

**Drayton Parish Council**  
**(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)**  
**Minutes of the Meeting of Drayton Parish Council,**  
**Held on Monday 6th August 2012 at 7.30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton**

**Present:** Daniel Scharf (Chairman); Naomi Broomfield; Jenny Pooley; Richard Webber; Richard Williams; Laurence Zipson

**Not Present:** Julian Fowler

**In attendance:** Mike Badcock (County Councillor) **Note-taker:** Jenny Pooley (Clerk absent on leave)

**079/2012-13 APOLOGIES FOR ABSENCE**

Apologies had been received from Julian Fowler and these were **noted**.

**080/2012-13 PUBLIC PARTICIPATION**

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

- a) Cyril Carter explained that as a Steventon Road resident he usually takes garden waste in a wheelbarrow to the recycling depot. Recently he was told by depot staff that that is not allowed and he must use his car. The Parish Council voted unanimously in his support and Mike Badcock agreed to write to the operator on his behalf asking that Drayton residents be allowed to walk, also to ask that a member of staff direct drivers to the next empty space to avoid unnecessary waiting.
- b) Craig Dewar asked the Parish Council's Planning Committee to visit the site of 4 Chiers Farm where a planning application has been made to demolish one house and build three terraced houses and a garage with studio accommodation. He raised concerns about the proposed housing density; the provision of a further 8 parking spaces; a very narrow access road; and poor visibility onto the High Street. The Planning Committee, however, had already submitted to the VWHDC their objections to this development.
- c) Andrew Bax, Tom Shebbeare, Antonia Seymour and Chris Bone raised questions about the proposed Neighbourhood Plan. Because of some confusion about terminology questions were raised as to what is the difference between neighbourhood plans and community/village plans. Daniel Scharf explained that it was he who suggested that a neighbourhood plan rather than a community plan should be adopted and, supported by Richard Williams, explained that neighbourhood plans must be Parish Council led in order to carry statutory weight, which community plans do not. Tom Shebbeare suggested that the Parish Council might steer the project while the actual putting into practice could be done by the Community Trust, though the Parish Council would be ultimately responsible. Richard Webber felt strongly that neighbourhoods should be able to plan their own future so planning decisions are not thrust on them from those in political power.

**Resolved:** that the Parish Council begin the process of producing a Drayton Neighbourhood Plan.

**Proposed:** Daniel Scharf

**Seconded:** Richard Williams

**Agreed Unanimously**

**Resolved:** that the Neighbourhood Plan Steering Committee should have at least one Parish Councillor as a member.

**Proposed:** Richard Williams

**Seconded:** Naomi Broomfield

**Agreed Unanimously**

**081/2012-13 DECLARATIONS OF INTEREST**

Jenny Pooley declared an interest in the planning application for 4 Chiers Farm

**082/2012-13 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Parish Council held on 2<sup>nd</sup> July 2012 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

**Proposed:** Richard Webber

**Seconded:** Richard Williams

**Agreed Unanimously**

## 083/2012-13 COMPOSITION OF THE PARISH COUNCIL

The resignations of Heather Morrison and David O'Dowling, were **noted**.

It was decided to advertise in the Chronicle for more councillors to try to fill the four vacancies. Jenny Pooley suggested that possible new recruits should be given more guidance about what is involved in becoming a councillor and how great is the commitment.

**Resolved:** that the Clerk place an advert for more Councillors in the Drayton Chronicle

**Proposed:** Daniel Scharf                      **Seconded:** Laurence Zipson                      **Agreed Unanimously**

Jenny Pooley suggested a gift be given to Heather Morrison to mark her 16 years as a Councillor, and agreed to liaise with Daniel Scharf as to what the gift should be.

**Resolved:** to make a gift from the Chairman's Allowance, up to a value of £25, to Heather Morrison to mark her 16 years of service to the Parish Council.

**Proposed:** Richard Webber                      **Seconded:** Jenny Pooley                      **Agreed Unanimously**

**Resolved:** that Richard Williams be elected to the position of Parish Council Vice-Chairman

**Proposed:** Daniel Scharf                      **Seconded:** Richard Webber                      **Agreed Unanimously**

## 084/2012-13 ACTION POINT REVIEW FROM PREVIOUS MEETING

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

(a) **Jubilee Picnic.** Richard Webber reported that 150 people had attended the Jubilee Picnic, and it was agreed to have been a success.

Daniel Scharf proposed that a vote of thanks be recorded in the minutes to the Webbers, Naomi Broomfield and all who helped with the organisation.

**ACTION:** the Clerk was asked to write to Brian Eastoe on behalf of the Parish Council thanking him for the loan of his tents.

(b) **Village Cross refurbishment.** **Resolved:** that the quote from Abingdon Stone and Marble to refurbish and re-inscribe the Village Cross be accepted, other quotes having been sought but none received.

**Proposed:** Daniel Scharf                      **Seconded:** Jenny Pooley                      **Carried by vote** (4 in favour, 1 against)

**ACTION:** the Clerk to place an order for the Village Cross refurbishment work with Abingdon Stone and Marble.

(c) **Footpath on the Green repairs.** Steve Sadler, the Village Caretaker, had indicated that he could repair the path with patches of concrete. In light of the expensive quotes received it was agreed that he be asked to do this

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

**ACTION:** the Clerk to ask the Village Caretaker to repair the footpath on the Green using concrete patches.

(d) **Rippington Court Road Sign/Naming.** Two of the three house owners on Rippington Court had agreed to the street naming and sign. A reply was awaited from the third. A decision on this was postponed to the next meeting to allow for the remaining resident to reply.

**(Clerk's Note:** A positive reply was received from the third resident by email to the Clerk, but not in time for this to be reported to the August meeting)

## 085/2012-13 NEWS FROM DISTRICT COUNCILLOR

Richard Webber had nothing further to report.

VWHDC Town & Parish Forum 2012 – Wed 28 Nov 5.30-9pm: to suggest any topics for the workshops/presentations (Clerk to return questionnaire). This item was postponed to the September meeting.

## 086/2012-13 NEWS FROM COUNTY COUNCLLORS

Marilyn Badcock was unable to attend the meeting, and sent her apologies. Mike Badcock reported:

(a) **Vehicle Activated Sign (VAS) – High Street.** No objections had been received from the 2 residents affected. Mike Badcock reported that the sign had been paid for and that OCC Highways were soon going ahead with installation.

- (b) **Zebra crossing on Steventon Road near Lockway.** Because of strong opposition from nearby residents Mike Badcock has withdrawn the plan to install a zebra crossing here.
- (c) **School Bus Charging.** Mike Badcock said that the school bus issue had now been satisfactorily resolved.

**087/2012-13 DRAYTON 2020: HOUSING ISSUES/NEIGHBOURHOOD PLAN**

The following points were covered:

- a) **VWHDC Senior Planning officers, meeting.** Richard Webber, Daniel Scharf, Richard Williams & Lawrence Zipson will attend the meeting on Wed. August 8<sup>th</sup> with VWHDC Senior Planning officers, in the Village Hall. Other members representing the Drayton 2020 Steering Group would also be present. Anna Kennedy (ORCC) had also agreed to attend to discuss the Housing Needs Survey.
- b) **VWHDC Neighbourhood Planning Briefing** Richard Williams and Jenny Pooley had attended the VWHDC Neighbourhood Planning Briefing meeting on July 16<sup>th</sup>. It had covered all possible neighbourhood planning schemes, was somewhat confusing and made no effort to persuade in any one direction.
- c) **CPRE Course on Neighbourhood Planning** Three Parish Councillors had attended the CPRE Course on Neighbourhood Planning held on Mon. 23<sup>rd</sup> July. Richard Webber reported that it was well organised and helpful in showing how to make a neighbourhood plan which would be likely to take 18 months to 2 years to complete.
- d) **VWHDC Community-Led Planning** briefing Daniel Scharf had attended the Community-Led Planning briefing on 23<sup>rd</sup> July and received documents on how to do a neighbourhood plan.  
**ACTION:** Daniel Scharf will return the Neighbourhood Planning Briefing questionnaire, and confirm that Drayton Parish Council has decided to do a Neighbourhood Plan.
- e) **ORCC.** Daniel Scharf had met and shared views with Anton Nath from ORCC, and was persuaded that he/ORCC would be supportive of the Parish Council drawing up a Neighbourhood Plan.
- f) **Housing Needs Survey.** **ACTION:** The Clerk to write a letter of thanks to ORCC for organising the HNS.
- g) **Design Council Funding. Resolved:** that Daniel Scharf apply to the Design Council for funding towards the cost of a Drayton Neighbourhood Plan.  
**Proposed:** Daniel Scharf      **Seconded:** Richard Williams      **Agreed Unanimously**  
**ACTION:** Daniel Scharf to apply to the Design Council for funding towards the cost of a Drayton Neighbourhood Plan.
- h) **Deputy Parish Clerk.** Following discussion of the need to provide secretarial/clerical support for the Drayton Neighbourhood Planning process/Drayton 2020 it was **resolved** that an advert be placed in the Drayton Chronicle for a Deputy Clerk, 20 hours per month (salary up to £2000 p.a.), as a temporary (2 year) contract, preferably for a Drayton resident. The Clerk to help with the interview and direct. Lawrence Zipson to devise the advert and put it on the website with the agreed job description, and submit the advert to the Chronicle, liaising with Daniel Scharf.  
**Proposed:** Daniel Scharf      **Seconded:** Lawrence Zipson      **Agreed Unanimously**

**088/2012-13 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 (July)	*£500.00	zero
Open Spaces Act 1906 s10	(ii) Julian Cook – July 2012 Grass Cutting Invoice £1 already paid online in July as a ‘proving’ payment	* £549.00	zero
LGA (1972) s112	(iii) Clerk’s Salary – July 2012	*£218.81	zero
LGA (1972) s111	(iv) HM R&C Tax & NI – July 2012	*£58.67	zero
LG (FP) A 1963 s5	(v) Clerk’s Expenses – July 2012	* £12.80	zero

Litter Act 1983 s5(2)	(vi) VWHDC - Dog Bins emptying Jan 2012 – March 2012	*£97.60	£16.27
Parish Councils Act 1957	(vii) Glasdon – bench for bus shelter	*£520.72	£86.78
LGA (1972) s111	(viii) SLCC – Allotments training course for Clerk	£114.00	£19.00
Highways Act 1980 s274A	(ix) Bridget Haffenden refund of Speedwatch supplies from Sitebox.com	£15.52	£2.59
LGA (1972) s137	(x) Grant Application - Trinity Learning/Trinity <b>approved</b>	£150.00	zero
LGA (1972) s137	(xi) St Johns' Ambulance Oxfordshire <b>approved</b>	£250.00	zero
	Total payments this month	<b>£2487.12</b>	<b>£124.64</b>
	* Starred payments are to be made online		
	<b>B Receipts for last month (July)</b>		
	Burial Fees	£140.00	
	<b>Total Receipts last month</b>	<b>£140.00</b>	

### C. OTHER FINANCE BUSINESS

(i) **Bank reconciliation.** The Clerk had provided the bank reconciliation figures to 31<sup>st</sup> July to Naomi Broomfield, Chairman of the Finance Committee. This showed that the current balance of funds was £35,585.30 (excluding payments listed above).

#### (ii) Grants

- Trinity Learning/Trinity News. **Resolved:** to make a grant of £150.

**Proposed** Naomi Broomfield

**Seconded** Daniel Scharf

**Agreed Unanimously**

- St Johns Ambulance, Oxfordshire. **Resolved:** to make a grant of £250.

**Proposed:** Jenny Pooley

**Seconded** Daniel Scharf

**Agreed Unanimously**

(iii) **Online payments.** The list of online payments via Unity Bank (see items starred \* above) was signed off and the 3 people to approve online payments were appointed as: Daniel Scharf/Richard Williams/Naomi Broomfield)

(iv) **Clerk's Pay and Expenses 2012-13:** the recommendations of the Clerk's Annual Review Panel relating to the annual uprating of pay and expenses were received and it was **resolved** to accept these as follows: Clerk's pay – be advanced to the next point on the current scale – from £16,440 to £16,830 pro-rata. The pro-rata increase is £390x 15/37 (15 hours per week worked) = **£158 p.a.** The increase is payable from 1<sup>st</sup> April 2012.

#### Clerk's allowances

- Petrol. The rate used by VWHDC is now the HMRC cost recovery rate of 45p per mile. Drayton PC currently has a rate of 40p per mile. The likely cost of the increase to come into line with VWHDC is **£20 p.a.**
- Clerk's Office Allowance. This is currently £225 p.a. It has been agreed that this would be index-linked to the RPI for April each year. This would be 3.5% giving a new rate of £232.88 (an increase of £1.97 per quarter). Cost would be **£7.88 p.a.**

**Proposed** Naomi Broomfield

**Seconded** Daniel Scharf

**Agreed Unanimously**

### 089/2012-13 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
2012-08	The Granary, The Green, OX14 4JA	Installation of flue to existing wood burning stove	No objections	Pending
2012-09	Church Cottage, Church Lane, OX14	Crown raise on 1 Yew Tree	No objections	Pending

	4JS			
2012-10	Land off Lyford Close, OX14 4HN	Proposed new dwelling	Pending	Pending
2012-11	The Manor 68 High Street OX14 4JP	Proposed retiling of roof and other general repairs	No objections	Pending
2012-12	Church Cottage, Church Lane, OX14 4JS	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	No objections	Pending
2012-13	208 Steventon Road - Land at rear of	Certificate of Lawful Development	Object	Pending
2012-14	Land to West of Steventon Field, Steventon	Construction of 10MW Solar Park	Pending	Pending
2012-15	Chiers Farm High Street Drayton OX14 4JW	Proposed demolition of existing 3 bedroom house, erection of 3x terraced 3 bed houses and adjoining carport	Pending	Pending
2012-16	Ashby Court Marcham Road Drayton OX14 4FF	Construct a pair of semi-detached two storey houses on site of former works	Pending	Pending

#### B. Other Planning Business

- (i) **Didcot Power Station.** In the context of the recent application for immunity from listing the issue of whether Didcot power station should or should not be made a listed building was discussed and it was decided to take no action/make no response on this matter.
- (ii) Land of Rear 208 Steventon Road – The Parish Council’s Planning Committee has now decided to **OBJECT** and Clerk has lodged this objection with VWHDC.
- (iii) **Manor Farm.** Still no response received
- (iv) **Membership and vacant post of Chairman of the Planning Committee:** Daniel Scharf volunteered to chair the Planning Committee following Heather’s resignation, and Laurence Zipson agreed to fill the committee vacancy
- Proposed:** Lawrence Zipson      **Seconded:** Richard Webber      **Agreed unanimously**

#### 090/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **Diversion of Sutton Courtenay FP19/Drayton FP17.** Naomi Broomfield reported that she and Jenny Pooley had met with CEMEX a representative from the OCC, discussed and walked the proposed diversion and while they didn’t persuade CEMEX to keep open the current path they were nevertheless satisfied that the proposed path will be safe, satisfactory and environmentally sensitive.
- (b) **Millennium Green.** It was agreed that the MG is looking neglected and users are complaining about its condition. Richard Webber reported that he knew that Nick Hamilton (MG Trust Chair) wished to be replaced, and that Oenone Grant had shown interest in joining the Trust. Jenny Pooley agreed to speak to Oenone and contact Nick Hamilton with any positive outcome.
- Proposed:** Richard Webber      **Seconded:** Daniel Scharf      **Agreed unanimously**
- ACTION:** Jenny Pooley to speak to Oenone Grant and to contact Nick Hamilton with any positive outcome.
- (c) **Boundary hedges/trees:** Jenny Pooley asked that Richard Williams highlight in his Drayton Chronicle Parish Council report the need for residents to trim back hedges/branches that overhang the public pavements.
- (d) **ACTION:** Richard Williams to highlight in his Drayton Chronicle Parish Council report the need for residents to trim back hedges/branches that overhang the public pavements.

### **091/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP**

- (a) **Village Caretaker's Reports.** These were received and **noted.**
- (b) **Bendcrete.** Naomi Broomfield reported that Bendcrete had said the Lyford way area is not suitable for a skate park, partly because it must be a minimum of 30 metres from nearest houses. Julian Cook has recently mown it well and is to be asked to ensure that the grass-less paths are always kept free of growth.
- (c) **Litter pick on land opposite the OCC Waste Recycling depot:** Steve Sadler has agreed to clear rubbish from this area.
- (d) **Noticeboards – maintenance** (Jenny Pooley): Deferred through lack of time.
- (e) **Water Leak - Church Lane and Henleys Lane** (Jenny Pooley): Daniel Scharf reported that Thames Water has been notified by several residents, but so far no action had been taken to repair this serious and persistent water leak.
- (f) **Playground:** Richard Williams reported that small bits of playground tarmac put in place by Wickstead have been dislodged. Wickstead has not responded to his complaint so he is now chasing their customer services dept.

### **092/2012-13 PRESS & PR WORKING GROUP**

- (a) **URL for Parish Council area of village website.** Item deferred through lack of time.
- (b) **Logo for the Parish Council.** Lawrence Zipson is still working on this.
- (c) **Website.** Laurence Zipson reported delays in the new website going live.

### **093/2012-13 CORRESPONDENCE**

The items on the List of Correspondence received were **noted.**

### **094/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

Nothing was reported

### **The meeting concluded at 10.10 p.m.**

The date of the next meeting was confirmed as **MONDAY 3<sup>rd</sup> SEPTEMBER 2012 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.**

**Signed:**

**Date: 3<sup>rd</sup> September 2012**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**