

Drayton Parish Council
(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)
Minutes of the Meeting of Drayton Parish Council,
Held on Monday 3rd September 2012 at 7.30pm
At the Caudwell Day Centre, Gravel Lane, Drayton

Present: Daniel Scharf (Chairman); Julian Fowler; Jenny Pooley; Richard Webber; Richard Williams; Laurence Zipson

Not Present: Naomi Broomfield

In attendance: David Perrow (Parish Clerk)

095/2012-13 APOLOGIES FOR ABSENCE

Apologies had been received from Naomi Broomfield and these were **noted**.

096/2012-13 PUBLIC PARTICIPATION

3 members of the public were present. The following issues were raised for discussion:

- a) **Millennium Green.** Nick Hamilton reported on the history and current position of the Millennium Green Trust (MGT). Nick had been MGT Chairman since 2000, but now wishes to hand over the role. The MG is maintained by volunteers and the Friends of the MGT contribute to the minor expenses (e.g. insurance premium) by donations. The MGT looks to the Parish Council for a grant to cover the grass cutting, which should cost circa £1500 p.a. This year 10-15% of the MG had been cut early for the Jubilee Picnic. The rest of the grass had latterly grown quickly but the cutting was delayed by wet weather. In the last two years a farmer had cut the grass once a year for hay, and had taken the hay for payment, so the £1500 p.a. grass cut fee had been saved. Nick asked the Parish Council to consider restoring and guaranteeing the regular annual grant so that grass cutting could be done more regularly. He would be seeking a grass contractor.
- b) **Drayton Community Trust (DCT).** Andrew Bax explained that the DCT began in the late 1960s as the Drayton Amenities Society. It had been the driving force behind the building of the Drayton Village Hall, the Drayton Chronicle and lottery, the Millennium Green and more recently, the village website. It had also tried to acquire land at the rear of the Village Hall for recreation. Now it was engaged with the Parish Council on formulating the Neighbourhood Plan. The DCT is a registered charity with 8 trustees. It has no regular income, but obtains its funds from grants. It has a small amount of working capital left from previous activities and the operations of the Drayton Chronicle.

097/2012-13 DECLARATIONS OF INTEREST

There were no declarations of interest.

098/2012-13 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 6th August 2012 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Richard Williams

Agreed Unanimously

099/2012-13 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) **Millennium Green Trust.** Jenny Pooley reported that Oenone Grant had expressed interest in joining the MGT. Jenny had put her in touch with Nick Hamilton.
- (b) **Heather Morrison.** Heather had indicated that she would like a paperweight as a memento of her 16 years' service on the Parish Council.
- (c) **Rippington Court Road Sign.** The Clerk reported that all three householders in Rippington Court had now agreed to their road been registered with the Royal Mail as a postal address, and to a road sign being erected by VWHDC.

ACTION: Clerk to write to VWHDC about Rippington Court road sign.

100/2012-13 NEWS FROM DISTRICT COUNCILLOR

Richard Webber reported:

- (a) **VWHDC Extra-Ordinary Meeting.** This would be held on Thursday 13th Sept at 7pm in the Guildhall to discuss the status of information gathered under the now defunct draft IHSP, and to examine how the VWHDC should respond to the need for neighbourhood plans.
- (b) **Housing development East of Drayton Road (South Abingdon).** Developers were proposing 170 houses for a site in south Abingdon which would occupy the field east of the Drayton Road, as far as Oday Hill/Stonehill House. There was to be a public exhibition by the developers on this proposal on Thursday 6th Sept 1-6pm in the Guildhall.
- (c) **VWHDC Town & Parish Forum 2012** – Wed 28 Nov 5.30-9pm. The date was noted. The Parish Council did not have any topics to suggest for the workshops/presentations.
- (d) **VWHDC Community Awards.** It was agreed to nominate Heather Morrison, and that the Clerk should complete and return the nomination form.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Agreed Unanimously

Two further names for nominations were suggested and it was agreed that Daniel Scharf would approach one candidate and ask permission to submit a nomination, with information supplied by the candidate. The Clerk had noted the other name for next year. Neither Richard Webber nor Daniel Scharf could be present at the ceremony.

ACTION: Clerk to complete and submit the nomination form for Heather Morrison for a VWHDC Community Award.

101/2012-13 NEWS FROM COUNTY COUNCLLORS

Marilyn and Mike Badcock were unable to attend the meeting

- (a) **School Bus Charging.** It was reported that two Drayton families whose children were attending schools other than John Mason had been told by OCC that they would be charged for school transport from the start of term this year, even though this had been free to them in previous years. Ed Vaizey (MP) had been alerted to this issue and would be taking up the case.
- (b) **High Street – Possible damage to house foundations by heavy traffic.** This issue had been referred to Marilyn Badcock for investigation by OCC Highways

102/2012-13 DRAYTON 2020: HOUSING ISSUES/NEIGHBOURHOOD PLAN

The following points were covered:

- (a) A provisional Steering Group is now meeting weekly each Friday. It was pointed out that to ensure credibility the Steering Group needed to expand and to include female as well as male members; to cover younger as well as older members of the village; and to be representative of different areas within the village.
- (b) Design Council. Two applications for funding had been lodged with the Design Council, for different types of financial and other support. A reply was awaited.
- (c) The main planning is for the launch event on Friday 7th September. Numbers would be over 150 (from tickets issued so far), and 200+ were hoped and were being catered for. Each household would have an invitation letter delivered. There would be banners around the village. On the Friday there would be speakers and a 'lecturette' in the small hall. People would be asked to sign up (preferably by email) to receive future information, to contribute ideas on 5 themed maps about what they did and did not want to see in the village. There would be walking tours on the Saturday to add to this 'likes' and 'dislikes' list, and people could sign up for a specific time and walk on the Friday. On the Sunday the Village Hall would be open to give feedback on the Friday and Saturday ideas. Housing Development Map and Chronicle article. In discussion, it was mentioned that some of the ideas floated in the launch publicity, and particularly use of the map produced for the Jubilee Picnic event and the Drayton Chronicle had raised apprehensions about decisions already having been made. This is not the case. It was decided that this map would not be used again, and should not feature in Friday's exhibition. Equally, ideas about re-opening the A34 slip road had no official standing, though some of the village wanted this and others were against. The meeting noted a petition against the A34 slip road re-opening which had been received from some residents on

Steventon Road who live beyond the A34 bridge. It was **agreed** that the Clerk should write to the petitioners giving this response and inviting any concerned residents to join the Parish Council, since there were vacancies.

Proposed: Jenny Pooley **Seconded:** Daniel Scharf **Agreed with one vote against**

ACTION: Clerk to write to Steventon Road petitioners against the re-opening of the A34 slip road to offer re-assurance that this was not policy, and to invite residents to join the Parish Council.

The first requirement of Neighbourhood Plans is to define and have the district council agree the plan boundary. After discussion it was **agreed** that the Drayton2020 Plan boundary should be the Drayton parish boundary. It was **agreed** that the Clerk should write to VWHDC to apply for this to be made official.

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

ACTION: Clerk to write to VWHDC to ask for official confirmation that the Drayton2020 plan boundary would be the parish boundary

(d) Daniel Scharf reported that he had been in correspondence with the Dept. of Communities & Local Government (DCLG)'s Chief Planner and that he had confirmed that a neighbourhood plan would carry the same weight in planning terms as any other plan in the process of preparation, but not yet confirmed by a referendum. Andrew Maxted (VWHDC) had expressed an opposite view but has seen the DCLG correspondence and now agrees with its content..

(e) It was **agreed** to record official thanks to the Steering Group and other volunteers who had planned the launch event and publicity etc. so far. A considerable amount of work had already been done and much achieved in a short space of time.

A Vote of Thanks to the Drayton2020 Steering Group members and volunteers was recorded

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

103/2012-13 EXTERNAL AUDITOR'S REPORT ON THE 2011-12 ACCOUNTS

The External Auditor's Report for 2011-12 had now been received from BDO.

The Council **noted** the Auditor's comment about the £1 rounding effect on the figures but decided that no action was necessary. The Clerk would discuss this issue with the Internal Auditor.

The Council voted to **accept** the External Auditor's Report on the 2011-12 accounts.

Proposed: Julian Fowler **Seconded:** Daniel Scharf **Agreed unanimously**

104/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business	Invoice Amount	Of which VAT
	A. Payments made this month		
Open Spaces Act 1906 s10	(i) Steve Sadler – Village Caretaker's Invoice (August)	*£603.64	£17.28
Open Spaces Act 1906 s10	(ii) Julian Cook – August 2012 Grass Cutting Invoice	*£550.00	zero
LGA (1972) s112	(iii) Clerk's Salary – August 2012	*£497.06	zero
LGA (1972) s111	(iv) HM R&C Tax & NI August 2012	*£124.20	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – August 2012	*£114.57	£15.03
SI 2003/533 s4	(vi) BDO – External Auditors Fee for 2011-12 accounts	*£480.00	£80.00
LGA 1972 Sch 12 para 15(4)	(vii) Drayton Chronicle – Advert for Deputy Clerk	£10.00	zero
LGA (1972) s111	(viii) SLCC – CPD - CilCA training course for Clerk	£222.00	£37.00
LGA (1972) s111	(ix) OPFA Playground Inspection Training (Steve Sadler)	£20.00	zero
LG (MP) Act 1976 S19	(x) RoSPA – Annual playground inspection fee	*£90.00	£15.00
LGA (1972) s111	(xi) Richard Webber – reimburse for Drayton 2020 Banners & letterheads	£420.00	£70.00
War	Abingdon Stone & Marble 50% deposit for village cross memorial	£703.20	zero

Memorials (Local Authorities' Powers) Act 1923 s1 as amended LGA 1948 s133	restoration		
	Total payments this month	£3834.67	£234.31
	* Starred payments made online		
	B Receipts for last month (August)		
	Burial Feeds	£480.00	
	Total Receipts last month	£480.00	

C. OTHER FINANCE BUSINESS

(i) **Bank reconciliation.** The Clerk presented the Bank Reconciliation to 31st August 2012 which showed cash at bank totalling £33,422.18, taking into account £492.96 cheques not yet drawn and £480 income not yet credited. In the absence of the Finance Chairman (Naomi Broomfield), Daniel Scharf had checked and signed off the monthly bank reconciliation.

(ii) **Grants.** The Clerk reported that no major grants (Village Hall/DAMASCUS/Millennium Green/Football Club) had been applied for this year to date. He would contact these organisations to ask for their grant applications.

ACTION: Clerk to contact village organisations to ask for their grant applications

Daniel Scharf reported that the Football Club mower was broken again and that the Club would need to apply to the Parish Council for grass cutting. It was **agreed** that if needed an emergency grant of £60 for one cut could be approved if required.

Proposed: Daniel Scharf **Seconded:** Richard Webber **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/Julian Fowler)

(iv) **Bank Transfer.** The Clerk reported that the Unity Trust Current Account would need a transfer of £10,000 from the Lloyds Current Account in order to cover payments out over the next 3-4 months. This transfer of £10,000 between current accounts was **agreed**

Proposed: Daniel Scharf **Seconded:** Julian Fowler **Agreed unanimously**

ACTION: Clerk to transfer £10,000 from the Lloyds to the Unity Trust current account

105/2012-13 PLANNING COMMITTEE BUSINESS

A Planning Applications in Progress – Noted

Reference Number	Address	Details	PC Planning Committee Response	VWHDC Decision
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	Withdrawn
2012-14	Land to West of Steventon Field, Steventon	Construction of 10MW Solar Park	Object	Pending
2012-15	Chiers Farm High Street Drayton OX14	Proposed demolition of existing 3 bedroom house, erection of 3x	Object	Withdrawn

	4JW	terraced 3 bed houses and adjoining carport		
2012-16	Ashby Court Marcham Road Drayton OX14 4FF	Construct a pair of semi-detached two storey houses on site of former works	Object	Pending

B. Other Planning Business

(i) **Manor Farm.** No response had been received to letters and emails from the Parish Clerk over the last few months. It was **agreed** that in order to plan for housing in the village the Parish Council and VWHDC really needed to know if the 20 houses approved for Manor Farm would be built in the next 2 years or so. It was **agreed** that the Clerk should write to VWHDC's Chief Planning Officer and request that Earl of Plymouth Estates be served with a Completion Notice on the Manor Farm Development for completion within 18 months.

Proposed: Daniel Scharf

Seconded: Laurence Zipson

Agreed unanimously

(ii) **Banner Homes.** Daniel Scharf reported that he had had a communication from Paul McCann (Banner Homes) indicating that they would not proceed with any housing development applications without consultation with Drayton Parish Council.

(iii) **Chiers Farm.** It was **noted** that this planning application had been withdrawn.

106/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Landowners restoring footpaths after ploughing.** Jenny Pooley reported that landowners must restore a 1m wide footpath within 24 hours after ploughing, and that no crops should be allowed to overgrow the path. It was **agreed** that attention would be drawn to this requirement via Richard Williams' article in the Chronicle; that Jenny Pooley would check the law with the OCC Countryside Officer and that the Clerk would write to landowners in the village to make this point. Jenny had written to landowners last year to remind them of their obligations, and had contacted one landowner this year already to ask for footpath re-instatement on his land.

Proposed: Jenny Pooley

Seconded: Laurence Zipson

Agreed unanimously

ACTION: Jenny Pooley to confirm law with OCC Countryside Officer regarding footpaths restoration after ploughing.

(b) **Village Caretaker's Work Schedule.** Jenny had now received a footpath map from OCC Countryside Services showing which paths they were responsible for to cut back vegetation etc. It was **agreed** that it would be useful to draw up a schedule for the Village Caretaker so that each path the Parish Council was responsible for would be checked and cut back regularly.

ACTION: Jenny Pooley to draw up a monthly task list for the Village Caretaker with assistance from the Clerk.

(c) **Path by Sewage Works.** Jenny reported that this path was overgrown and virtually impassable. Jenny would contact Mark Sumner (OCC Countryside Officer) about this again and ask for the vegetation to be cut back.

ACTION: Jenny Pooley to ask Mark Sumner (OCC) to have the vegetation on the path by the sewage works cut back

(d) **Steps near Milton turn.** The nettles need cutting back on this path. It was on the parish boundary, but it was agreed that if Sutton Courtenay PC didn't do this soon, the Drayton Village Caretaker would be asked to do this.

ACTION: Jenny Pooley to ask the Village Caretaker to cut back the nettles on the steps near the Milton turn.

(e) **Millennium Green Maintenance.** It was **agreed** that the MGT should have a proper schedule for maintaining the MG. This, and the grant position with regard to the MGT, would be discussed at the October Parish Council meeting.

ACTION: Clerk to add an item on the Millennium Green Trust maintenance and grant to the October agenda.

107/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

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

(b) **Lockway Playground – RoSPA Safety Report.** This report of an inspection carried out on 9th July 2012 was **noted.** Two round patches of surface had come loose and the Clerk was asked to contact Wicksteed to have these made good. Most of the other matters noted by RoSPA were low risk and had been noted before. The Clerk would ask Wicksteed to tighten the nuts on the new twister, where there was a slight wobble, and the Village Caretaker to make good the uneven turf and the rough edge on the seat.

ACTION: Clerk to contact Wicksteed for playground repairs and to ask Village Caretaker to undertake small remedial tasks noted in the RoSPA report.

(c) **Allotments Update.** The Allotment Warden (Tim Atkins) had reported that he had approached people on the waiting list to allocate a vacant plot, and that everyone on the current waiting list had now either been allocated a plot, had withdrawn or was uncontactable. There was therefore no current waiting list.

108/2012-13 PRESS & PR WORKING GROUP

(a) **URL for Parish Council area of village website.** This issue needs to await website migration/maintenance issues (see below).

(b) **Logo for Parish Council.** Laurence Zipson will circulate alternative designs for comment b email

ACTION: Laurence Zipson to circulate alternative logo designs by email for comment

(c) **Website.** The chosen alternative supplier had been found to be unreliable, so Laurence was investigating further options for the village website.

109/2012-13 CORRESPONDENCE

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

(a) **Milton Park.** An exhibition was to be held on 5th Sept 12-8pm at Milton Park concerning the Local Development Order.

(b) **Affordable Housing Course.** The Clerk distributed information on this free course.

110/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) **Parish Council Size.** Richard Webber reported that this issue was due for review shortly by VWHDC and that there would be a consultation.

(b) **Precept capping.** It was thought that Parish Councils would be exempt from precept capping, but that principle and some town councils may be subject to capping.

(c) **X2 bus.** It was reported that this service was now being run by Thames Travel rather than the Oxford Bus Company. Nothing else had changed, but the effect on ticketing was unknown.

(d) **Horse droppings on the Green.** A parishioner had reported a problem with horse dung on footpaths on the Green and elsewhere in the village. This was **noted,** but it was concluded that little could be done about the problem.

The meeting concluded at 9.45 p.m.

The date of the next meeting was confirmed as MONDAY 1st OCTOBER 2012 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

Signed:

Date: 1st October 2012

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council