

**Drayton Parish Council**  
**(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)**  
**Minutes of the Meeting of Drayton Parish Council,**  
**Held on Monday 11<sup>th</sup> June 2012 at 7.30pm**  
**At the St Peter's Church Hall, Church Lane, Drayton.**

**Present:** Daniel Scharf (Chairman); Naomi Broomfield; Heather Morrison; Jenny Pooley (from 8.30pm); Richard Webber (from 8.45pm); Richard Williams; Laurence Zipson

**Not Present:** Julian Fowler; David O'Dowling

**In attendance:** David Perrow (Clerk)

**046/2012-13 APOLOGIES FOR ABSENCE**

Apologies had been received from Julian Fowler and David O'Dowling, and these were **noted**.

**047/2012-13 PUBLIC PARTICIPATION**

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

- (a) **Litter bin near Lockway Playground.** Ann Webb (Village Hall Manager) asked if the litter bin near the playground could be restored to use. After discussion it was **decided** that it would be better for the Village Hall to replace this with a third litter bin made of concrete, similar to the ones they purchased last year, and to site this near the car park entrance. The Village Hall management Committee could include the costs of this in their 2012-13 grant application to the Council if they needed to do so. The Parish Clerk was asked to investigate signs for all three litter bins to discourage dog faeces being put in these bins, and to urge people to use the alternative dog bins nearby  
**ACTION:** The Clerk to procure signs for the Village Hall and other litter bins re: proper disposal of dog waste
- (b) **Village Hall News.** Ann Webb reported that planning permission for the small extension to provide storage had now been granted, and that quotes for the work were being sought. A new Treasurer to the Village Hall management Committee had now been appointed. It was **agreed** that the Parish Clerk would liaise with Ann over the positioning and design of a noticeboard in the Village Hall foyer to display Parish Council news. A teenagers' party the preceding Saturday had led to some problems with under-age drinking in the Village Hall car park. The organisers had promised supervision which had not, in the event, been provided.
- (c) **Football Pavilion Insurance.** The Football Club had indicated that they would not be able to afford the insurance premium (circa £250 p.a.) for the Pavilion for a full year. It was **decided** that the insurance of the Pavilion was a Village Hall Management Committee responsibility, and that they should pay the premium, to be funded against their income, including the Parish Council grant.

**048/2012-13 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**049/2012-13 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Annual Meeting of the Parish Council held on 14<sup>th</sup> May 2012 were **confirmed**, with one minor amendment to Minute 29(a) to indicate that the 40 people attending the Annual Parish Meeting/April PC meeting included both general public and village organisation representatives. With this change, Daniel Scharf (Chairman) signed the Minutes as a correct record.

**Proposed:** Heather Morrison

**Seconded:** Richard Williams

**Agreed**

**050/2012-13 ACTION POINT REVIEW FROM PREVIOUS MEETING**

The Action Points from the last meeting were **noted**.

- (a) **Parish Council 'Surgery' at Village Hall on Saturdays.** Daniel Scharf would discuss this further with Football Club reps.
- (b) **Replacement Dog Bin for Millennium Green (Sutton Wick entrance).** It was **resolved** to buy a replacement bin (Fido 50) at a cost of approx. £175 (plus vat), since the existing bin is rusted.

**051/2012-13 NEWS FROM DISTRICT COUNCILLOR**

- (a) **Ripington Court road sign.** Daniel Scharf reported that there was no road sign on Ripington Court. The Clerk was asked to request that VWHDC put up a road sign.

**ACTION:** The Clerk to request that VWHDC put up a road sign on Ripington Court.

Richard Webber was delayed by the need to attend the Millennium Green AGM to discuss the Jubilee Picnic. On arrival (at 9.45pm) he reported:

- (b) **Grants.** VWHDC had decided on a new method of allocating grants. As a result larger population areas were now allocated less per head and smaller areas more. Abingdon now had approx. 99p per elector allocated.
- (c) **IHSP.** This policy was now 'suspended'. VWHDC were still screening the submitted sites and would publish the results on Friday 15<sup>th</sup> June. It was likely that the site backed in Drayton would be the East side site, not the South sites preferred by the Parish Council. It was **resolved** that the Clerk should write to VWHDC once the site screening results were known asking that the Parish Council meet with Senior Planning Officers to discuss housing developments in Drayton, including the results of the Housing Needs Survey, and the Village Plan.

**052/2012-13 JUBILEE PICNIC**

The Jubilee Picnic had been postponed due to bad weather but would now be held on Sunday July 8<sup>th</sup>. A second order for a porta-loo would be needed, and the grass would need cutting again.

**053/2012-13 NEWS FROM COUNTY COUNCLLORS**

No County Councillors were able to be present. The following items relating to OCC were discussed:

- a) **Vehicle Activated Sign (VAS) – High Street.** The Clerk reported that Cllr. Jenny Pooley and the Clerk had met with a representative from OCC Highways to agree the exact location of the new VAS sign. It was **agreed** that the Clerk would write to the residents of the two properties outside of which the VAS was to be located, as a matter of courtesy.

**ACTION:** The Clerk to write to residents of the two properties on High Street outside of which the VAS was to be located.

- b) **Zebra crossing – Steventon Road (near Lockway).** OCC Highways had requested a meeting with representatives of the Parish Council to discuss the actual location of the proposed crossing. It was **agreed** that Richard Williams and the Clerk would represent the Council at this meeting.

**ACTION:** The Clerk to arrange a meeting with OCC Highways to discuss the location of the zebra crossing proposed for Steventon Road near Lockway.

- c) **School Bus Charging.** There was no further news on this issue.

- d) **Cars for Sale on the Green.** It was **agreed** that the Clerk should raise this issue with Cllrs Badcock by writing to them to ask if they could request OCC Trading Standards look again at what enforcement they could make against traders offering cars for sale on the Green. VWHDC Licensing had also been approached by District Cllr. Richard Webber.

**054/2012-13 HOUSING ISSUES/NEIGHBOURHOOD PLAN**

- (a) **Housing Needs Survey.** The Clerk reported that **preliminary** results from the HNS showed that:

- 284 questionnaires had been received – 32% response rate (which is good)
  - 142 (50%) responded that they would support a small affordable housing development in Drayton
  - (27%) responded that they MIGHT support a small affordable housing development in Drayton
  - (20%) responded that they were against any affordable housing development in Drayton
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- 27 people filled in part 2, indicating that they were in need of affordable housing
  - 19 of these wanted rentable housing; 8 wanted shared ownership
  - Of the 27, 17 are **NOT** on the VWHDC's housing waiting list. ORCC will send to these people urging them to join the list and explaining how to go about it.

(b) **Community Plan.** Richard Webber reported that the Drayton Community Trust was willing to give £2,000 towards the cost of the Community Plan. The Community Plan should be a major agenda item for the July PC meeting. It was suggested that the results of the HNS be displayed at the Sept meeting on the Community Plan.

**ACTION:** The Clerk to make the Community Plan an agenda item for the July meeting.

### 055/2012-13 CODE OF CONDUCT

The Clerk reported that under the Localism Act existing Codes of Conduct would expire at the end of June. OCC and VWHDC had agreed a new Code of Conduct for their Councils, and the VWHDC Standards Office had circulated this and asked Parish Councils to adopt the same Code to operate from 1<sup>st</sup> July 2012. It was **resolved** to adopt the VWHDC recommended Code of Conduct for Drayton Parish Council to operate from 1<sup>st</sup> July 2012, and the Chairman, Daniel Scharf, signed the Code on behalf of the Council.

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

### 056/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

<b>Finance/Admin Committee Business</b>		<b>Invoice Amount</b>	<b>Of which VAT</b>
<b>A. Payments</b>			
<b>Open Spaces Act 1906 s10</b>	(i) Steve Sadler – Village Caretaker’s Invoice (Mid-May to Mid-June)	£475.00	zero
<b>Open Spaces Act 1906 s10</b>	(ii) Julian Cook – May 2012 Grass Cutting Invoice	£550.00	zero
<b>LGA (1972) s112</b>	(iii) Clerk’s Salary – May 2012	£519.61	zero
<b>LGA (1972) s111</b>	(iv) HM R&C Tax/NI – May 2012 £35.80 this month offset against 2011-12 credit		zero
<b>LG (FP) A 1963 s5</b>	(v) Clerk’s Expenses – May 2012	£4.15	zero
	<b>Total payments this month</b>	<b>£1548.76</b>	<b>zero</b>
<b>B Receipts</b>			
	(i) Burial Fees	£280.00	
	(ii) Allotment Rents/Water Charges	£30.00	
	<b>Total Receipts this month (May)</b>	<b>£310.00</b>	

### C. OTHER FINANCE BUSINESS

- i. **Online payments.** It was **agreed** that the trial online payment (£4.15 to the Clerk for expenses) would be authorised by Daniel Scharf/Heather Morrison & Richard Williams this month. It was also **agreed** that the Clerk would request Unity Bank to upgrade Naomi Broomfield, who is now Chairman of the Finance & Personnel Committee, from read-only to authorisation level.  
**ACTION:** The Clerk to ask Unity Bank to upgrade Naomi Broomfield’s authorisation so that she can approve online payments and sign cheques in future.
- ii. **Speedwatch Grant.** A grant of £150 made to Speedwatch (NAG5) was proving difficult to pay out since they had no bank account. It was **resolved** that the grant be allocated to the L&GP Committee account and that SpeedWatch could submit invoices to be paid by the Parish Council up to £150.

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

**057/2012-13 PLANNING COMMITTEE BUSINESS**

**A Planning Applications in Progress – Noted**

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
2012-05	4 Hilliat Fields, Drayton, OX14 4JE	Erection of a dwelling with access off Manor Close	Pending	Pending
2012-06	Church Cottage, Church Lane, OX14 4JS	Removal of one yew tree	Object	Refused
2012-07	69 Abingdon Road, OX14 4HW	Proposed rear extension to create larger kitchen/dining area and first floor bedroom. Alterations to existing loft conversion to create larger bedrooms with en-suite shower rooms	Pending	Pending

**B. Other Planning Business**

(i) **Yew Tree – Church Lane.** The Clerk was asked to check with VWHDC’s Trees Officer about the debris at the base of this Yew tree, to see if it was having a detrimental on the tree’s viability.

**ACTION:** The Clerk to contact the VWHDC’s Trees Officer to enquire about the well-being of the Yew Tree at Church Cottage, given the debris at its base.

(ii) **Manor Farm.** It was resolved to write to Earl of Plymouth Estates to ask if they would now resume negotiations, given that the IHSP had been abandoned.

**ACTION:** Daniel Scharf to draft a letter for the Clerk to send to earl of Plymouth Estates suggesting a resumption of negotiations on Manor Farm and asking for a response to the Council’s last proposal.

**Proposed:** Daniel Scharf

**Seconded:** Naomi Broomfield

**Agreed**

**058/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP**

(a) **Millennium Green Trust AGM.** Jenny Pooley reported that the MGT had agreed to trimming the low hanging branches on the walnut trees, and had resolved to ask the arborculturalist who had originally laid out the woodland to comment on the need for thinning.

(b) **CEMEX F17/F19 footpath.** Jenny had been contacted by James Brown and he had suggested a meeting with Jenny and Andy Sylvester (OCC Countryside Services) to discuss the routing of the footpath. It was agreed that Jenny Pooley and Naomi Broomfield would arrange to meet James Brown and Andy Sylvester and report back.

**ACTION:** Jenny Pooley and Naomi Broomfield to arrange to meet James Brown and Andy Sylvester to discuss the re-routing of FP17/19.

(c) **Chestnut Trees on the Green.** The Clerk had agreed with the VWHDC’s Trees Officer (George Reade) that the Parish Council would trim back the low hanging branches of the chestnut trees on the Green. Steve Sadler would do this with advice and supervision from Daniel Scharf. It was also noted that a chestnut tree in Sutton Wick Lane also needed trimming its low branches.

**ACTION:** Daniel Scharf to arrange to meet with Steve Sadler, Village Caretaker, to agree the trimming of the low hanging branches of the chestnut trees on the Green and on Sutton Wick Lane.

(d) **Low hanging branches. High Street** – It was reported that the branches of trees on High Street were also causing obstructions to pedestrians. The Clerk was asked to investigate and contact householders/OCC/VWHDC as appropriate.

**ACTION:** Clerk to investigate low hanging branches obstructing footpaths on High Street and to contact the responsible authorities.

**059/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP**

(a) **Village Caretaker’s Reports.** These were received and noted.

(b) **Burial Ground – Containers.** It was reported that the containers used for water in the burial ground had disappeared. Jenny Pooley agreed to supply replacements

**ACTION:** Jenny Pooley to supply replacement water containers in the burial ground.

- (c) **Beech Hedge in Allotments/Burial Ground.** It was reported that the beech hedge between the allotments and the burial ground had been damaged by strimming, possibly by allotment holders. It was agreed that this was a matter best dealt with through the Allotment Wardens communicating with Allotment holders, and Daniel Scharf had mentioned this to Tim Atkins about this and also the possibility of an e-newsletter.

**ACTION:** Daniel Scharf to talk to Tim Atkins again about alerting allotment holders about potential damage to the beech hedges bordering the allotment when using strimmers and an e-newsletter.

- (d) **Litter.** It was noted that litter was accumulating on Mr Binning's land at the entrance to the village, on Steventon Road, opposite the OCC Recycling Centre. OCC had been approached by the Clerk, but had taken the view that the litter did not originate from their site and that they could not remove it. It was agreed that the Clerk should write to Mr Binning offering to clear the litter from his land bordering Steventon Road (probably using a DAMASCUS litter pick), if he would give his consent for access to the pickers onto his land for this purpose.

**ACTION:** Clerk to write to Mr Binning asking if he would give his permission for a public litter pick on his land bordering Steventon Road.

- (e) **Skate Park/Lyford Close Play Area.** Naomi Broomfield reported on the visit to the Skate Park Open day at Chalgrove. She had taken two youngsters from the village. Chalgrove had extended their old skate park for a cost of £68k, in a project lasting 18 months. The project was part of their Village Plan and was backed by a groundswell of public opinion. The installer was Bendcrete of Abingdon. It was suggested that the Lyford Close area would be big enough for a skate park, but doubts were expressed about noise and the effect on neighbours. It was agreed that Naomi Broomfield and Richard Williams would arrange to meet Bendcrete to seek further information and advice. Any proposal for a skate park should be validated through the Community Planning process.

**ACTION:** Naomi Broomfield and Richard Williams to arrange to meet Bendcrete to discuss possible skate park options and costs.

- (f) **Outdoor Leisure Facilities/benches.** It was decided that the issue of outdoor gym/table tennis etc. should also be referred to the Community Planning Process. The Clerk was asked to look at costs for a bench in the bus shelter outside Vickery's.

**ACTION:** Clerk to investigate costs of a bench in the bus shelter outside Vickery's.

#### **060/2012-13 PRESS & PR WORKING GROUP**

- (a) **Chronicle – Contact Details.** It was agreed that Richard Williams would give the Clerk's contact details (mobile nbr & email address) and the Parish Council's website address at the end of his piece in the Chronicle each month.
- (b) **Blue Plaque.** Rev'd Rebecca Peters was present and reported that Colin Arnold (Churchwarden) had the application process to the Diocese in hand to enable the blue plaque commemorating the Rev'd F.E. Robinson to be mounted on the St Peter's bell tower. The procedure was likely to take about 6 mths.
- (c) **Website.** Laurence Zipson requested that Councillors/Clerk email him directly with any items they wanted mounted on the website.

#### **061/2012-13 CORRESPONDENCE**

The items on the List of Correspondence received were noted. The Clerk handed around various circulars.

#### **062/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

- (a) Apologies: Jenny Pooley and Richard Webber gave their apologies for the July meeting.

**The date of the next meeting was confirmed as MONDAY 2<sup>nd</sup> July 2012 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY. The meeting concluded at 9.55 p.m.**

**Signed:**

**Date: 2nd July 2012**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**

