

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

Present: Daniel Scharf (Chairman); Naomi Broomfield (left at 9:30pm); Jenny Pooley; Richard Williams

Not Present: Richard Webber; Julian Fowler; Laurence Zipson

In attendance: David Perrow (Parish Clerk); Christopher Price (Deputy Parish Clerk)

146/2012-13 APOLOGIES FOR ABSENCE

Apologies had been received from Richard Webber, Julian Fowler, Laurence Zipson and Marilyn & Mike Badcock (County Councillors) and these were **noted**.

147/2012-13 PUBLIC PARTICIPATION

No members of the public were present.

148/2012-13 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest or dispensations at this stage of the meeting.

149/2012-13 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 5th November 2012 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Richard Williams

Seconded: Naomi Broomfield

Resolved Unanimously

150/2012-13 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) **To prune back the pyracantha bushes on Hall Close.** The Clerk has received a quotation to prune the bushes on Hall Close.

151/2012-13 NEWS FROM COUNTY COUNCLLORS

Marilyn and Mike Badcock had sent their apologies to the meeting.

152/2012-13 NEWS FROM DISTRICT COUNCILLOR

Richard Webber had sent his apologies to the meeting.

- (a) **VWHDC Electoral Boundary Review.** The Local Government Boundary Commission is consulting on the changes to the district council's boundaries. The proposals are for the new Sutton Courtenay ward to cover Drayton, Steventon, Sutton Courtenay, Appleford on Thames and Milton, represented by two councillors. This is out for consultation until 7th January 2013. It was **resolved** to support the proposed new boundary and electoral arrangements.

Proposed: Daniel Scharf

Seconded: Jenny Pooley

Resolved Unanimously

ACTION: Clerk to reply to Local Government Boundary Commission with the Council's view

- (b) **Leisure.** The VWHDC Leisure Department is consulting on its new Leisure Strategy. Views were being sought by Monday 17th December. It was **agreed** that given the limited time to respond, Daniel Scharf and Naomi Broomfield would look at the proposed strategy online and make comments on behalf of the Leisure and General Purposes Committee as appropriate.

ACTION: Daniel Scharf and Naomi Broomfield to comment online on the VWHDC's Leisure Strategy

153/2012-13 DRAYTON 2020 NEIGHBOURHOOD PLAN

- (a) **Design Council Workshop.** Richard Williams reported on the Design Council Work Shop held on 27th November 2012 and attended by himself, Janet Manning, Andrew Baxter, and the Clerk. There

were three speakers and Andrew Baxter made a very good presentation on Drayton2020. The workshop was very useful and has given us lots of ideas for promoting Drayton 2020.

(b) **Housing Policy Guidelines.** Daniel Scharf reported that the ‘Housing Policy Guidelines’ is now on its 6th draft and nearly ready to be used for planning applications.

(c) It was **Resolved** that the Parish Council should adopt this document with several minor textual amendments which were **agreed** and noted by Daniel Scharf to be included in the final version

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

A detailed discussion took place on additions which had been proposed by Richard Williams in his ‘version 7’. It was agreed to:

- Add text relating to Good Design
- Add that development should not close the gap between Abingdon and Drayton/Steventon/Sutton Courtenay
- Underline the importance of the Conservation area
- Point out the sensitivity of any development near the Burial Ground. It was agreed that the Parish Council would be ‘reluctant to see’ development near the burial ground

Proposed: Daniel Scharf Seconded: Jenny Pooley Resolved Unanimously

ACTION: Richard Williams to add his amendments then send the document to Daniel Scharf who will add the other minor amendments agreed above

ACTION: Clerk to send final document to VWHDC.

(d) **VWHDC Town & Parish Councils Forum Report.** Daniel Scharf had attended this event and believes from indications received that Drayton 2020 is likely to receive a £10K grant from VWHDC

(e) **Meeting with the surrounding parish & town councils.** Daniel Scharf proposed a meeting for all the surrounding councils to be held here in Drayton on a Monday evening in January or February.

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

ACTION: Clerk to invite all the surrounding parish and town councils to a meeting on a Monday evening in January or February.

154/2012-13 Manor Farm Development. Daniel Scharf had been prevented from reaching Bridgewater by floods stopping trains at Bristol, but had had a long telephone discussion with Michael Lawley, of Cooke & Arkwright, agents for Earl of Plymouth Estates (EoP). EoP are having a re-think on the Manor Farm development and are negotiating with the OCC County Surveyor to see if road entry to the new housing could be off Abingdon Road, opposite Hilliat Fields. They are also looking afresh at the number and type of housing. This could be win-win for the village, since the idea of a village green/village hall/sheltered/affordable housing within the Manor Farm development might now be negotiable with a new layout and design. Daniel Scharf reported that EoP are amenable to ideas being put to them; that the community contribution (currently £130k plus some public space) might still be attained without need to change the road layout at the Green; and that the site would still be constrained by its position in the Conservation Area and therefore subject to stricter planning control.

155/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business	Invoice Amount	Including VAT of:
	A. Payments made this month		
Open Spaces Act 1906 s10	(i) Village Caretaker – November 2012	* £250.00	zero
LGA (1972) s112	(ii) Clerk’s Salary – November 2012	* £492.78	zero
LGA (1972) s112	(iii) Deputy Clerk’s salary – November 2012	* £144.78	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – November 2012	* £159.20	zero
LG (FP) A 1963 s5	(iv) Clerk’s Expenses – November 2012	* £185.85	£16.25
LGA (1972) s142	(v) Drayton Chronicle – Advert for grass contract	£10.00	zero
War Memorials Act 1923 ss	(vi) Abingdon Stone & Marble – 50% payment (2 of 2) – Village Cross	£703.20	£234.40 (both

1 & 3			payments)
LG (MP) Act 1976 s137	(vii) The Abingdon Bridge	£550.00	zero
LG (MP) Act 1976 S19	(viii) Drayton Football Club	£2,100.00	zero
DPA 1988 s5	(ix) Information Commissioner – ICO Annual Registration Fee	£35.00	zero
Neighbourhood Planning (General) Regs SI 2012 637	(x) ORCC – Fee for advice package on Neighbourhood Planning	£1884.00	£314.00
	Total payments this month	£6514.81	£564.65
	B November Receipts		
	Burials and Memorials	£345.00	
	Total Receipts this month	£345.00	

C. OTHER FINANCE BUSINESS

(i) **Payments.** The Clerk explained the payments listed above which were **approved** for payment and the cheques signed by three Councillors.

(ii) **Bank Reconciliation for November.** The bank statement for end November had not yet arrived so the reconciliation would be submitted by email to Naomi Broomfield, Chairman of Finance and Personnel Committee, for checking when the Clerk received the statement and report to the next meeting.

ACTION: Clerk to reconcile November bank statement with the cash book and to email Naomi Broomfield for checking.

(iii) **Grant applications.** Two grant applications which had been considered by the Finance and Personnel Committee and were **approved** for payment

- The Abingdon Bridge. £550. It was noted that Jenny Pooley had a personal, non-fiduciary, interest in the Abingdon Bridge. The grant had been approved unanimously by the Finance and Personnel Committee
- The Abingdon Drayton Football Club. £2,100

(i) **The Review of Effectiveness of Audit** had been considered by the Finance and Personnel Committee and updated by the Clerk to note the appointment of the Deputy Clerk. It was **resolved** to accept the Review for signature.

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

(ii) **Online & Cheque signatories** – It was agreed that Naomi Broomfield should be authorised both as an online and cheque signatory to the Unity Trust bank account and the Clerk would obtain the necessary forms for signature at the next meeting.

ACTION: Clerk to obtain Unity Trust form to add Naomi Broomfield as a signatory for both cheques & online,

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

156/2012-13 BUDGET SETTING AND PRECEPTS 2013-14

(i) The Parish Council Budget for 2013-14 laid out by the Finance and Personnel Committee was **agreed**. This was a broadly balanced budget with an expected income of £42,550 and expected expenditure of £42,500.

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

(ii) The level of charges for 2013-14 recommended by the Finance and Personnel Committee was **agreed**. Burial charges would increase by approx.20% from April 2013, with an upward adjustment in the cremated remains burial charges. Allotment charges would increase by 20% from 2014-15, following the required 12 months' notice to allotment tenants.

Proposed: Jenny Pooley **Seconded:** Naomi Broomfield **Resolved Unanimously**

(iii) The Precept for 2013-14 recommended by the Finance and Personnel Committee was **agreed**. This would leave the precept the same as 2012-13 at £40,000.

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

139/2012-13 PLANNING COMMITTEE BUSINESS

A Planning Applications in Progress – Noted

Ref Nbr	ADDRESS	DETAILS	PARISH	DISTRICT
2012-17	Brooklyn Mill, Milton Road, Drayton, OX14 4EF	Erection of storage barn with stables, tack room and ground and first floor storage area (Retrospective amendments to planning permission P11/V1542)	Object in absence of proper presentation and explanation for new dwelling in the countryside	Pending
2012-19	Cheers Farm High Street Drayton OX14 4JW	Proposed demolition of existing 3 bedroom house, erection of 3x terraced 3 bed houses and adjoining carport (re-submission)	Object	Pending
2012-20	Stonehill House, Stonehill, Drayton, OX14 4AA	Insertion of new roof light	No objections	Pending
2012-21	Stonehill House, Stonehill, Drayton, OX14 4AA	Internal alterations to form bathroom	No objections	Pending
2012-22	Goose Willow Farm, Hanney Road, Steventon, OX13 6AP	Solar PV development consisting of mounted solar panels comprising of 39440 modules, power inverter systems, transformer stations, sub stations, security fencing and associated access gates	No objections	Pending
2012-23	11 Corneville Road, OX14 4HN	Ground floor and first floor extension	No objections	Pending

B. Other Planning Business

None

158/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Restoration of footpaths after ploughing.** Jenny Pooley reported that the two paths across a field off Sutton Wick have now been restored after ploughing. The Clerk has received a technical specification for footpath way-markers from the County Council.

ACTION: Clerk to ask the village caretaker if he would cost for installation a way-marker on the footpath and determine cost.

(b) **Fallen trees.** Jenny Pooley reported that two trees had fallen down in the recent storm and that the Village Caretaker had cleared these away.

(c) **Pyracantha bushes.** It was **resolved** to hire Julian Cook to prune back the pyracantha bushes on Halls Close.

Proposed: Jenny Pooley Seconded: Daniel Scharf Resolved Unanimously

ACTION: Clerk to contact Julian Cook and ask him to prune back the pyracantha bushes on Halls Close.

(d) **Specimen tree in burial ground.** Jenny Pooley had asked Richard Ballard (VWHDC) to make a suggestion for the tree type and to provide a costing.

(e) **High Street - weeds,** Jenny reported that weeds needed clearing on the footpath in High Street

ACTION: Clerk to contact VWHDC/OCC to arrange for weeds on High Street to be cleared. ,

(f) **OCC Rights of Way Improvement Plan (RoWIP).** A Consultation from OCC Countryside Services on footpaths' policy had been received for response by 9th January 2013. Jenny Pooley will look at this and consult with other members of the ROW Working Group on the Council's response.

ACTION: Jenny Pooley to consult ROW members on the RoWIP consultation from OCC Countryside Services

(g) **Diversion of FP17/FP19.** Andy Sylvester (OCC Countryside Services) had had further discussions on this issue with Jenny Pooley. It is understood that if the Council's objection is pursued an appeal

would have to be made to the Secretary of State. It was **agreed** that CEMEX's proposal would be accepted, reluctantly, rather than push the objection to this length.

159/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) **Village Caretaker and Grass Contractors' Reports.** These were received and **noted**.
- (b) **Burial Ground fence.** Richard Williams would consider and approve/amend the Clerk's draft letter.
ACTION: Clerk to send letter to the householder who has erected a fence and dug a ditch along the Burial Ground boundary.
- (c) **Ashes plots.** The question of the maximum number of ashes interments per plot was raised.
ACTION: Clerk to seek guidance on maximum number of ashes interments per plot.
- (d) **Allotment.** The Clerk had suggested an update of the Allotment lease conditions. It was **agreed** that this would be discussed at the next meeting.
- (e) **Grass Cutting Contract.** It was **agreed** the opening of the sealed bids would be by Naomi Broomfield and Richard Williams in the presence of the Clerk and to summarise and report bids to the February Finance meeting.
Proposed: Daniel Scharf **Seconded:** Jenny Pooley **Resolved Unanimously**
ACTION: Clerk to add item to February's Finance meeting agenda.

160/2012-13 PRESS & PR WORKING GROUP

In the absence of Laurence Zipson and Julian Fowler the Press & PR items were held over to the next meeting. Laurence Zipson's interest in acting as contact with OCC on broadband issues was noted.
ACTION: Clerk to inform OCC of Laurence Zipson's contact details to act as link for the Broadband initiative

161/2012-13 CORRESPONDENCE

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

162/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

No other items were raised for note.

163/2012-13 The date of the next meeting was confirmed as MONDAY 7th JANUARY 2013 at 7.30 pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

The meeting concluded at 10.06 p.m.

Signed:

Date: 7th January 2013

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council