

**Drayton Parish Council**  
**(<http://www.drayton-near-abingdon.org/drayton-parish-council/>)**  
**Minutes of the Meeting of Drayton Parish Council,**  
**Held on Monday 1st October 2012 at 7.30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton**

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

**Not Present:** Richard Webber

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

**111/2012-13 APOLOGIES FOR ABSENCE**

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

**112/2012-13 PUBLIC PARTICIPATION**

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

- a) **X2 Bus.** The X2 route had changed operator in September to Thames Travel. Since then the buses had been overfull on many occasions, and children and other passengers had been put at risk through standing in unauthorised positions on the overloaded bus. Latterly, the loading limits and standing regulations had been more rigorously enforced, but children had been left at bus stops since the bus was full to capacity. Residents informed the Council that several parents had season tickets for their children so that they could attend after school clubs and travel more cheaply than was possible on the OCC school bus. The Council was told that when the route transferred to Thames Travel the buses were also transferred, but not the double-deckers which provided for the peak capacity in the past.
- b) **Drayton2020 Neighbourhood Plan.** A resident addressed the Council with concerns that the Parish Council was pursuing a line that extra housing in Drayton was necessary. He was assured that the process for deciding on housing and other developments in the village was through the formulation of the Neighbourhood Plan. No decisions had yet been taken, and the consultation on the plan had only just been launched. There were no earmarked sites in the village for development, and nor had any policy been proposed yet relating to housing supply. The former VWHDC proposals were defunct, and new proposals would emerge from VWHDC via the Local Plan which they were now formulating, and with which the Drayton2020 Plan would have to conform.

**113/2012-13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**114/2012-13 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Parish Council held on 3<sup>rd</sup> September 2012 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed Unanimously**

**115/2012-13 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) **VWHDC Community Awards Lunch.** Richard Williams agreed to attend the lunch, where Heather Morrison is receiving her presentation.

**116/2012-13 CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS**

No one was proposed for co-option at this meeting

**117/2012-13 NEWS FROM DISTRICT COUNCILLOR**

Richard Webber had sent his apologies to the meeting.

(a) **VWHDC – Council Tax Benefit Reforms.** The Council **resolved** to vote for the retention of the existing tax base for calculating the parish precept

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

**ACTION:** Clerk to make a reply to the Government consultation on this issue.

## 118/2012-13 NEWS FROM COUNTY COUNCLLORS

Marilyn and Mike Badcock were unable to attend the meeting

(a) **X2 bus.** See public discussion at 112/2012-13 (a) above. It was **resolved** to write to the Cllrs Badcock about this issue, and also to enquire about the following matters on the Agenda, since the County Councillors had not been able to be at recent Parish Council meetings:

(b) **High Street** – Heavy lorries/possible damage to foundations

(c) **Pedestrian access to OCC Waste Recycling Centre, Drayton**

(d) **School Transport – Charging**

(e) **Councillors Highways and Other community budget allocations – spending to date**

The Badcocks would be asked if they could attend the November Parish Council meeting

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

**ACTION:** Clerk to write to Cllrs Badcocks about the X2 bus service and other outstanding OCC issues.

## 119/2012-13 DRAYTON 2020 NEIGHBOURHOOD PLAN

The following points were covered:

(a) **Plan Boundary.** An application to define the Neighbourhood Plan boundary as the Parish Boundary had now been lodged with VWHDC and they would be consulting on this over the next few weeks.

(b) **Terms of Reference** for the Drayton2020 Steering Group. These were approved.

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

(c) **Date of Referendum.** The date was uncertain, but it was **agreed** that the timescales should proceed in tandem with the VWHDC's Local Plan, and that the Referendum date would emerge later for decision.

(d) **VWHDC Consultation on updated Sustainability Appraisal Scoping Report 2012.** After discussion it was **agreed** that the timescale for consultation (reply by 18<sup>th</sup> October) was too short and it was **resolved** that the Clerk should reply to the VWHDC to say so.

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

(e) **Working Groups** had now been formed with Convenors and would be meeting shortly to discuss their assigned topics.

(f) **Housing.** It was proposed to discuss housing as part of each of the Working Groups work. However, the Parish Council felt that as a driving issue housing should be given an early and primary position, and it was **resolved** to recommend to the Drayton2020 Steering Group that a separate Housing Group be formed based on the four Convenors of the Working Groups as members.

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

(g) **Windmill Place, Thame.** Several councillors had visited this sheltered housing development in Thame, which had been praised by David Buckle, VWHDC Chief Executive, as a model development.

(h) **Website.** Laurence Zipson (as village website Webmaster) reported that the village website currently had its full quota of 8 main sections. He would take a look again to see if a section could be released for Drayton2020.

**ACTION:** Laurence Zipson to see if a section of the village website can be released for Drayton2020.

(i) **Tree Planting.** After discussion it was decided that this was not actually an initiative that could be pursued quickly, given the number of statutory bodies and householders that would need to be consulted.

(j) **Drayton2020 Finances.** The £1,000 originally allocated to the Drayton2020 launch had now been used and it was reported that the PC's Finance and Personnel Committee, in looking at the present budget had **recommended** that a further £2,000 be allocated this year, £1,000 of which would be allocated to pay for admin support time. It was **resolved** to allocate a further £2,000 to Drayton2020 from the present budget

**Proposed:** Daniel Scharf

**Seconded:** Naomi Broomfield

**Agreed Unanimously**

### 120/2012-13 MILLENIUM GREEN TRUST – MILLENNIUM GREEN MAINTENANCE

Discussion concluded that the Millennium Green Trust's finances and its regular outgoings remained unclear to the Parish Council and until a proper case was laid before the Council for a regular grant, it would not be possible to make an award. It was **resolved** that Daniel Scharf would draft a letter for the Clerk to send to the Chairman of the Millennium Green Trust and that the following points would be made:

- (a) The need for a properly drawn up maintenance plan for grass cutting of the Millennium Green, with number and times of cuts each year, and costs of this plan. This should also cover cutting the boundary hedges.
- (b) That an article should appear in the Chronicle about the Millennium Green. This should appeal for more Trustees and Friends, and for views about how the Millennium Green should be used and maintained
- (c) The Parish Council was concerned that the Millennium Green was used by only a section of the community, and was keen to widen the base of support for the Trust and its work.

**Proposed:** Daniel Scharf

**Seconded:** Julian Fowler

**Agreed Unanimously**

**ACTION:** Daniel Scharf to draft a letter to the Millennium Green Trust for the Clerk to send.

### 121/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

	<b>Finance/Admin Committee Business</b>	<b>Invoice Amount</b>	<b>Of which VAT</b>
	<b>A. Payments made this month</b>		
Open Spaces Act 1906 s10	(i) Steve Sadler – Village Caretaker's Invoice (Sept)	*£533.86	£14.36
Open Spaces Act 1906 s10	(ii) Julian Cook – Sept 2012 Grass Cutting Invoice	*£550.00	zero
LGA (1972) s112	(iii) Clerk's Salary – Sept 2012	*£454.78	zero
LGA (1972) s111	(iv) HM R&C Tax & NI Sept 2012	*£113.80	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – Sept 2012	*£31.50	zero
Smallholdings & Allotments Act 1908 s26	(vi) Thames Water – Water services 26 June to 11 Sept 2011	* £13.34	zero
LGA (1972) s143	(vii) Society of Local Council Clerks Annual Membership 2012-13	£110.00	zero
LGA (1972) s143	(viii) Oxfordshire Playing Fields Assoc. Membership 2012-13	£45.00	zero
LGA (1972) s111	(ix) Richard Williams – re-imburse for Drayton2020 printing	£66.00	£11.00
LGA (1972) s111	(x) Mike Habermehl – Drayton2020 publicity costs	£680.34	£113.39
LG (MP) Act 1976 S19	(xi) DAMASCUS grant	£3,000.00	zero
LG (MP) Act 1976 S19	(xii) Football Club grant	£150.00	zero
	<b>Total payments this month</b>	<b>£5748.62</b>	<b>£138.75</b>
	<b>* Starred payments are to be made online</b>		
	<b>B Receipts for last month (August)</b>		
	Burial Fees	£120.00	
	<b>Total Receipts last month</b>	<b>£120.00</b>	

### C. OTHER FINANCE BUSINESS

- (i) **Payments.** The Clerk explained the payments listed above which were **approved** for payment
- (ii) **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: Naomi Broomfield/Daniel Scharf/Richard Williams)

(iii) **Bank reconciliation.** An arithmetic discrepancy was noted, and this would need correcting before the Reconciliation could be signed off.

**ACTION:** Clerk to correct and re-circulate the Bank Reconciliation to end Sept.

(iv) **Precept – 2<sup>nd</sup> half payment.** It was **noted** that the 2<sup>nd</sup> half precept would be paid a month late by VWHDC this year due to staff sickness and an oversight of the need to activate the transfer payment.

(v) **Report from the Finance and Personnel Committee:**

Naomi Broomfield and the Clerk reported on the decisions and recommendations of the Finance and Personnel Committee:

- Closure of Lloyds Bank Account and transfer of balance to Unity Trust. **Resolved** to close the Lloyds Bank Current Account and to transfer the balance of funds in that account to the Unity Trust current account

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

**ACTION:** Clerk to obtain form for closure of Lloyds Current Account, to be signed at the next meeting.

- Standing Orders/Direct Debits on the Unity Trust Current Account. It was resolved to set up quarterly Direct Debits for Thames Water and the VWHDC payment for Dog Bin Servicing. No standing orders were established at this stage.

**Proposed:** Daniel Scharf      **Seconded:** Jenny Pooley      **Agreed Unanimously**

**ACTION:** Clerk to set up Direct Debits on the Unity Trust current account for Thames Water and VWHDC Dog Bin Servicing.

- Spend against budget at half year. Income had already met budget and spending was on target. A few minor adjustments had been made to re-allocate funds among overspent budget heads.

- Purchase of office software (burials/accounts). This decision had been postponed to the November meeting

- Systems backup procedures. Also postponed for a decision in November

- Grants procedure. It was **resolved** to change the procedure to encourage the larger s19 grant applicants to apply in November prior to the grant, so that these sums could be budgeted for when the precept was set. They would then be paid in April on receipt of the precept.

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

**ACTION:** Clerk to inform major s19 grant applicants about new timescales for grant applications.

- Allotments & burials charges policy for updating. It was **resolved** to increase burial and allotment charges by RPI each year. They would be re-based in November 2012 prior to the introduction of RPI uprating.

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

(vi) **Grants** of £3,000 for DAMASCUS and £150 for the Football Club had been agreed by the Finance and Personnel Committee.

## 122/2012-13 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	Permitted
2012-14	Land to West of Steventon Field, Steventon	Construction of 10MW Solar Park	Object	Pending
2012-16	Ashby Court Marcham Road Drayton OX14 4FF	Construct a pair of semi-detached two storey houses on site of former works	Object	Refused
2012-17	Brooklyn Mill, Milton Road, Drayton, OX14	Erection of storage barn with stables, tack room and ground and first floor	Object	Pending

	4EF	storage area (Retrospective amendments to planning permission P11/V1542)		
2012-18	Magpie Cottage, 30 High Street, Drayton	Fell 1xEucalyptus, works to 2xYew and 1xSpindle	No objections	Pending

## B. Other Planning Business

(i) **Manor Farm.** A reply from VWHDC asking for more information had been received following the Parish Council's request for the issue of a Completion Order on Manor Farm. Daniel Scharf had drafted some notes as a form of reply and it was **resolved** that the Clerk should form these into a letter and send this.

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

**ACTION:** Clerk to reply to VWHDC about Manor Farm Completion Order queries.

(ii) **Brooklyn Mill.** A letter of support for the developments at Brooklyn Farm had been received from a neighbour, and this was **noted**. The Council had already responded objecting to the developments on the basis that the application drawings were unclear but appeared to indicate a new dwelling was being proposed.

(iii) **South of Abingdon Housing Development.** A discussion took place about the public exhibition on the proposed housing development in South Abingdon. The Council were concerned about the adverse traffic impact at the Ock Street roundabout if 170 houses were built here. Even with car clubs, enhanced bus provision and traffic light modifications, it was difficult to see how the extra traffic congestion could be compensated for, or even significantly mitigated. The Council was concerned about development creep which would close up the gap between Abingdon and Drayton. It was **resolved** that Daniel Scharf draft a letter from the Council for the Clerk to send to the developers.

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

**ACTION:** Daniel Scharf to draft a letter from the Council to the south Abingdon housing developers for the Clerk to send.

## 123/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Landowners restoring footpaths after ploughing.** Jenny Pooley drew the Council's attention to the requirement that public footpaths must be re-instated with 14 days of initial ploughing and within 24 hours of harrowing (2<sup>nd</sup> ploughing) by rolling. There were some serious breaches of this requirement around Drayton, and it was **agreed** that the farmers who were not complying should be contacted by the Clerk to ask for footpaths to be restored properly and promptly. If restoration was not done after these representations then the Clerk was instructed to inform the OCC Countryside Officer, Mark Sumner.

**ACTION:** Clerk to write to a local farmer about restoring footpaths after ploughing.

(b) **Caretaker's Schedule.** Jenny Pooley is finalising a work schedule for the Village Caretaker. When it is ready the Clerk will send it to Steve Sadler.

**ACTION:** Clerk to send Steve Sadler the schedule of work devised by Jenny Pooley

(c) **Lockway Playground.** Richard Williams reported that the patches of the play surface which had come adrift had now been made good free of charge by Wicksteed, who had installed a larger piece to avoid the small circles being prone to disturbed. A discussion took place on signing to point out that the playground was intended for younger children, but it was **decided** that signage would be ignored and might be counter-productive. It was **resolved** to ask the Village Caretaker to repaint the playground railings.

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

**ACTION:** Clerk to ask the Village Caretaker to paint the Lockway playground railings.

(d) **Grass Cutting Contract.** This contract had now expired and new calls for tender would be issued shortly. It was **agreed** that the Clerk should write to Julian Cook expressing the Council's thanks for the excellent work he has done on cutting the grass over the last 4 years.

**ACTION:** Clerk to write to Julian Cook expressing the Council's thanks for the excellent job he has done on the grass cutting over the last 4 years.

(e) **Binning Close Hedge.** This hedge was reported to require trimming again. The Clerk will ask the Village Caretaker to take a look at carrying out the trimming if necessary.

**ACTION:** Clerk to ask the Village Caretaker to look at the Binning Close hedge with a view to cutting it back if necessary.

#### **124/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP**

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

(b) **Burial Ground – ditch.** A ditch had appeared at the foot of one High Street house bordering the burial ground, and on what is believed to be Parish Council land. Jenny Pooley agreed to investigate further by approaching the householder.

**ACTION:** Jenny Pooley to enquire of the High Street householder about the ditch at the rear of the property, in the burial ground.

#### **125/2012-13 PRESS & PR WORKING GROUP**

(a) **URL for Parish Council area of village website.** The preferred URL was now **agreed** and would be implemented when the website future was settled

(b) **Parish Council logo.** Views were that the full name (Drayton Parish Council) should be used with a walnut tree motif. A professional graphic designer was needed. It was **resolved** that a designer should be requested in the Drayton Chronicle.

**ACTION:** Laurence Zipson to ask in the Chronicle for a graphic designer for the Parish Council logo.

#### **126/2012-13 CORRESPONDENCE**

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

#### **127/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

(a) **Boundary Hedges.** Jenny Pooley asked that Richard Williams remind householders via his Chronicle article that it was the time of year to cut back boundary hedges and trees which were overhanging footpaths.

**ACTION:** Richard Williams to ask in his Chronicle article that householders cut back their hedges and trees overhanging public footpaths.

#### **The meeting concluded at 10.05 p.m.**

The date of the next meeting was confirmed as **MONDAY 5th NOVEMBER 2012 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.**

**Signed:**

**Date: 5<sup>th</sup> November 2012**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**