

**DRAYTON PARISH COUNCIL**  
**Minutes of the Meeting of Drayton Parish Council**  
**Held on Monday 2<sup>nd</sup> April 2012 at 9.00 pm at the Drayton Village Hall, Lockway**

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

The meeting commenced at 9pm (advertised for 7.30 pm), following the overrun of the Annual Parish Assembly meeting which preceded it.

**001/2012-13 APOLOGIES FOR ABSENCE**

Naomi Broomfield and Julian Fowler had notified the Clerk of their apologies for absence and these apologies were **noted** by the meeting.

**002/2012-13 PUBLIC PARTICIPATION**

Three members of the public were present. No public business was raised additional to the topics discussed at the Annual parish Assembly which preceded the Parish Council meeting.

**003/2012-13 DECLARATIONS OF INTERESTS**

There were no Declarations of Interest

**004/2012-13 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held on 5<sup>th</sup> March 2012 were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

**Proposed:** Laurence Zipson

**Seconded:** Heather Morrison

**Agreed**

**005/2012-13 ACTION POINT REVIEW FROM LAST MEETING**

The Action Point Review was **received and noted**. Daniel Scharf noted that:

- (a) He had yet to speak to Rita Atkinson/Gary Hibbert about youth issues
- (b) No response had been submitted from the Parish Council to the OCC Rail Strategy, due to lack of time
- (c) The Clerk was asked to write to Rita Atkinson and to DAMASCUS to thank them for their catering and contribution to the running of the Annual Parish Assembly

**ACTION:** Clerk to write to Rita Atkinson & DAMASCUS to thank them for their contribution to the running of the APA.

**006/2012-13 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)**

Neither Marilyn nor Mike Badcock was able to be present at the meeting.

**007/2012-13 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)**

- (a) **Caravan Storage.** VWHDC Planning Enforcement had emailed the owners again and a reply is awaited.
- (b) **VWHDC Electoral Review.** Richard Webber explained that in line with the reduction of councillors in Oxfordshire County Council, and in line with trends elsewhere in the country, VWHDC was proposing to reduce the number of councillors, from 51 to 38. This would save money. He said that he was in favour of some reduction, since modern means of communication had made representing a greater number of electors possible. Once the number of councillors was determined, there would need to be an electoral boundary review if there was any reduction. Drayton would probably be joined to a part of a neighbouring community. After discussion, it was **resolved** that the Clerk reply to VWHDC on behalf of the Parish Council stating that whilst the PC recognised that the current financial climate had led to the proposal to save money, a reduction to 38 was thought to be too much, and that the PC would support a reduction to 45 district councillors.

**ACTION:** Clerk to write to VWHDC to give PC's view that a reduction in the number of district councillors to 38 was too much, but PC would support reduction to 45.

**008/2012-13 HOUSING SUPPLY**

This issue had been discussed at the preceding Annual Parish Assembly meeting.

It was **resolved** to hold a special meeting of the Parish Council on Tuesday 17<sup>th</sup> April at 7.30pm (Clerk to book and confirm venue). The two items of business to be the IHSP screened sites for Drayton and Neighborhood Planning.

**Proposed:** Daniel Scharf

**Seconded:** Heather Morrison

**Agreed**

**ACTION:** Clerk to book venue and to publicise special Parish Council meeting to be held on Tuesday 17<sup>th</sup> April

### 009/2012-13 QUEEN'S DIAMOND JUBILEE CELEBRATIONS

Richard Webber reported that the Working Group on the diamond jubilee would meet next week. The Clerk had obtained a quote for the refurbishment/inscription of the village cross, and for seats and outdoor gym equipment. Discussion and decisions on these were deferred to the May meeting.

### 010/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

Finance/Admin Committee Business		Invoice	Incl.
<u>A. March 2012 Payments</u>		Amount	VAT of:
Power			
Open Spaces Act 1906 s10	(i) Village Caretaker – March 2012	£436.40	£3.98
LGA (1972) s112	(ii) Clerk's Salary – March 2012	£510.61	nil
LGA (1972) s111	(iii) HM R&C Tax and NI – March 2012 [ £44.80 due, but not paid since PC has refunded tax previously and is owed a refund by HM C&R]	nil	nil
LG (FP) A 1963 s5	(iv) Clerk's Expenses – March 2012	£94.82	£0.76
LGA 1972 Sch 12 para 15(4)	(v) Drayton Chronicle – advert for Annual Parish Assembly	£10.00	nil
Smallholdings & Allotments Act 1908 s26	(vi) Thames Water – Water Services 22 Dec 2011-11 March 2012	£8.34	nil
SI 2003/533 s4	(vii) Arrow Accounting – Internal Auditor's fee 2011-12	£224.40	nil
LGA (1972) s111	(viii) Society of Local Council Clerks – Two books	£29.55	nil
LGA (1972) s143	(ix) ORCC annual membership subscription	£30.00	nil
LGA (1972) s111	(x) Rita Atkinson – Catering for Annual Parish Assembly	£92.67	nil
	<b>Total Payments this month</b>	<b>£1436.79</b>	<b>£4.74</b>
	<b><u>B. March 2012 Receipts</u></b>		
	OCC – Contribution towards Rooks Nest steps	£500.00	
	<b>Total Receipts this month</b>	<b>£500.00</b>	

### C. Other Finance business

**(i) Bank Reconciliation for March.** The Clerk reported that the bank statement to end March had not yet arrived. The funds available in the current account, based on the latest statement to 1<sup>st</sup> March 2012, were £4,577.04 (including £500 receipts above), which combined with £19,187.15 in the NS&I account gave total available funds of £22,790.98. Less payments of £1436.79 above, the end of year balances will be approx. £21,338.

**(ii) Grant applications.** No grant applications had been received during March. An application from Dalton Military Wives received today would be circulated to the Finance and Personnel Committee.

**(iii) UNITY Trust Bank Account.** The application form had now been submitted by the Clerk and details were awaited that they account had been set up and was ready for use.

**(iv) External Audit dates.** BDO had written to the Clerk with a date of 11<sup>th</sup> June 2012 for the external audit, which meant that the accounts had to be finalised and signed off by the Council and the internal auditor by 8<sup>th</sup> May, to be available for public inspection. This was not a feasible timetable given that the regular Finance and Parish Council meetings, at which the annual accounts are normally considered, was not due to be held until 14<sup>th</sup> May. The Clerk was asked to contact BDO to ask for a later date which fitted the Parish Council's agreed schedule.

**Proposed:** Daniel Scharf

**Seconded:** Heather Morrison

**Agreed**

**ACTION:** Clerk to contact BDO to re-schedule the external audit date.

## 011/2012-13 PLANNING COMMITTEE BUSINESS

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

NO	ADDRESS	DETAILS	PARISH	DISTRICT
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 comments re size & parking	Pending

### B Other Planning Business

(i) **Manor Farm.** There had been no further correspondence.

## 012/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

a. **Village Caretaker and Grass Cutting contractors:** These reports were **received**. The Clerk was asked to write to Steve Sadler to express the PC's thanks for the work he has done on the playground and the gate into the burial ground – both of these now a considerable improvement.

**ACTION:** Clerk to write to Steve Sadler to express the PC's thanks for work done on the playground and burial ground gate.

b. **Footpath on the Green.**

**ACTION:** Clerk to obtain further details from OCC of the extent of the footpath repairs covered by their estimate, and to obtain two alternative quotes.

c. **Allotments:** Tim Atkinson had collected and given the Clerk most of the 2012-13 rents, which fell due on 1<sup>st</sup> March. Four late payers were being re-contacted to collect the due rent. Tim reported that there had been number of break-ins to sheds on the allotments, sometimes associated with thefts of tools, but often just vandalism. Crops had also been stolen. It was also reported that one late payer's allotment was being tended by someone whose behaviour was leading to problems with other allotment holders. It was **resolved** that the circumstances relating to this individual's behaviour should be investigated further, and that Daniel Clerk, Chairman, and the Clerk should meet with the police to brief them on events at the allotments.

**Proposed:** Daniel Scharf

**Seconded:** Richard Webber

**Agreed**

**ACTION:** Daniel Scharf to set up a meeting with the police for himself and the Clerk, to discuss allotment issues.

## 013/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

a. **Rooks Nest footpath.** Evidence of substance misuse had been detected on this footpath, and had been reported to the police.

b. **East Way footpath.** A resident had requested that the Parish Council contact OCC again about the poor repair of the footpath at the entrance to East Way. It was **resolved** that Jenny Pooley (Chairman, ROW) and the Clerk arrange a meeting with OCC to discuss this.

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

**ACTION:** Clerk to arrange meeting for Jenny Pooley and himself with OCC to discuss state of the footpath at the entrance to East Way.

c. **FP17.** Jenny Pooley reported that CEMEX seemed decided to close off the footpath round the lake when FP17 was diverted. It was **resolved** that Jenny Pooley (Chairman, ROW) and the Clerk arrange a meeting with OCC Countryside Services to discuss this.

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

**ACTION:** A meeting with OCC Countryside Services (Andy Sylvester) to be arranged for Jenny Pooley to and the Clerk to discuss the CEMEX proposals re: the diversion of FP17.

## 014/2012-13 PRESS AND PUBLIC RELATIONS WORKING GROUP

Nothing to report.

## 015/2012-13 CORRESPONDENCE

The List of Correspondence from the Clerk was **noted**. There was no further correspondence to discuss apart from that already dealt with in the meeting.

**016/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

There were none.

**017/2012-13 DATE OF NEXT MEETING** was confirmed as Monday 14<sup>th</sup> May 2012 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HX. The next Finance and Personnel Committee was confirmed as Monday 14<sup>th</sup> May 2012 at 7.00 pm in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HX

**The meeting concluded at 10.00 p.m.**

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

**Date: 14<sup>th</sup> May 2012**  
**Role: Chairman, Drayton Parish Council**