Drayton Parish Council http://www.drayton-near-abingdon.org/drayton-parish-council/ Minutes of the Annual Meeting of Drayton Parish Council, Held on Monday 14^h May 2012 at 7.30pm At the Caudwell Day Centre, Gravel Lane, Drayton.

Present:Daniel Scharf (Chairman); Naomi Broomfield (until 9.00pm); Julian Fowler; HeatherMorrison; Jenny Pooley; Richard Webber; Richard WilliamsNot Present: Laurence ZipsonIn attendance:Mike Badcock (County Councillor); David Perrow (Clerk)

024/2012-13 APOLOGIES FOR ABSENCE

Apologies had been received from Laurence Zipson and these were noted.

025/2012-13 CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS

David O'Dowell, who had attended the April Planning Meeting as an observer, offered himself as a Parish Councillor.

Resolved:
Proposed: Richard WebberSeconded: Richard WilliamsAgreedDavid O'Dowell completed the form for Acceptance of Office as Parish Councillor.
The Council now had 9 Councillors, so there are still two vacancies to fill.Agreed

026/2012-13 ELECTION OF CHAIRMAN FOR THE YEAR 2012-13

Daniel Scharf indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman.

Resolved: that Daniel Scharf be elected Chairman of the Parish Council for 2012-13.

Proposed: Heather Morrison **Seconded:** Richard Jenny Pooley **Agreed**

Daniel Scharf signed his Declaration of Acceptance of Office as Chairman for 2012-13.

027/2012-13 ELECTION OF VICE CHAIRMAN FOR THE YEAR 2012-13

Heather Morrison indicated that she was willing to continue as Vice-Chairman for a further year. No other Councillor wished to stand as Vice-Chairman.

<u>Resolved</u>: that Heather Morrison be elected Vice-Chairman of the Parish Council for 2012-13.

Proposed: Daniel ScharfSeconded: Richard WilliamsAgreed

028/2012-13 DECLARATIONS OF INTEREST

Naomi Broomfield declared an interest in Youth Zone, for which she is an organiser/officer.

029/2012-13 PUBLIC PARTICIPATION

14 members of the public were present, and the following three issues were raised for discussion:

(a) Neighbourhood Plan: It was reported that VWHDC had now withdrawn the Interim Housing Supply Policy (IHSP) since it was not lawful under the Government's new National Planning Policy Framework (NPPF). They would instead be formulating a 5 year Land Supply document. However, the sites which had been put forward for 'screening' under the now defunct IHSP were still being evaluated by VWHDC. Richard Webber (as District Councillor) pointed out that without a Core Planning Strategy in place VWHDC was in a position where developments it refused could be granted on appeal, which was costly for the VWHDC and which effectively constituted 'planning by appeal'. He urged that Drayton engage constructively in formulating a Neighbourhood Plan so that there was a positive statement from the community as to where housing could be sited and where it should not, and what community benefit should be provided alongside developments in the form of improved infrastructure (school places/transport) and facilities (recreational/village hall etc.).

Residents present complained about lack of consultation on the IHSP Screening Sites. Daniel Scharf (Chairman) explained that the VWHDC had given short notice to the Parish Council to respond to the 8 sites put forward, and that it had not been possible to put a notice of the PC's April Special Planning Meeting in the Drayton Chronicle. However, the date was set at the

Annual Parish Meeting/April PC Meeting, attended by 40 *parishioners and* representatives from the village organisations, the date of the Special Meeting had been emailed to these representatives, with the plans of the sites, and to all other email contacts in the village, as well as being posted on the Village website and on the village noticeboards. It was emphasised that the 'screening' did not constitute any right to development and was an exercise in expressing preference between the sites submitted by landowners, and that the usual planning permission process still had to be pursued by any developer. Residents were invited to send their email addresses to the Parish Clerk if they wished to be on the circulation list for notices.

- (b) Skate Park. George (a youngster from Youth Zone) and his friend spoke to the meeting about the need for a proper skate park in Drayton. Some 30-40 youngsters were regularly playing on the streets with bikes/scooters and skateboards. It was too far to go to Abingdon or Didcot, which were both well supplied with such skate park facilities. There was a danger that without better facilities in Drayton young people would either get into trouble through being bored or might be injured whilst playing on the street. Naomi Broomfield was attending a Skate Park open day at Chalgrove the following weekend, and invited George and his friends to accompany her. She would report back to the June meeting.
- (c) Football Club. Gary Hibbins reported that the Football Club's fundraising for the Pavilion refurbishment is now aimed at obtaining a £45k grant from Sport England. The landlord of the Red Lion is now the Football Club chairman. There would be a football match on Thursday this week (6pm-8.30pm), to include a BBQ. DAMASCUS staff would be playing the young people from Drayton. All invited.
- (d) **Parish Councillors Saturday Surgery.** Daniel Scharf suggested that Parish Councillors could take the opportunity to meet with members of the community on Saturday afternoons at the Pavilion when they attended matches. This idea was welcomed, and it was <u>agreed</u> that discussion would take place about an appropriate time to be set for this.

030/2012-13 APPOINTMENT OF COMMITTEES/REPRESENTATIVES FOR 2012-13

Following discussion of the interests of the members of the Council, it was <u>resolved</u> that the membership of Committees, Working Parties and other bodies for 2012-13 would be:

FINANCE AND PERSONNE	Naomi Broomfield (Chairman); Julian Fowler; Heather Morrison; Jenny Pooley; Daniel Scharf Richard Williams		
PLANNING:	Heather Morrison (Chairman); Jenny Pooley; Daniel Scharf; Richard Williams		
WORKING GROUPS			
LEISURE & GENERAL			
PURPOSES:	Richard Williams (Chairman); Naomi Broomfield; Daniel Scharf;		
	Richard Webber; Laurence Zipson		
RIGHTS OF WAY &:	Jenny Pooley (Chairman); Naomi Broomfield; Daniel Scharf;		
CONSERVATION	Richard Williams		
PRESS & PR	Laurence Zipson (Chairman); Julian Fowler; David O'Dowell; Daniel		
	Scharf; Richard Williams		
REPRESENTATIVES			
Mrs. Camilla King	Drayton Almshouses		
Daniel Scharf	Public Transport Liaison		
Richard Webber	Drayton Hall & Recreation Ground Management Committee		
Mrs Camilla King	Drayton Charities (nominated Trustee)		
Mrs M Watts	Drayton Charities (nominated Trustee)		
Richard Williams	Drayton Chronicle contributor		
Jenny Pooley	Millennium Green Trust (nominated Trustee)		
Naomi Broomfield	DAMASCUS Project		
Richard Webber	Neighbourhood Action Group (NAG)		
Simon Murray & Robin Wood	1		
David O'Dowell	Drayton Community Primary School.		

ALLOTMENT WARDENS Tim Atkins; Stan Hignell Page 2 of 7

<u>Resolved</u>: that Naomi Broomfield is appointed to the Finance and Personnel Committee as its Chairman for 2012-13.

Proposed: Daniel Scharf

Seconded: Jenny Pooley

Agreed

In discussion, it was pointed out that as Chairman of the Press & PR Working Group (formed last year), Laurence Zipson was entitled to be a member of the Finance and Personnel Committee. It was suggested that if Laurence did not wish to join the F&P Committee, Julian Fowler could continue on F&P as former Chairman.

<u>Resolved</u>: that David O'Dowell be appointed to the Press & Public Relations Working Group and as the Parish Council's representative to Drayton Community Primary School.

Proposed: Daniel ScharfSeconded: Naomi BroomfieldAgreed

ACTION: The Clerk was asked to write to Camilla King and Mrs M. Watts to invite them on behalf of the Parish Council to continue in their 2011-12 roles through 2012-13. Clerk also to inform Drayton Community Primary School about David O'Dowell's appointment as the Parish Council's school representative.

031/2012-13 STANDING ORDERS AND TERMS OF REFERENCE FOR COMMITTEES AND GROUPS

(a) The existing Standing Orders an	d Financial Regulations 2011-12 had	l been circulated to
Councillors previously with the	papers for the meeting.	
Resolved: That the 2011-12 Star	nding Orders and Financial Regulation	ons be re-adopted for
Drayton Parish Council for 2012	2-13.	-
Proposed: Daniel Scharf	Seconded: Julian Fowler	Agreed
(b) Chairman's Allowance 2012-13		
Resolved: That provision for a C	Chairman's Allowance of £25 be made	de in this year's budget.
Proposed: Naomi Broomfield	Seconded: Heather Mor	rrison Agreed
(c) Members' Allowances until next	t election (May 2015)	_
Resolved: That Member Allowa	nces will not be introduced during re-	emaining period of office of
the present Council.	_	
Proposed: Heather Morrison	Seconded: Julian Fowler	Agreed
(d) The existing Terms of Reference	e for Committees and Working Group	ps were reviewed.
Resolved that the Terms of Refe	erence for Committees and Working	Groups from 2011-12 be re-
adopted for 2012-13 without am	endment.	-
Proposed: Daniel Scharf	Seconded: Julian Fowler	Agreed
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032/2012-13 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meetings held on 2nd and 17th April 2012 were confirmed and Daniel Scharf (Chairman) signed them as a correct record.

2 nd April: Proposed: Jenny Pooley	Seconded: Richard Williams	Agreed
17 th April: Proposed Julian Fowler	Seconded: Jenny Pooley	Agreed

033/2012-13 ACTION POINT REVIEW FROM PREVIOUS MEETING

The Action Points from the last meeting were **<u>noted.</u>**

- (a) **Footpath Repairs The Green.** The Clerk would obtain two further quotes from local firms. **ACTION:** Clerk to obtain two further quotes for footpath repairs on the Green.
- (b) **Village Cross The Green.** Two further quotes were needed. It was suggested that stonemasons with experience of working on Oxford Colleges' heritage stonework be approached.

ACTION: Clerk to obtain two further quotes for work on the Village Cross.

(c) **Eastway – Surfacing.** Residents had arranged for some patching using tarmac. OCC had declined to meet the Parish Council to discuss further work, since there was no budget available for any repairs.

034/2012-13 NEWS FROM DISTRICT COUNCILLOR

Richard Webber reported that the 3rd June Queen's Diamond Jubilee Picnic planning was well underway and that publicity would be going out to each household, with advertising in the Drayton Chronicle and posters around the village. There would be a tent showing the IHSP sites and asking for people to sign up to assist in developing a Neighbourhood Plan, which would be launched as a process later in the year. Richard Webber reported that he needed to arrange pre-payment for the band.

<u>Resolved</u>: that a cheque for £525 be signed today out of the £1,000 budget already approved for the event.

Proposed Daniel Scharf	Seconded: Naomi Broomfield	Agreed
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035/2012-13 NEWS FROM COUNTY COUNCLLORS

Mike Badcock was present to represent the County Councillors. He reported that:

- (a) the Councillors' Highways local grant was now considering the following projects: modifications at the MacDonald's roundabout, Abingdon (est. £16k); Marcham Road cycleway; Spring Road (Abingdon) – Pelican crossing (est. £21k); Vehicle Activated Sign, Spring Road, Abingdon (£3153); Drayton High Street VAS – on Sutton Courtenay approach £7,357; Steventon Road, Drayton, Pelican crossing (est. £25,224). For this last project, an initial Speed Examination costing £7,000 would need to be undertaken before it could be approved and the exact positioning/costs determined.
- (b) **Drayton School Bus Charging**. A meeting due to be held tomorrow was now postponed so that the OCC Legal Department could give further consideration to the issue.
- (c) **School Choices**. To date, there had been no complaints to either of the two County Councillors about problems with choice of school for next year.
- (d) **Drayton Community Primary School**. There was a vacancy for a School Governor if anyone in the community was interested in applying.
- (e) OCC Change of Council Leader. Cllr Ian Hudspeth was taking up the office of Leader this week. The Parish Council <u>agreed</u> to welcome Mr Hudspeth to his new job, and to congratulate him on his appointment.

036/2012-13 HOUSING ISSUES/NEIGHBOURHOOD PLAN

Discussion about the nature of a neighbourhood plan concluded that:

- (a) Under the Localism Act it appears that any Neighbourhood Plan for Drayton needed to be prepared by the Parish Council.
- (b) At this stage, until community support and the potential for involving volunteers was assessed, it would be unwise to launch a full Neighbourhood Plan under the NPPF process, since this would be expensive and would require a referendum with 50% support. An initial Community/Local or Village Plan would still be useful, and would carry some weight in planning issues.
- (c) VWHDC Planning Officers should be invited to the September meeting to discuss Neighbourhood Planning

Proposed: Daniel ScharfSeconded: Julian FowlerAgreedACTION: Richard Webber to invite the VWHDC Planning Officers to the SeptemberNeighbourhood Plan meeting

(d) Richard Webber would lead the process.
 <u>Resolved</u> that a Community Plan Working Party of the Planning Committee be formed with an initial budget of £1,000 and with a membership of Richard Webber (Convenor), Heather Morrison, David O'Dowell, Daniel Scharf and Richard Williams
 Proposed: Daniel Scharf Seconded: Julian Fowler Agreed

037/2012-13 OUTDOOR LEISURE FACILITIES/BENCHES

It was agreed that outdoor gym equipment rather than benches should be considered. Discussion and choice of the equipment was deferred to the next meeting.

	Finance/Admin Committee Business		Of
	A. Payments	Invoice	which
		Amount	VAT
Open Spaces Act 1906 s10	(i) Steve Sadler – Village Caretaker's Invoice (April – Mid-May)	£772.58	£11.27
Open Spaces Act 1906 s10	(ii) Julian Cook – April 2012 Grass Cutting Invoice £550.00		zero
LGA (1972) s112	(iii) Clerk's Salary – April 2012	£519.61	zero
LGA (1972) s111	(iv) HM R&C Tax and NI – April 2012	£35.80	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – April 2012	£153.92	£18.64
LGA 1972 s111	(vi) Insurance Premium 2012-13 £782.66		zero
LGA 1972 Sch 12 para 15(4)	(vii) Drayton Chronicle – Advert for Annual Parish Meeting £10.00		zero
LGA 1972 s134	(viii) Drayton Village Hall Hire charge for APA & Special PC meeting £50.70		zero
LGA (1972) s137	(ix) Grant Application – Air Ambulance	£200.00	zero
LGA (1972) s137	(x) Grant Application – Dalton Barracks Military Wives' Choir	£100.00	zero
LGA 1972 s145	(xi) Brian Thompson – Boulevard Swing Band	£525.00	zero
	Total payments this month£3700.2(Transfer of £10,000 between bank accounts not included as payment)		£29.91
(xi) Transfer of funds – Lloyds Current Account to Unity Trust Bank Accoun £10,000		nk Account	zero
	B Receipts		
	(i)VWHDC 1 st Half Precept	£20,000.00	
	(ii) Burial Fees	£180.00	
	(iii) Allotment Rents/Water Charges/Access Charge	£341.25	
	(iv) NS&I Account Interest paid	£91.13	
	Total Receipts this month	£20,612.38	

C. OTHER FINANCE BUSINESS

Insurance 2012-13– The Clerk had obtained three quotes for insurance for next year (starting 1st i. June 2012), which had been considered by the Finance and Personnel Committee (F&P) at their May meeting. F&P had recommended that the insurers be changed to Zurich Municipal for the next 3 years, since their terms were better than the existing insurer and the premium much reduced. Discussion took place about insurance for the June 3rd Diamond Jubilee celebrations. The Clerk would check that the new insurers covered this event as agreed with the previous insurers. It was agreed that if the Millennium Green Trust (MGT) did not carry its own liability insurance as landowner, then the Parish Council would grant the MGT a sum of up to £150 to take out such insurance.

Resolved – that the recommendations of the F&P Committee to change insurers to Zurich Municipal from 1st June 2012 be accepted; and that up to an extra £150 be set aside to insure the Millennium Green Trust if required.

Seconded: Daniel Scharf **Proposed:** Julian Fowler Agreed **ACTION:** Clerk to check with the new insurers that the 3rd June Jubilee Picnic is insured as before.

End of year accounts for 2011-2012. The accounts for 2011-12 had been reviewed with the Clerk ii. by Julian Fowler, as Chairman of the Finance and Personnel Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting. Julian Fowler confirmed that the accounts payments and receipts tallied with the bank statements from Lloyds/TSB and the National Savings Investment Account.

Resolved – that the Accounts for 2011-12 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts.

Proposed: Julian Fowler Seconded: Jenny Pooley Agreed

- iii. Annual Return. Similarly, the Annual Return and Variance Report for 2011-12 had been reviewed with the Clerk by Julian Fowler, as Chairman of the Finance and Personnel Committee, and copies of Section 1 with the annual figures had been circulated to all Councillors prior to the meeting.
 Resolved that the Annual Return and Variance Report for 2011-12 be accepted as a true and accurate record, and the Chairman and Clerk be asked to sign the return on behalf of the Council.
 Proposed: Julian Fowler Seconded: Naomi Broomfield Agreed
- iv. Governance Statement. Copies of Section 2 of the Annual Return (the Governance Statement) had been circulated to all Councillors with the papers prior to the meeting.
 Resolved that the Governance Statement for 2011-12 be completed with all responses as 'Yes', and the Chairman and Clerk be asked to sign the statement on behalf of the Council.
 Proposed: Julian Fowler Seconded: Naomi Broomfield Agreed
- v. Grants It was <u>reported</u> that F&P had agreed to make grants of £200 to the Thames & Chiltern Air Ambulance, and £100 to the Dalton Barracks (Abingdon) Wives' Choir.
- vi. **Transfer of Funds.** It was <u>reported</u> that F&P had agreed to £10,000 being transferred from the Lloyds Current Account to the new Unity Trust Bank Account, which would be used for payments from June.

039/2012-13 PLANNING COMMITTEE BUSINESS	
A Planning Applications in Progress - Noted	

			PC Planning	VWHDC
Reference			Committee	Decision
Number	Address	Details	Response	
2012-04	11 Hilliat Fields,	Erection of a dwelling (land	No objection -	Refused
	Drayton, OX14 4JE	adjacent to 11 Hilliat Fields)	but comments	
			re size &	
			parking	
	4 Hilliat Fields,	Erection of a dwelling with		
2012-05	Drayton, OX14 4JE	access off Manor Close	Pending	Pending
	Church Cottage,			
	Church Lane, OX14			
2012-06	4JS	Removal of one yew tree	Pending	Pending

B. Other Planning Business

(i) Housing Needs Survey The Clerk reported that ORCC had had a 30% response rate on the housing survey and would be analysing the survey in June. It was **agreed** that Richard Williams would place any spare questionnaires with Vickery's for late responders.

9.00pm Naomi Broomfield left the meeting

040/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) CEMEX F17/F19 footpath. Jenny Pooley reported that discussions with OCC on this issue had now been exhausted and that she had been invited by OCC to write direct to Kevin Wilson at CEMEX to urge that the footpath around the pond be kept open as a discretionary right of way. ACTION: Jenny Pooley to write to CEMEX about the right of way around the pond on their land.
- (b) Sutton Wick path wire fencing. It was reported that the householder along this stretch of path had patched the fence. It was decided that whilst this patching with barbed wire was not ideal, it did define the path and was an improvement.
- (c) Millennium Green (Sutton Wick entrance) Dog Bin. The Annual Inspection had recommended that this bin, which was corroded by rust beyond repair, be replaced. The Clerk was asked to price up a replacement dog bin for consideration at the next meeting. ACTION: Clerk to price up a replacement dog bin for the Millennium Green.
- (d) Millennium Green Trees. It was observed that the MG woodland probably needed thinning and the walnut trees pruning where at 'eye level'. Jenny Pooley would raise this at the Millennium Green Trust (MGT) AGM on 11th June.

(e) Sundial – paving. Jenny Pooley suggested that it would be an improvement if the area around the Millennium Green sundial could be paved, to replace the existing gravel. It was advised that this was a matter for the MGT. Jenny would also raise this at their AGM. ACTION: Jenny Pooley to raise at the Millennium Green Trust AGM the need for thinning/pruning tress and the idea of paving the area around the sundial.

041/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) Village Caretaker's Reports. These were received and noted.
- (b) **Tree in Burial Ground**. It was reported that in a recent storm a cherry tree had come down in the Burial Ground. Robin Butler had kindly removed this and made safe the stump. Robin would be considering what replacement tree to recommend for replanting.

042/2012-13 PRESS & PR WORKING GROUP

There were no items of business from Press & PR.

043/2012-13 CORRESPONDENCE

The items on the List of Correspondence received were **<u>noted</u>**. The Clerk handed around various circulars.

044/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- (a) <u>Shop.</u> David O'Dowell observed that there was a lack of shops in the village and suggested that the Co-op might be approached to see whether they would consider opening a shop.
- (b) <u>Cumnor Skate Park.</u> Richard Williams recalled that Cumnor had recently abandoned a Skate Park and it was suggested that the Clerk find out details.

ACTION: Clerk to contact PC to find out details of their previous skate park planning.

045/2012-13 RESERVED AGENDA: ALLOTMENTS

Tim Atkins (Allotment Warden) attended for this item.

- (a) Thefts from the Allotments. Tim reported that there had been a number of thefts from the allotments, including some break-ins to sheds, going back over a number of months. Allotment holders were urged to report any thefts to the Allotment Wardens, who would inform the Clerk and the Police, or to report the theft directly to the Police themselves.
- (b) Rents 2012-13. These had now all ben collected.
- (c) Waiting List. There were five people on the Waiting List

The date of the next meeting was confirmed as MONDAY 11th JUNE 2012 at 7.30PM, venue to be confirmed (since the Caudwell Day Centre is already booked by the Millennium Green Trust AGM)

The meeting concluded at 10.05 p.m.

Signed: Name: Daniel Scharf Date: 11th June 2012 Role: Chairman, Drayton Parish Council