tree overhanging the grave, but he reported that it was in poor condition and may not survive. Robin would be seeking a price for a replacement specimen tree in the Burial Ground where the flowering cherry had already been removed. Robin also reported in an email that the beech hedge needed some 15 replacement trees, which would cost £3 each. IT was **resolved** to accept Robin Butler's offer to buy and plant these and it was further **resolved** that the Clerk should be authorized to re-imburse him the £45 cost of this. For the new specimen tree suggested for the burial ground it was **agreed** that there would be further discussions with Robin Butler about the species/variety to be selected.

**Proposed:** Julian Fowler

**Seconded:** Heather Morrison

**Agreed**

**ACTION:** Clerk to contact Robin Butler to thank him for his offer to purchase and plant replacement trees in the beech hedge in the Burial Ground, and to authorize him to go ahead. Daniel Scharf to discuss species/variety of specimen tree with Robin Butler

It was also **agreed** that in order to seek to avoid further damage to the trees and hedges in the Burial Ground, Daniel Scharf and Jenny Pooley would meet with Julian Cook to discuss possible measures to prevent damage during strimming

**ACTION:** Daniel Scharf and Jenny Pooley to arrange to meet Julian Cook in the Burial Ground to discuss measures to avoid strimming damage to trees.

### **6/01/12 RESIGNATION OF A PARISH COUNCILLOR/CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS**

It was **noted** that Karen Sharman had submitted her resignation from the Parish Council to the Clerk on 14<sup>th</sup> December 2011. Karen (who was present in the public gallery) was thanked by the Chairman for serving on the Council, and it was hoped that she would offer to re-join when her circumstances permitted. There were now **three** vacancies on the Council, but no one had yet offered to be co-opted to fill any of these vacancies.

**ACTION:** Clerk to notify VWHDC of Karen Sharman's resignation.

### **7/01/12 REGISTER OF MEMBERS' INTERESTS**

It was **noted** that Councillors should inform the Clerk of any changes in their Register of Interests since May 2011. Such changes should be reported to the Clerk as and when they occur.

### **8/01/12 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)**

(a) **Highways Local Stewardship Funding.** Mike & Marilyn Badcock that they each had £20,000 to allocate to local Highways projects within their areas this year. This £40k needed to cover their four wards of Drayton, Caldicott, Ock Meadow & Fitzharry's. Interest had been expressed in various projects in these wards, including a Variable Speed Indicator for Drayton on the Sutton Courtenay Road. It was unclear at this stage whether monies not spent at end March 2012 would roll over, or whether the funding might repeat in 2012-13. If there was roll over and more funding next year then funding for longer term and more expensive projects (such as the zebra crossing below) might be more feasible.

(b) **Pedestrian Crossings – Costs.** Information had now been received from OCC Highways that the proposed pedestrian crossing in Steventon Road, near Lockway, would cost around £24k. It was **resolved** that our two County Councillors consider two projects in Drayton for use of the OCC Highways Local Area

funding – the Variable Speed Indicator on the Sutton Courtenay Road and a Zebra Crossing on Steventon Road near Lockway.

Jenny Pooley pointed out that the red road markings at the Sutton Courtenay road entrance to the village had still not been refreshed.

**ACTION:** Clerk to contact OCC Highways to ask that the red markings on the Sutton Courtenay road at the entrance to the village be repainted.

(c) **School Transport charging – update.** See discussion 2/01/12 (c) above under Public Participation. Mike and Marilyn Badcock were appraised of the information given by parents in the public participation session, which took place before their arrival at the meeting. The Parish Council requested that the two County Councillors seek answers from the County Council to the questions which had been asked in the letters submitted by the Parish Council, namely:

(i) Anomaly issue. What evidence does the OCC have to justify the claim that a mistake or oversight occurred in the past, rather than a deliberate use of discretion for all Drayton families to benefit from free school transport? The Parish Council believes that the withdrawal of this discretionary concession is a change in policy, and that OCC should either continue the use of its reasonable use of this discretion, or follow its own and Government guidelines to properly inform and consult on the change.

(ii) Has the OCC Transport department been consulted on the change in policy, and if so what do they say? If not, why not? It is understood that the Transport department's view would be that neither children nor their parents will actually walk up to 6 miles a day. If so, this is the test that should be applied, not the safe walking route test.

After discussion the two County Councillors suggested that to obtain a response from OCC officers on these matters, they will see if an Officer could attend the next Parish Council meeting in February

#### **9/01/12 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)**

Richard Webber reported that the main item of current debate was the setting of the 2012-13 budget. There was a public consultation on the VWHDC budget on the district council's website until the end of the week. Severe reductions in the Government grant were set to continue, but it was hoped that some relief to the VWHDC's finances would come with a progressive increase year on year in the Government's New Homes Bonus. Though intended for housing infrastructure, this money can be used for the recurrent budget, it is understood.

#### **10/01/12 VILLAGE HALL/FOOTBALL CLUB**

See discussion 2/01/12 (b) above under Public Participation

Following the public discussion it was **resolved** that Daniel Scharf draft and the Clerk send a letter to the Village Hall, copied to the Football Club, to recommend they review their insurance, and to encourage User Group Reps to attend VHMC meetings more regularly

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

**ACTION:** Daniel Scharf to draft, and Clerk to send, a letter to the Village Hall (copied to the Football Club) re: insurance and User Group participation in the Management Group

It was further **resolved** that to focus community interest on the village's infrastructure, including the Village Hall, housing and recreation issues, the Annual Parish Meeting on 2<sup>nd</sup> April (starting at 7pm) should be held in the Village Hall, with catering which DAMASCUS young people should be asked to arrange.

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

**ACTION:** Clerk to book the Village Hall for the Annual Parish Assembly on Monday 2<sup>nd</sup> April. Daniel Scharf to contact DAMASCUS to ask them to provide catering at the April meeting

#### **11/01/12 HOUSING SUPPLY**

(a) **Meeting with ORCC.** It was **noted** that a meeting had been arranged for Tuesday 10<sup>th</sup> January at 2pm at the VWHDC offices in Abingdon to meet with a VWHDC Planning Officer and a representative of ORCC to discuss the possibility of a Housing Needs Survey being conducted by ORCC in Drayton. This was a free service. It was **agreed** that Daniel Scharf and Richard Williams would be able to go to the meeting and that Naomi Broomfield and Jenny Pooley would try to be there too. The Clerk would be in attendance.

(b) **Manor Farm.** A letter had been received from the Earl of Plymouth Estates' (EoP) agent earlier that week informing the Parish Council that EoP are no longer willing to offer the field at the rear of Lockway as part of

the Manor Farm deal. Instead, they would be submitting this land to the VWHDC ‘Screening’ system outlined in the Interim Housing Supply Policy with a view to building housing on that field. EoP are now offering to proceed to a settlement on the Manor Farm development with only a cash payment of £135,000 in exchange for the Parish Council signing over the parcels of land on the Green required for access to the development.

**8.45pm Richard Webber arrived**

**8.55 pm Marilyn and Mike Badcock arrived**

Following lengthy discussion of this matter it was **resolved** that Daniel Scharf should draft a letter for the Clerk to circulate to Councillors to agree and then send to EoP stating that:

- (i) The Parish Council was prepared to sign over the land on Gravel Lane required for access to the Manor Farm development in exchange for an immediate cash payment of £135,000, plus £10,000 for a pedestrian crossing. Provided that:
- (ii) The Parish Council is given an option to acquire the title of the Lockway field free of charge at the expiry of the IHSP period, or sooner if no planning permission is sought for the land or is refused within the period of the IHSP.

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

**ACTION:** Daniel Scharf to draft a letter of reply to EoP with a counter offer, for the Clerk to circulate to all Councillors and to send when agreed.

Items 8 and 9 above were deferred until after the arrival of the District and County Councillors

**9.15 pm Heather Morrison left the meeting (prior to discussion of Items 8 and 9 above)**

**12/01/11 HIGH SHERIFF’S AWARD NOMINATION**

The Chairman of Sutton Courtenay Parish Council had forwarded details of the High Sheriff’s Award nomination, which had not been sent directly to Drayton Parish Council, with a request that Drayton PC consider backing the nomination for the award of a local person serving both villages made by Sutton Courtenay PC. A **resolution** was put forward not to nominate for this award on this occasion, but this was defeated on a vote.

**Proposed:** Jenny Pooley                      **Seconded:** Naomi Broomfield                      **Not Agreed**

A **resolution** to support the nomination made by Sutton Courtenay was passed on a vote

**Proposed:** Richard Webber                      **Seconded:** Richard Williams                      **Agreed**

**ACTION:** Clerk to submit nomination forms to the High Sheriff backing the nomination made by Sutton Courtenay Parish Council

**13/01/12 FINANCE/ADMIN COMMITTEE BUSINESS**

| <b>A Finance/Admin Committee Business</b> |  | <b>Invoice</b>  | <b>Incl.</b>   |
|---|--|-----------------|----------------|
| <b>Power</b>                              | <b><u>A. Payments</u></b>  | <b>Amount</b>   | <b>VAT of:</b> |
| Open Spaces Act 1906 s10                  | (i) Village Caretaker – December 2011                                      | £250.00         | zero           |
| LGA (1972) s112                           | (ii) Clerk’s Salary – December 2011  | £1039.81        | zero           |
| LGA (1972) s111                           | (iii) HM R&C Tax and NI – December 2011 (tax refund now due. No NI)        | zero            | zero           |
| LG (FP) A 1963 s5                         | (iv) Clerk’s Expenses – December 2011                                      | £21.44          | zero           |
| LGA 1972 s111                             | (v) Aon – additional insurance premium for new Lockway play equipment(net) | £45.21          | zero           |
| Smallholdings & Allotments Act 1908 s26   | (vi) Thames Water – Water Services 12 Sept 2011 – 21 Dec 2011              | £9.82           | zero           |
|   | <b>Total payments this month</b>   | <b>£1366.28</b> | <b>zero</b>    |
| <b>B December Receipts</b>                |  |                 |                |
| <b>Total Receipts this month</b>          |  | <b>NIL</b>      |                |
| <b><u>C. Other Finance business</u></b>   |  |                 |                |

**(i) Bank Reconciliation for December.** The Clerk reported that the Reconciliation to end December had been made and signed off by the Julian Fowler as Chairman of the Finance and Personnel Committee. This shows balances at 31<sup>st</sup> December 2011 (not taking into account payments/receipts approved in 13/01/12A above) were £26,885.28. Current account £10,731.88; Deposit account £19,187.15; no income not yet credited, and £3,033.75 payments not yet drawn).

**(ii) Grant applications.** The grant application from the Millennium Green Trust (MGT) was considered. Councillors felt that a decision on this application should be deferred pending information being sought by the Clerk on the MGT's balances, which were rather high at present relative to the annual expenditure reported.

**ACTION:** Clerk to contact the Millennium Green Trust for further information about the state of their finances

**(iii) Review of Effectiveness of Audit.** The Clerk had circulated the updated document agreed by the Finance and Personnel Committee at their November meeting. It was **resolved** that this should be accepted and signed by the Parish Council's Chairman and the Chairman of F&P Committee on behalf of the Council

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

**ACTION:** Review of Effectiveness of Audit document to be signed off by Daniel Scharf and Julian Fowler

**Insurance.** The Clerk reported that the additional insurance premium for the new Lockway playground equipment had now been reduced to £45.21 due to the removal from the schedule of the defunct play frame.

**(v) Clerk's December pay.** The Clerk drew the attention of the meeting to the fact that the Clerk's pay for December included a large tax refund due to the notification by HM Revenue and Customs of a replacement tax code in December. The refund of tax would leave the Parish Council with money owed by HM Revenue and Customs, some of which might still be outstanding at the year end. This was **noted**

#### 14/01/12 PLANNING COMMITTEE BUSINESS

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

| NO      | ADDRESS                             | DETAILS  | PARISH         | DISTRICT       |
|---------|-------------------------------------|--|----------------|----------------|
| 2011-33 | 44 High Street Drayton,<br>OX14 4JW | Demolition of existing conservatory. Erection of single-storey orangery style rear extension | <b>Pending</b> | <b>Pending</b> |

#### **B Other Planning Business**

**(i) Caravan etc. Storage – Milton Road.** No reply had been received from VWHDC Planning Enforcement on this issue. It was **agreed** that Richard Webber, as District Councillor, should be asked to investigate what enforcement action was being taken.

**ACTION:** Clerk to ask Richard Webber to investigate with VWHDC Planning Enforcement what enforcement action is being taken re: caravans parked at AcreMead Kennels, Milton Road

#### 15/01/12 RIGHTS OF WAY & CONSERVATION WORKING GROUP

**a. Condition of Rooks Nest Path Steps.** Jenny Pooley reported that the flagstones placed vertically to retain soil on the bank at the Rooks Nest steps were now loose. The Clerk was asked to report this to the contractor to remedy

**ACTION:** Clerk to contact the contractors about the loose flagstones at the Rook Nest steps

#### 17/01/12 LEISURE & GENERAL PURPOSES WORKING GROUP

**a. Village Caretaker and Grass Cutting contractors:** These reports were **received**.

**b. Playground Refurbishment Project – Safety Report.** Richard Williams reported that RoSPA's safety report had been looked at and that the remedial actions judged necessary were now in hand.

**c. St Peter's Church Roof.** It was reported that the Parochial Church Council would be meeting in February and that the parish Council should receive feedback on this issue following that PCC meeting

**d. Allotments break-in.** The Clerk reported that there had been some break-ins to sheds on the allotments, probably Sunday night. The police had been informed

**e. Extra dog waste bin.** The Clerk reported that the two dog waste bins on the entrance paths to the Millennium Green were overfull and that Biffa had not emptied them recently. This had been reported and should be remedied shortly. In answer to a question from the Clerk as to whether a 3rd bin was required at the remaining entrance to the Millennium Green on Sutton Wick Lane, near the car parking spaces, the Council did not wish to proceed with an extra bin at present.

## **18/01/12 PRESS AND PUBLIC RELATIONS WORKING GROUP**

(a) **Press Spokesperson on Housing.** The Clerk had alerted the Council to recent press interest in housing issues following the publication of the VWHDC's draft IHSP. It was **agreed** that a spokesperson should be appointed by the Parish Council on this issue and **resolved** that Heather Morrison should be asked to do this, with Daniel Scharf as her reserve.

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

**ACTION:** Clerk to contact Heather Morrison to request that she act as Press Spokesman on housing issues for the Parish Council

(b) **Website.** Laurence Zipson reported that he was seeking full administrative rights for himself for the village website, and would then arrange training for the Clerk and other sub-editors

**ACTION:** Laurence Zipson to contact village website editor to obtain full privileges to edit website for himself

## **18/01/12 CORRESPONDENCE**

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

## **19/01/12 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

(a) Daniel Scharf reported that he had obtained verbal permission from the house-owner for a blue plaque to be erected to Charles Sykes, should the Council wish to proceed with a nomination for this in due course

(b) Jenny Pooley gave her apologies for the February meeting

(c) Richard Webber reported that the trees near the garage on High Street still needed cutting back since they were overhanging the footway.

**ACTION:** Clerk to contact OCC Highways team about the overhanging trees on High Street near the garage.

(d) Naomi Broomfield reported that there was a great deal of litter and a fly-tipped tractor seat on the Abingdon Road near Oday Hill. It was suggested that Community Payback volunteers might be sought to litter pick in such circumstances.

**ACTION:** Clerk to report to VWHDC and OCC about fly-tipping waste/litter on the Abingdon Road near Oday Hill

**20/01/12 DATE OF NEXT MEETING** was confirmed as Monday 6<sup>th</sup> February 2012, at 19.30, to be held in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

The **Date of Next Finance and Personnel Committee Meeting** was confirmed as Monday 6<sup>th</sup> February 2012, at 19.00, also to be held in the Caudwell Day Centre, Gravel Lane, Drayton, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

**The meeting concluded at 10.10 p.m.**

**Signed:**  
**Name: Daniel Scharf**

**Date: 6<sup>th</sup> February 2012**  
**Role: Chairman, Drayton Parish Council**