

DRAYTON PARISH COUNCIL

Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 5th March 2012 at 7.30pm at the Caudwell Day Centre, Gravel Lane

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

1/03/12 APOLOGIES FOR ABSENCE

Julian Fowler had notified the Clerk of his apology for absence and this apology was **noted** by the meeting.

2/03/12 PUBLIC PARTICIPATION

There were no members of the public present.

3/03/12 DECLARATIONS OF INTERESTS

There were no Declarations of Interest

4/03/12 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 6th February 2012 were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Richard Williams

Agreed

5/03/12 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review was **received and noted**. Daniel Scharf noted that he would be meeting with Gary Hibbins (DAMASCUS) on Thursday this week to discuss catering for the Annual Parish Assembly.

Following the resolution made at the last meeting (Minute **10/02/12**), it was further **resolved** that the payment of £150 for catering to DAMASCUS should be paid as a cheque signed at this meeting.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Agreed

Laurence Zipson circulated a draft poster promoting the Housing Needs Questionnaire. It was agreed that Laurence would email this to the Clerk to forward to village groups and to place on noticeboards (Village hall/church hall/Football club/pubs/golf club/Caudwell Day Centre etc.)

ACTION: Clerk to arrange display of publicity posters for Housing Needs Questionnaire

6/03/12 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)

Marilyn Badcock sent her apologies to the meeting. Mike Badcock reported:

- (a) **School Transport.** The adjourned OCC Appeals Panel is due to reconvene on 29th March to receive and consider further information. The Clerk was **asked** to contact Sue Whitehead, OCC Admin, to confirm details of the meeting and whether parents/Parish Council rep (Daniel Scharf) would be able to attend.

ACTION: Clerk to contact Sue Whitehead (OCC) to confirm details of OCC Appeals Panel hearing on 29th March

- (b) **County Council Budget.** This was approved as expected. There will be no rate increase from OCC this year. **Pedestrian Crossings etc.** OCC Highways are assessing and costing the various crossings and other road safety projects proposed under the County Councillors' 2011-12 local funds allocation. Mike Badcock was now going on to meet a residents' group from Steventon Road to discuss one crossing proposal.

- (c) **Abingdon Road – Litter.** The Clerk was asked to contact OCC Highways to arrange for the regular removal of litter from the Abingdon Road (Sutton Wick Lane to the traffic lights, South Abingdon), perhaps using Community Payback volunteers.

ACTION: Clerk to contact OCC Highways to ask for litter to be cleared along Abingdon Road

8.00 pm Mike Badcock left the meeting

7/03/12 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)

- (a) **IHSP.** The Draft IHSP had proposed that Drayton take an extra 68 houses (plus 20 already approved at Manor Farm), but the 7 site submissions for Drayton under the 'screening' process had produced proposals for almost 10 times that amount (542 new houses). The existing village has 940 houses. The VWHDC is meeting on Friday

16th March to consider the IHSP responses. The IHSP is necessary because there is no core strategy in place – it expired in 2011. However, a new draft Core Strategy is being published today.

(b) **Abingdon Road – Waste collection.** Richard reported that the raised section of Abingdon Road (opposite Newman Lane) is a private road, and that the owner of a currently vacant property is refusing Biffa access over the road which he owns in front of the property. He alleges that Biffa have damaged the road surface in front of his property, which he owns, and is asking Biffa to repair it. Biffa are unable to reach the properties beyond the disputed road area, and residents are being asked to wheel their bins to the end of the road. Elderly or infirm residents can have their bins fetched by Biffa. Richard is trying to negotiate to resolve the situation

(c) **Caravan Storage.** VWHDC Planning Enforcement had emailed the owners again and a reply is awaited.

8/03/12 HOUSING SUPPLY

It was **agreed** that Councillors, possibly with help from DAMASCUS, will distribute the Housing Needs Survey questionnaire in the w/b 26th March.

ACTION: Daniel Scharf to meet Gary Hibbins to ask for DAMASCUS help. Daniel to draw up delivery list for volunteers (Richards x 2/Daniel/Naomi/Jenny/Laurence?/David P.) using a list which Richard Webber will supply

ACTION: Clerk to contact ORCC to make arrangements to collect the questionnaires, and to deliver them to Daniel

9/03/12 QUEEN’S DIAMOND JUBILEE CELEBRATIONS

Richard Webber reported that the Millennium Green had been booked for the event to be held on Sunday 3rd June 12-3pm, and a Jazz band and soft drinks distribution by the Church had been arranged. The event would be a ‘bring your own’ picnic. A PA system (perhaps borrowed from the School?) and insurance would be needed.

It was **resolved** that the Parish Council take responsibility for organising the event and a core working group (Richard Webber/Richard Williams/Naomi Broomfield) to which further volunteers could be co-opted was appointed. The Clerk was asked to check the PC’s insurance for the event and inform the PC’s insurers

Proposed: Richard Webber **Seconded:** Naomi Broomfield **Agreed**

ACTION: Clerk to check insurance cover for the Queen’s Jubilee picnic and inform insurers

A budget for the event was discussed and after various proposals it was **resolved** to set aside a maximum of £1,000.

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

The Clerk was asked to research the costs of a bench/pieces of outdoor gym equipment and report back to the next meeting so that the Council could consider an installation on the Millennium Green of a facility to mark the Jubilee.

ACTION: Clerk to investigate cost of a seat/pieces of outdoor gym equipment.

10/03/12 ANNUAL PARISH MEETING

It was reported that the large hall at the Village Hall was now booked. The Clerk would circulate an invitation/agenda to all village organisations. An advert had been organised for the Drayton Chronicle. The Clerk would draft an Annual Review in which to insert Chairman’s/Committee Chairman’s reports, and would circulate this to members of the Council for comment.

ACTION: Clerk to draft an Annual Review to circulate to Councillors for comment. Committee Chairman to email the Clerk with their contributions. Clerk to email local organisations with details of the Annual Parish Assembly.

11/03/12 YOUTH WORK

It was **reported** that the Youth Zone youth club might not be able to continue after April. It was **agreed** that Daniel Scharf would speak to a youth worker in the village about some dedicated time being spent in Drayton to organise volunteers and youth activities.

ACTION: Daniel Scharf to speak to youth worker about possibility of time being spent to launch new youth activities/organise volunteers to sustain youth projects in Drayton.

12/03/12 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business

A. February 2012 Payments

Power		Invoice Amount	Incl. VAT of:
Open Spaces Act 1906 s10	(i) Village Caretaker – February 2012	£278.51	£8.92

LGA (1972) s112	(ii) Clerk's Salary – February 2012	£510.41	nil
LGA (1972) s111	(iii) HM R&C Tax and NI – February 2012 [£45.00 PAYE deducted, but not due to HM R&C due to previous month tax refund already paid]	nil	nil
LG (FP) A 1963 s5	(iv) Clerk's Expenses – February 2012	£164.18	£17.46
LGA 1972 Sch 12 para 15(4)	(v) Drayton Chronicle – advert for Annual Parish Assembly	£10.00	nil
LGA (1972) s143	(vi) OALC – Annual Subscription	£432.11	£72.02
LGA (1972) s111	(vii) SLCC Regional Conference (Oxford) 7 March 2012 Booking fee – Clerk	£78.00	£13.00
LGA 1972 s134	(viii) Caudwell Day Centre – Room hire (Aug-Jan)	£90.00	nil
LGA (1972) s111	(ix) DAMASCUS – advance for catering for Annual Parish Assembly	£150.00	nil
	Total payments this month	£1713.21	£111.40
	<u>B. February 2012 Receipts</u>		
	VAT refund	£958.21	
	OCC – Contribution towards Rooks Nest steps	£500.00	
	Burial and grave reservation fees	£240.00	
	Total Receipts this month	£1698.21	

C. Other Finance business

(i) Bank Reconciliation for February. The Clerk reported that the bank statement to end February had not yet arrived. The funds available in the current account, based on a mini-statement dated 5/3/12, were £4,817.04 (including Feb 2012 receipts above), which combined with £19,187.15 gave total available funds of £24,004.19. Less payments of £1713.21 (see above), and taking account of £500 owed by OCC, funds stood at £22,791 approx.

(ii) Grant applications. No grant applications had been received this month.

(iii) Annual Risk Assessment and Asset Review. The Clerk presented Parts 1, 2 and 3 of the Annual Risk Review and the overall Statement of Internal Control document for signature. These had been considered by the Finance and Personnel Committee at its meeting on 6th February 2012. In the absence of the Chairman of F&P Committee (Julian Fowler), the meeting **agreed** that Part 1 (Financial) and Part 2 (Council Activities) be signed by Richard Williams and Daniel Scharf, with Julian Fowler to counter-sign later.

Part 3 (Parish Asset Inspection) was signed off by the three Councillors who had conducted the asset inspection on Saturday 3rd March 2012 (Naomi Broomfield; Jenny Pooley; Laurence Zipson).

The meeting **resolved** to pass a vote of thanks to the three Councillors who had completed the asset inspection on Saturday, and to thank Naomi Broomfield for organizing this.

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

The meeting **resolved** that with Parts 1-3 of the Risk Assessment completed, Daniel Scharf should sign as Chairman on behalf of the Council that the three parts of the Risk Assessment were in order,

Proposed: Jenny Pooley **Seconded:** Richard Williams **Agreed**

9.20 pm Naomi Broomfield left the meeting

It was further **resolved** that Daniel Scharf as Chairman would sign off the Statement of Internal Control asked for by the Internal Auditor.

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

(iv) UNITY Trust Bank Account. In accordance with the resolution at the February meeting to set up a replacement current account with the Unity Trust bank, the Clerk tabled an application form to be signed by Councillors, and this was duly completed.

13/03/12 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
2012-01	3 Hilliat Fields, Drayton, OX14 4JE	Outline application for the erection of 3 bedroom 2 storey dwelling with integral garage and off street parking (re-submission)	No objection	Permitted

2012-02	14 High Street, Drayton, OX14 4JL	Removal of 15 conifers	No objection	Pending
2012-03	2 The Green, OX14 4JA	Demolition of existing garage and replace with new double garage (Re-submission of refused application 11/02233/FUL)	No objection	Pending
2012-04	11 Hilliat Fields, Drayton, OX14 4JE	Erection of a dwelling (land adjacent to 11 Hilliat Fields)	No objection – but concerns over size of house & parking	Pending

B Other Planning Business

- (i) **Manor Farm.** There had been no further correspondence.
- (ii) **OALC Planning Course.** It was agreed that Heather Morrison and Richard Williams would attend this free course on Monday 12th March.
- (iii) **VWHDC Planning Service Bulletin.** The meeting **noted** the information from the Planning Dept about electronic availability of planning documents, but asked that the Clerk reply to say that it was essential that printed plans remain available to the Parish Council, posted to the Clerk
ACTION: Clerk to reply to VWHDC Planning Dept. welcoming further availability of electronic information on the website but emphasising continuing need for printed plans.

14/03/12 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- a. **Condition of Rooks Nest Path Steps.** The Village Caretaker has replaced the flagstones, which were leaning, with sandbags.
- b. **Norman's oak.** This had been replaced by VWHDC with a new tree. It was **resolved** that the Clerk write a note of thanks to the VWHDC.
Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Agreed**
ACTION: Clerk to thank VWHDC for replacing Norman's oak
- c. **Line dancing sign.** It was **noted** that a sign had been attached to a road sign on High Street. The Clerk was asked to arrange for the sign to be removed.
ACTION: Clerk to arrange for removal of line dancing sign from High Street.
- d. **Bridleway signing on east side of village.** Jenny Pooley reported that signage was lacking on the east side of the village for the footpaths and bridleways, and that she would arrange for arrows to be erected.

15/03/12 LEISURE & GENERAL PURPOSES WORKING GROUP

- a. **Village Caretaker and Grass Cutting contractors:** These reports were **received**.
- b. **St Peter's Church Roof.** The Clerk reported that Ecclesiastical Insurance had announced that they would provide free alarms/signage for churches in the Oxford diocese.
- c. **Footpath on the Green.** The annual inspection had examined two areas marked out by OCC Highways. The Clerk was in the process of obtaining costings for repairs from OCC Highways.
ACTION: Clerk to obtain costings from OCC for repair of footpath tarmac on the Green.

16/03/12 PRESS AND PUBLIC RELATIONS WORKING GROUP

- (a) **Website.** Laurence Zipson reported that he had been appointed – in a private capacity – as Webmaster for the village website, following a website meeting held by the Drayton Community Trust. He was in the process of selecting a software supplier for the site.
- (b) **Blue Plaque.** No further information has been received from the Church Wardens/Diocese. The Clerk was asked to reply to the Blue Plaque Society to say that the Church Wardens had been consulted & the Diocese contacted.
ACTION: Clerk to reply to the Blue Plaque society about the location of the blue plaque.

17/03/12 PUBLIC TRANSPORT ISSUES

Daniel Scharf reported as the PC's representative on transport issues. OCC has a consulting body on transport issues on which Daniel Scharf serves independently as a Public Transport Representative. The main discussion points are around subsidies to public transport. Drayton's particular issue is the subsidy for the 32c service and linking it into the X2 service at Abingdon. The costs of subsidized bus services is actually decreasing, despite rising diesel costs,

due to competition between operators. It was **agreed** that Daniel Scharf would respond on behalf of the Parish Council to the online consultation on rail strategy organised by OCC. Daniel Scharf also indicated that he would write an article on Drayton public transport issues for a future Drayton Chronicle.

ACTION: Daniel Scharf to respond to the OCC consultation on rail strategy. Daniel Scharf to write an article on public transport for the Drayton Chronicle.

18/03/12 CORRESPONDENCE

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

19/03/12 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

There were none.

20/03/12 DATE OF NEXT MEETING was confirmed as Monday 2nd April 2012, at 19.30, to be held in the Village Hall, Lockway, Drayton, OX14 4LG, to be preceded by the Annual Parish Assembly (APA) at 7.00pm.

Please note change of venue and earlier start time of 7pm for the APA.

The meeting concluded at 9.50 p.m.

Signed:

Name: Daniel Scharf

Date: 2nd April 2012

Role: Chairman, Drayton Parish Council