

**Drayton Parish Council**  
**(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)**  
**Minutes of the Meeting of Drayton Parish Council,**  
**Held on Monday 2nd July 2012 at 7.30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton.**

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

**Not Present:** David O'Dowling; Jenny Pooley; Richard Webber

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

**063/2012-13 APOLOGIES FOR ABSENCE**

Apologies had been received from Jenny Pooley and Richard Webber, and these were **noted**.

**064/2012-13 PUBLIC PARTICIPATION**

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

(a) **Planning Application for Land off Lyford Close.** Two neighbours of this proposed development asked the Council to take into account their following objections to the development: visual impact & loss of privacy; loss of open space & trees; additional cars & loss of present public parking spaces – at least one parking space less would be provided, and all those provided would be private; that at 6m 40cm high the proposed development was higher than existing neighbouring houses; that the proposed dwelling footprint was too large for the site; that the submitted plans were not accurate; that the access shown as ‘present access’ had never been a method of access to this land

(b) **Speeding – Abingdon Road.** A resident of Abingdon Road, near the Abingdon exit to the village, asked the Parish Council to be aware that cars were speeding up on the last part of the 30mph zone prior to exit from the village and approaching the 50 mph zone. Horses quite often use this stretch of road, including learner riders whose mounts could be frightened by accelerating cars. She suggested that a ‘Slow – Horses’ sign might be useful. The Chairman commented that a mini-roundabout or other traffic calming measures (chicane?) would be ideal but that the present road space would militate against this. He suggested that this type of issue should be included in the forthcoming Neighbourhood Plan. In the meantime, the police might be asked to set up a mobile speed trap from time to time to catch offenders.

**Action:** Clerk to contact police about speeding problem at exit of village going towards Abingdon

(c) **Kiln Lane – Signage.** A resident of Kiln Lane pointed out that the two metal bridleway signs were mounted at a low level and were sharp and may be dangerous to horses. It was also reported that the Lockway-end sign was being interfered with on a regular basis. It was agreed that the attention of Mark Sumner, OCC Countryside Officer, should be drawn to this as he conducts his 6 month review of the effectiveness of the signs.

**Action:** Clerk to contact Mark Sumner, OCC Countryside Officer, to ask him to undertake his 6 month review of the new signs on Kiln Lane, and to assess the safety of the signs at their current low height.

(d) **School Transport Charging.** Karen Sharman and Jacqui Cook informed the Council that the parent's appeal to Oxfordshire County Council against charging for school transport to John Mason School (Abingdon) had been upheld on the grounds that the walking route had been confirmed as unsafe. Roy Leach, OCC's School Organisation & Planning Manager, had written to some parents following the appeal, and there was concern that (i) OCC were prevaricating about whether parents who had paid for school transport would be entitled to a refund; and (ii) that there would be sufficient capacity on the school bus to accommodate all those children now entitled to free travel. The two County Councillors agreed to take up these two points with OCC, and it was suggested that the Parish Council also write to Mr Leach (see below).

### **065/2012-13 SPEEDWATCH**

Robin Wood gave a report on Speedwatch on behalf of the Neighbourhood Action Group (NAG5). He thanked the Parish council on behalf of NAG5 for its moral and financial support for the schools' signage competition and reported that following a presentation to a Drayton school assembly on the 29<sup>th</sup> March, 26 entries were received by the closing date of the 27<sup>th</sup> April. Judging by a team comprised of members of the Police, the County Road Safety Team and NAG selected 3 winning entries from Drayton school and 3 from Sutton Courtney school. The Drayton winners were announced in an assembly on the 4<sup>th</sup> of May when Police and Fire Service vehicles and personnel were present at the school. Drayton winners were : 3<sup>rd</sup> Georgia Kogel; 2<sup>nd</sup> Grace Payne; 1<sup>st</sup> Rebecca Norket. WH Smith vouchers for £5, £7.50 and £10 were awarded as prizes. Because the greatest costs in poster production are involved in preparation and set-up rather than the production run, NAG5 could only afford 2 designs of poster which were produced by the firm 'Creative Spirit' of Kettering - 30 posters, 2x15 of each winning entry from Drayton and Sutton Courtney schools. Both posters will be used in both villages. Roll out will take place in Drayton on Thursday afternoon this week, 5<sup>th</sup> July at 2:00pm. The Press had been invited via a press release. The winners from both schools together with the Headteacher from Drayton School, police, PCSO and NAG members will meet at the junction with Newman's Lane where there is a suitable post for the first poster.

### **066/2012-13 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

The Clerk reminded Councillors that the new Code of Conduct adopted at the June Parish Council meeting came into force on 1<sup>st</sup> July 2012. Linked to this, a new 'Register of Members' Interests' form had recently been circulated from VWHDC via the Clerk. Councillors are required to complete this new form and to submit it to the Clerk so that it can be lodged with VWHDC no later than **Sunday 29<sup>th</sup> July**. Councillors were asked to fill in the Word version emailed to them and to sign and send it back to the Clerk as soon as possible.

**ACTION:** All Councillors to complete the new 'Register of Members' Interests' form and return a signed copy to the Clerk as soon as possible.

### **067/2012-13 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Parish Council held on 11<sup>th</sup> June 2012 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

**Proposed:** Laurence Zipson                      **Seconded:** Richard Williams                      **Agreed**

### **068/2012-13 ACTION POINT REVIEW FROM PREVIOUS MEETING**

The Action Points report from the last meeting were **noted** and the points below were provided as additional information

- (a) **Road sign for Rippington Court.** The Clerk reported that VWHDC had advised that Rippington Court was designated by the Royal Mail as a building, not a road. To obtain a road sign the residents would have to consent to a change of address to make Rippington Court a street, and the Royal Mail would then have to agree and change the postal address. It was **resolved** that the Clerk should write to the three residents at Rippington Court to enquire whether they agreed to the change of address.

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

**Action:** Clerk to write to residents of Rippington Court to seek agreement for a minor change to the postal address so that a road sign might be put up for Rippington Court.

- (b) **'Cumnor' Skate Park.** The Clerk reported that Cumnor did not have a skate park, but that North Hinksey had had to de-commission a 30 year old 'concrete bowl' style skateboard facility because they could no longer get insurance for it.
- (c) **Quotes for the Village Cross refurbishment/inscription.** Two more quotes had been sought, but none received back as yet. It was suggested that the Clerk contact the Abingdon Town Clerk to find out the contractor's name for the work on their war memorial.

**Action:** Clerk to contact Abingdon Town Clerk to find out name of contractor who worked on their war memorial.

- (d) **Price of Bench for bus stop on the Green.** The Clerk presented prices for alternative benches. It was **resolved** that a nouveau bench (red/black) be purchased at a cost of circa £434, provided that the village caretaker could fit it securely.  
**Proposed:** Laurence Zipson      **Seconded:** Heather Morrison      **Agreed**  
**Action:** Clerk to investigate with Village Caretaker if he can fit a bench in the bus shelter outside Vickery's, and if so to order the Nouveau bench (£434 approx.)
- (e) **Price of Noticeboard for Village Hall.** The Clerk discussed design options and it was **resolved** to order a noticeboard with a wooden frame for under £50 (ex. VAT). , with fitting by the Village Hall.  
**Proposed:** Daniel Scharf      **Seconded:** Laurence Zipson **Agreed**  
**Action:** Clerk to order a noticeboard for inside the Village Hall for use by the Parish Council for a cost not exceeding £50 (ex. VAT)
- (f) **Quotes for Footpath repairs on the Green.** Two further quotes had been sought, and one received to date. It was **agreed** to await the third quote. Given that the cost was likely to be £700+ for two small patches of tarmac, the Council queried the necessity of the work, which had only been highlighted in error by the County Council marking these small patches as part of their larger scale footpath repair works. The Council was concerned that the work had not been identified by its own safety inspections as a risk, and that the repairs, not being necessary, would represent a waste of public money when the adjacent tree roots were likely to raise the tarmac again within a short while. It was **resolved** the Clerk should ask OCC for its risk assessment of these two patches.  
**Proposed:** Heather Morrison      **Seconded:** Daniel Scharf **Agreed**  
**Action:** Clerk to ask OCC to provide its written risk assessment for the two patches of tarmac it had marked up on the Green.

#### 069/2012-13 NEWS FROM DISTRICT COUNCILLOR

Richard Webber was not able to be present at the meeting

- (a) **Cars for Sale on the Green.** The Clerk reported that Richard Webber was pursuing this issue with the VWHDC Licensing department, and that a reply was waited about the feasibility of changing the street trading designation for the Green
- (b) **Electoral Review of VWHDC – response by 28 August 2012.** It was noted that the Local Government Boundary Commission for England was to recommend a reduction in the number of District Councillors to 38, despite the Parish Council's representations that this was too few. The Council was now being asked to respond to the size and positioning of electoral districts for these 38 Councillors. The Council **resolved** that the Clerk should respond that one Councillor was required for Drayton village, and that the size of our village was sufficient for this Councillor not to represent any wider area.  
**Proposed:** Daniel Scharf      **Seconded:** Julian Fowler **Agreed**  
**Action:** Clerk to reply to Boundary Commission that one Councillor should be provided for Drayton village alone.
- (c) **VWHDC Town & Parish Forum 2012 – Wed 28 Nov 5.30-9pm.** This forward date was noted.

#### 070/2012-13 JUBILEE PICNIC

The Jubilee Picnic was to now be held on Sunday July 8<sup>th</sup>. Concern was expressed that the weather forecast was still not good for that day, and it was queried whether the Village Hall or School should be booked as an indoor back up venue, and whether this should be advertised in advance. Arrangements for cutting the grass were not known. It was **resolved** that Daniel Scharf would contact Richard Webber with these queries.

**Proposed:** Daniel Scharf      **Seconded:** Naomi Broomfield **Agreed**  
**Action:** Daniel Scharf to contact Richard Webber about queries concerning the Jubilee Picnic

#### 071/2012-13 NEWS FROM COUNTY COUNCLLORS

- a) **Vehicle Activated Sign (VAS) – High Street.** The Clerk reported that the Parish Council had been consulted by OCC Highways about the preferred location for the VAS, and that both parties had agreed that there was only one suitable spot. The Clerk had written to the householders on either side of the road where the sign would be located.

b) **Zebra crossing – Steventon Road (near Lockway).** The County Councillors confirmed that both the VAS and this zebra crossing were within their budget allowance. These funds must be committed by end March 2013. The County Councillors were yet to meet with OCC Highways to discuss the specific location of the crossing, but Richard Williams & the Clerk had already met with them and had given their views on behalf of the Parish Council. The County Councillors would write a piece for the Drayton Chronicle asking for views about its installation and location. It was **resolved** that the Clerk would write to Drayton Community Primary School to ascertain their views (copy to County Councillors) and that he would design a poster based on the Chronicle article asking villagers to email their views to the Clerk.

**Proposed:** Daniel Scharf                      **Seconded:** Julian Fowler    **Agreed (1 abstention)**

**Action:** Clerk to write to Drayton Community Primary School to ascertain their views on the proposed Steventon Road zebra crossing (copy to County Councillors); and to design a poster based on the County Councillor's Chronicle article asking villagers to email their views to the Clerk.

c) **School Bus Charging.** See discussion under Minute 064(d) above. It was **resolved** that the Clerk should write to Roy Leach at OCC to express the Council's concern that adequate capacity should be available on the school bus to John Mason now that all Drayton parents were entitled to send their children on the school bus for free.

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

**Action:** Clerk to write to Roy Leach at OCC to express the Council's concern that adequate capacity should be available on the school bus to John Mason. Copies to County Councillors.

A **vote of thanks** was given to the parents and the two County Councillors for mounting a successful campaign on this issue on behalf of the village.

**Proposed:** Daniel Scharf                      **Seconded:** Naomi Broomfield                      **Agreed**

d) **Revised Joint Municipal Waste Management Strategy (JMWMS) for Oxfordshire –** Consultation until 3<sup>rd</sup> August. The Parish Council expressed no views on this consultation.

## **072/2012-13 DRAYTON 2020: HOUSING ISSUES/NEIGHBOURHOOD PLAN**

In the absence of Richard Webber, the main discussion was about attending various training/briefing events so that information could be gathered on the process of Neighbourhood Planning

(a) Neighbourhood Planning Briefing Event (Mon 16 July 6-8pm Guildhall, Abingdon). Richard Williams would definitely attend. Tom Shebbeare to be invited. If Tom Shebbeare cannot go, Jenny Pooley may be able to attend. **Action:** Clerk to write to VWHDC confirming two places. Daniel Scharf to ask Tom Shebbeare.

(b) CPRE Course (Mon 23<sup>rd</sup> July, 8.30am-5pm, Oxford area) - 4 people –response.

Richard Williams indicated that would be willing to go. It was thought that Richard Webber/Jenny Pooley/David O'Dowling might be asked to go – Clerk to enquire of them. It was **resolved** that Daniel Scharf also ask Andrew Bax and/or Tom Shebbeare.

**Action:** Clerk to investigate further about which Councillors might attend the CPRE course and then contact CPRE. Daniel Scharf to ask Andrew Bax and/or Tom Shebbeare to CPRE (23<sup>rd</sup> July) course.

(c) ORCC - Community led Planning Briefing (Mon 23<sup>rd</sup> July 7.15-9pm, Cassington). Daniel Scharf will attend on behalf of the Parish Council. Daniel Scharf also indicated that he was meeting with ORCC on 12<sup>th</sup> July and would involve Richard Williams, Andrew Bax and Tom Shebbeare. ORCC had indicated that they could do a Community/Village Plan for free, and that a full Neighbourhood Plan would be at a competitive cost. They had advised that it may be feasible for VWHDC to adopt a Community/Village Plan as a VWHDC Supplementary Planning Document.

(d) VWHDC Planning Officers meeting. It was agreed that this meeting was best scheduled for Friday 7<sup>th</sup> Sept. Clerk to confirm timing of meeting with Richard Webber \and then to reply to VWHDC Planning officers

**Action:** Clerk to confirm timing of meeting with Richard Webber and then to reply to VWHDC Planning officers.

**073/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS**

	<b>Finance/Admin Committee Business</b>	<b>Invoice Amount</b>	<b>Of which VAT</b>
	<b>A. Payments</b>		
Open Spaces Act 1906 s10	(i) Steve Sadler – Village Caretaker’s Invoice (June) + * £1 proving payment via UNITY = £274.17	£273.17	£4.03
Open Spaces Act 1906 s10	(ii) Julian Cook – June 2012 Grass Cutting Invoice + *£1 proving payment to be deducted from the next ( July invoice) payment	£550.00	zero
LGA (1972) s112	(iii) Clerk’s Salary – June 2012	*£519.61	zero
LGA (1972) s111	(iv) HM R&C Tax & NI – June 2012 £35.80 this month offset against 2011-12 credit		zero
LG (FP) A 1963 s5	(v) Clerk’s Expenses – June 2012	*£62.65	zero
Highways Act 1980 s274A	(vi) Speedwatch – Children’s Speed Boards	£115.88	£19.31
LGA 1972 s134	(vii) Caudwell Day Centre – Hire of room (Feb/March/June 2012 – April & May elsewhere) £45.00		zero
LGA 1972 s.145	(viii) Naomi Broomfield – Jubilee Picnic – Labels/Pins/Decorations	£92.96	zero
LGA 1972 s.145	(ix) Richard Webber – Jubilee Picnic – 2 re-usable banners	£84.00	£14.00
LGA 1972 s.145	(x) Victoria Griffiths – Jubilee Picnic – Soft Drinks	£40.55	zero
LGA (1972) s137	(xi) Help for Heroes (284 x 20p)	£56.20	zero
Litter Act 1983 s5(2)	(xii) VWHDC - Dog Bins emptying Jan 2012 – March 2012	*£97.60	£16.27
Smallholdings & Allotments Act 1908 s26	(xiii) Thames Water – Water Services 12 March – 25 June 2012	*£17.82	zero
Litter Act 1983 s5(1)	(xiv) Glasdons – replacement dog bin for Millennium Green (Sutton Wick)	£202.46	£33.74
LGA 1972 s.145	(xv) Jewsons – Porta-loo for Jubilee Picnic (cancelled date)	£192.00	£32.00
	<b>Total payments this month)</b> <b>* Starred payments are to be made</b>	<b>£2353.90</b>	<b>£119.35</b>
	<b>B Receipts</b>		
	(i) Burial Fees	£500.00	
	(ii) Allotment Rents/Water Charges	£134.20	
	<b>Total Receipts this month (June)</b>	<b>£634.20</b>	

**C. OTHER FINANCE BUSINESS**

- (i) **Bank reconciliation.** The Clerk reported that neither the Lloyds nor the Unity Trust bank statements to end June had yet been received for the monthly reconciliation to be prepared for the July meeting.
- (ii) **Grants** – the two following grants were still under consideration by members of the Finance and Personnel Committee, and would be decided on at the next (August) meeting
- Trinity Learning/Trinity News Grant Application
  - St Johns Ambulance, Oxfordshire
- (iii) **Online payments.** The Clerk reported that the trial online payment (Clerk’s May expenses) had been made successfully from the new Unity Trust bank account in early June, using Daniel Scharf, Heather Morrison and Richard Williams to approve the payments online. It was **agreed** that these three would also approve the 6 online payments for June (see \* items above) which the Clerk had entered as online payments. The Clerk reported that both the Village Caretaker and the Grass Contractor had agreed to accept their payments online in future. A £1 ‘proving’ payment had been entered online to test the transfer to their bank accounts this month. For the Village Caretaker, this £1 had been taken into account for his June invoice. For the Grass Contractor, this £1 would be deducted from his August payment (July invoice).

## 074/2012-13 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	No objections	Pending
2012-06	Church Cottage, Church Lane, OX14 4JS	Removal of one yew tree	Refuse	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	No objections	Pending
2012-08	The Granary, The Green, OX14 4JA	Installation of flu to existing wood burning stove	No objections	Pending
2012-09	Church Cottage, Church Lane, OX14 4JS	Crown raise on 1 Yew Tree	No objections	Pending
2012-10	Land off Lyford Close, OX14 4HN	Proposed new dwelling	Pending	Pending
2012-11	The Manor, 68 High Street, OX14 4JP	Retiling of the roof & other general repairs	Pending	Pending
2012-12	Church Cottage, Church Lane	Proposed two storey extension which will replace an existing garden room. The ground floor to the existing kitchen to be extended, and the 1st floor of the extension to create a 4th bedroom	Pending	Pending

### B. Other Planning Business

(i) Felling of 28 trees and replanting next to the footpath running from Sutton Road to East Way (Mr Caudwell). It was **agreed** that the Planning Committee and Council had no objection to this proposal, and that the Clerk reply accordingly to Mr Caudwell.

**Action:** Clerk to write to Mr Caudwell to express the Council's view of 'no objection' to his proposed felling and re-instatement of 28 trees near Rooks Nest.

(ii) **Manor Farm.** No reply had yet been received to the Parish Council's latest letter.

(iii) **Lyford Close.** The Planning Committee had yet to fully consider this proposed development, but would take into account the views expressed by near neighbours of the scheme.

(iv) **Housing development south of the village.** The Clerk had been contacted by a representative of the three landowners from Savills, suggesting a dialogue with the Parish Council on the proposed development, and that they might be involved in the September Drayton 2020 meeting. It was **agreed** that the Clerk should write inviting such a dialogue.

**Action:** Clerk to write to Savills to offer a dialogue about the development of land for housing south of the village.

### 075/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Diversion of Sutton Courtenay FP19/Drayton FP17** – a meeting had been arranged for Tuesday 17th July at 10.00 a.m., which Jenny Pooley and Naomi Broomfield would attend for the Parish Council.

(b) **Bridle Path (Sutton Wick, near scrapyard).** It was noted that this hedge needed cutting back.

**ACTION:** Clerk to ask the Village Caretaker to cut the bridle path hedge near the Sutton Wick scrapyard.

### 076/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

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

(b) **Skate Park/Lyford Close Play Area.** Naomi Broomfield reported that the meeting with Bendcrete had yet to take place.

(c) **Allotments Update.** Tim Atkins had provided a written report to the Council. He reported that two half allotments which were not being actively cultivated were being investigated. One of these half plot allotment holders had now resigned. The other had just moved house, but it was not yet known to where. The former DAMASCUS allotment would also be given up for re-letting. The Chairman (Daniel Scharf) commented that he was still pursuing the idea of a regular Newsletter for Allotment holders. It was reported that a small noticeboard was now in use on the allotments. Concern was expressed about the growth of ash saplings on the space at the entry to the allotments.

(d) **Beech Hedge in Allotments/Burial Ground.** It was reported that the beech hedge between the allotments and the burial ground needed a reduction in height. It was suggested that this should be done in the Autumn, after the nesting season was over.

**ACTION:** Clerk to note that the allotment/burial ground hedge will need its biennial cut this Autumn.

#### **076/2012-13 PRESS & PR WORKING GROUP**

(a) **Website.** Laurence Zipson (as Village Webmaster) reported that the new website software would be installed shortly. A discussion took place about the parish Council's web address (<http://www.drayton-near-abingdon.org/drayton-parish-council/>), which was thought to be too long. Laurence Zipson agreed to look at shorter and more memorable alternatives.

**ACTION:** Laurence Zipson to investigate alternative web addresses to register for the Parish Council pages on the village website.

(b) **Parish Council signs/labels.** The Clerk suggested that the Parish Council might like to look into the idea of providing adhesive signs on its assets to signify ownership and to promote community awareness. These would need to be of varying sizes and shapes, giving the name and contact details for the Council, including the new web address (see above). It was **agreed** that the Clerk should investigate designs and costs. Laurence Zipson suggested that the Parish Council may wish to adopt a logo, and he volunteered to look at some possible designs.

**ACTION:** Clerk to investigate designs and costs for adhesive signs for the Parish Council. Laurence Zipson to look at some designs for a Parish Council logo.

#### **077/2012-13 CORRESPONDENCE**

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

#### **078/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

(a) **Ordnance Survey Public Sector Management agreement.** The Clerk drew the Council's attention to this agreement which allowed councils to use OS maps of varying scales for free for planning/not for profit purposes etc. It was **agreed** that the Clerk should investigate the contract and bring a proposal back for signing the relevant contracts to obtain a licence for the Council.

**ACTION:** Clerk to investigate the terms of the OS public sector mapping licence

(b) **August meeting note-taker.** Those present at this meeting were not able to volunteer as note-taker for the August meeting. It was suggested that the Clerk ask Jenny Pooley if she would take the notes, and if not those present at the August meeting would determine a note-taker at the time.

**ACTION:** Clerk to ask Jenny Pooley if she would take the minutes at the August Parish Council meeting.

#### **The meeting concluded at 9.55p.m.**

The date of the next meeting was confirmed as **MONDAY 6<sup>th</sup> August 2012 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.**

**Signed:**

**Date: 6<sup>th</sup> August 2012**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**