

Drayton Parish Council
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Minutes of the Meeting of Drayton Parish Council,
Held on Monday 7th January 2013 at 7.30pm
At the Caudwell Day Centre, Gravel Lane, Drayton

Present: Daniel Scharf (Chairman); Naomi Broomfield; Jennifer Pooley; Richard Williams; Laurence Zipson; Richard Webber (arrived at 8:20pm); Julian Fowler

Not Present: All present

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

164/2012-13 APOLOGIES FOR ABSENCE

There were no apologies for absence. Richard Webber had notified in advance that he would join the meeting later.

165/2012-13 PUBLIC PARTICIPATION

No members of the public were present.

166/2012-13 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest at this stage of the meeting, nor any dispensations received in advance by the Clerk needed for consideration.

167/2012-13 MINUTES OF THE PREVIOUS MEETING

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

Proposed: Richard Williams

Seconded: Jennifer Pooley

Resolved Unanimously

168/2012-13 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) **Clerk to seek guidance on maximum number of ashes interments per plot.** The Clerk reported that this has proved difficult to determine from advice. However, the plots are only 18 inches square, so one casket per level (max. 3 casket burials per plot) is the logical guidance (scattering of ashes is not permitted). The Parish Council **resolved** to adopt this policy.

Proposed: Richard Williams

Seconded: Jennifer Pooley

Resolved Unanimously

- (b) **VWHDC Leisure Strategy Consultation.** It had been decided that Drayton Parish Council did not wish to respond to this review.

169/2012-13 NEWS FROM COUNTY COUNCLLORS

Marilyn and Mike Badcock had sent their apologies as they were unable to attend the meeting.

170/2012-13 NEWS FROM DISTRICT COUNCILLOR

- (a) **VWHDC Electoral Boundary Review.** After his arrival at 8.20pm, Richard Webber spoke about the boundary review.

At the last meeting the Parish Council resolved to support the proposed new boundary and electoral arrangements. Following further information received from Cllr. Richard Webber, the Clerk decided that the Parish Council may not have been properly informed of its options in making its decision, and therefore advised the Boundary Commission of the uncertainty and asked that the Council's response be held in abeyance until further guidance was received at today's Parish Council meeting. Notwithstanding Standing Order 11(a) it was **resolved** that following the representations made to the Clerk by Richard Webber and others a **Special Resolution** be passed revoking the Resolution made at the December 2012 meeting.

Proposed: Naomi Broomfield

Seconded: Jennifer Pooley

Resolved Unanimously

It was further **resolved** to ask the Commission to consider making Drayton part of one single member ward with Milton village, and that Drayton should be included in the ward name.

Proposed: Laurence Zipson

Seconded: Jennifer Pooley

Resolved Unanimously

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

171/2012-13 DRAYTON 2020 NEIGHBOURHOOD PLAN

(a) **News.** Richard Williams reported the following;

- **Oenone Grant** has unfortunately resigned from Drayton 2020. Oenone Grant objected to the tone and wording used in the Housing Policy Guidance (HPG) document. She declared a personal interest in that she intended to put in a planning application herself to build an additional house in her garden. She believed the HPG was too prescriptive, and was hostile to landowners and developers. Oenone Grant felt that in order to dissociate herself from the Housing Policy Guidance she must resign from the Drayton2020 Steering Group and her Working Group. It is hoped that she might rejoin the Steering Group at a later stage.

- **Work and Play.** Richard Williams is now the chairman of this working group.

- **Funding spread sheet.** Tom Shebbeare has created a draft income and expenditure budget for the Drayton2020 plan (2012-14) and for possible village facilities development in the following five years to 2020.

- **Project plan.** John Scott has drafted a project plan.

(b) **Meeting with the surrounding parish & town councils.** The Clerk has sent invitations to the following councils for a meeting to be held in February to discuss common issues (housing/transport/reservoir etc,) relating to neighbourhood planning: Abingdon Town Council, Appleford, Marcham, Milton, St Helen's Without, Steventon and Sutton Courtenay. The following was discussed and **agreed**.

- **Invite Didcot Town Council?** – Yes.

- **Agenda** - Daniel Scharf to draft.

- **How many people** – Two Councillors from each surrounding parish plus the clerk.

- **Where** - Caudwell Day Centre, if available.

- **Parking** – Limited so visitors will be advised to use the village green area.

- **When** – February 11th (February 18th if hall is unavailable) 7:00pm.

- **Drayton attendees** - Richard Williams, Daniel Scharf, David Perrow, Tom Shebbeare, Andrew Bax, Richard Webber.

- **Refreshments** – Tea and coffee (paid for by Drayton 2020). Clerk to arrange.

- **Presentation** – Yes, screen and projector required. Clerk to arrange.

(c) **Drayton School.** Daniel Scharf had talked with the head teacher at the Christmas Fayre. Daniel feels that Drayton cannot sustain three public buildings (school/village hall/sports pavilion) and speculated as to whether the school and village hall might be combined. Daniel suggested that Drayton 2020 attend a meeting of the school governors to discuss the possibilities.

(d) **NDP.** VWHDC had responded in a letter to points made about the status of the emerging Drayton Neighbourhood Plan (NDP). A draft letter of reply from Daniel Scharf had been circulated by the Clerk in advance of the meeting. This contained five points which were considered by the meeting. It was **resolved** that the Clerk should send the letter as drafted to Laura Howard at VWHDC.

Proposed: Julian Fowler

Seconded: Naomi Broomfield

Resolved Unanimously

(e) **OCC Transport Strategy.** Daniel Scharf reported that Ben Smith from OCC is willing to meet with the Council/Drayton2020 to discuss the NDP. It was **agreed** to invite him to a Drayton 2020 Steering Group meeting and also to the meetings with the other parish councils.

ACTION: Clerk to ask Ben Smith to a future Drayton2020 Steering Group meeting and to the meeting with other parishes in February.

(f) **Employment Data.** Daniel Scharf requested employment data for Drayton.

ACTION: Clerk to obtain data from VWHDC or OCC and forward it to Daniel Scharf.

8.20pm Richard Webber arrived. Agenda item 170 (Boundary Commission report) was considered at this point in the meeting.

172/2012-13 Manor Farm Development. Daniel Scharf reported that Michael Lawley, of Cooke & Arkwright, agents for Earl of Plymouth Estates (EoP) would like to meet the Council's representatives in January or February to discuss a revised housing proposal for Manor Farm, including a modified road entry from Abingdon Road, opposite Hilliat Fields. The Clerk has been trying to establish the views of OCC Highways on this matter. Drayton2020 is also drawing up its proposals for the Manor Farm site using a graphic which Mike Habermehl should be submitting to Drayton2020 soon and will be presented to EoP. It was **resolved** to arrange a day time meeting with EoP in January.

Proposed: Daniel Scharf **Seconded:** Richard Williams **Resolved Unanimously**
ACTION: Clerk to arrange meeting with Michael Lawley, Councillors and the Drayton2020 Chairman & Vice Chairman .

173/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business (Naomi Broomfield, Chairman)		Including VAT of:
	A. December Payments	Invoice Amount	
Open Spaces Act 1906 s10	(i) Village Caretaker – December 2012	* £300.40	£8.40
LGA (1972) s112	(ii) Clerk's Salary – December 2012	*£492.78	zero
LGA (1972) s112	(iii) Deputy Clerk's salary – December 2012	* £144.58	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – December 2012	*£159.40	zero
LG (FP) A 1963 s5	(iv) Clerk's Expenses – for 1 st Quarter 2013	*£192.38	£18.29
LG (FP) A 1963 s5	(v) Deputy Clerk's RSA Nov-Dec 2012 and 1 st quarter 2013 (5 mths)	*£31.25	zero
Smallholdings & Allotments Act 1908 s26	(vi) Thames Water – services invoice 26 June – 18 December 2012	* £19.64	zero
Highways Act 1980 s43	(vii) Julian Cook – Pruning of Halls Close Pyracantha bushes	*£120.00	zero
LG (MP) Act 1976 s137	(viii) Abingdon Street Pastors subject to approval - applied for	£150.00	zero
LGA 1972 s134	(ix) Caudwell Day Centre Room Hire Oct- Dec 2012 PC & Dray2020	£100.00	zero
	Total payments this month subject to grants approval	£1710.43	£26.69
	B December Receipts		
	Burials and Memorials	£245.00	
	Total Receipts this month	£245.00	

C. OTHER FINANCE BUSINESS

(i) **Payments.** The Clerk explained the payments listed above which were **approved** for payment. 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: Naomi Broomfield and Richard Williams.

(ii) **Bank Reconciliation for December 2012.** Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end December 2012. Current funds total £34,585.37, not including payments approved above.

(iii) **Grant applications.** The grant application had been considered by the Finance and Personnel Committee and was **approved** for payment;
 • Abingdon Street Pastors. £150.

(iv) **Any other Finance business.**

Cheque signatories – It was **resolved** that only two cheque signatories should be required in future, in line with the new online banking authorisation requirement, and that the Financial Regulations should be revised accordingly.

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

ACTION: Clerk to revise the Financial Regulations to show only two authorised signatures needed on cheques and online.

174/2012-13 PRECEPTS 2013-14

(i) **Dispensation for members of the Council to authorise the Precept.** The Council **resolved** a blanket dispensation for all serving Councillors to set the annual precept until the next election to ensure that the precept setting process is legal.

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

(ii) **Authorise the signing of the VWHDC 2013-14 Precept Mandate.** 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: Naomi Broomfield **Seconded:** Daniel Scharf **Resolved Unanimously**

175/2012-13 ORDNANCE SURVEY MAP LICENCE

The Clerk has now pre-registered Drayton Parish Council with Ordnance Survey to apply to use OS data under the Public Sector Mapping Agreement (PSMA), which is free. Without access to GIS software we are restricted to using digital maps at 1:10,000; 1:25,000 and 1:50,000 but we could co-operate with organisations such as OCC and VWHDC who do have GIS software, once registered under the PSMA agreement. It was **resolved** to take out a free Ordnance Survey Map Licence and make the Clerk the signatory.

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

176/2012-13 PLANNING COMMITTEE BUSINESS

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 amendmnts 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
2012-23	11 Corneville Road, OX14 4HN	Ground floor and first floor extension	No objections	Pending
2012-24	3 Church Lane, Drayton, OX14 4JS	To replace garden and front gate, to recover leaded canopy over front door, to extend stone paved patio, to remove stone wall.	No objections	Pending
2012-24	3 Church Lane, Drayton, OX14 4JS	To replace garden and front gate, to recover leaded canopy over front door, to extend stone paved patio, to remove stone wall.	No objections	Pending

Cheers Farm planning application hearing. Daniel Scharf, on behalf of the Planning Committee, had lodged an objection to this planning application as it is not sustainable; it will have a large carbon foot print; it does not meet the NPPF requirements; it will not contribute to the sustainability of the village; and it will contribute towards traffic congestion. It was **agreed** that each additional house built in Drayton should make a contribution to community benefit and sustainability and that VWHDC should be advised to impose this and other conditions in line with the Drayton Parish Council's Housing Policy Guidance. It was **resolved** that Daniel Scharf should discuss the application with Richard Webber and request that the application deferred in order to impose suitable conditions and obligations at the VWHDC planning committee meeting on 9th January.

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

177/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) **Drainage Problem at Henleys Lane and Church Lane Junction.** Jennifer Pooley reported that the spring opposite the chapel is pouring out water and that the roads are disintegrating. There are also some big pot holes near St Peter's Church that are very dangerous. It was **resolved** that the Clerk should pursue this persistent problem with the responsible agencies.

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

ACTION: Clerk to contact Environment Agency and OCC Highways Department to report the problem.

- (b) **Recycling Centre.** Jennifer Pooley reported that the ditch running along side the recycling center is full of rubbish, which needs to be cleared and monitored.

ACTION: Clerk to contact OCC Waste Services to ask for the litter to be cleared on a regular basis.

- (c) **Diversion of FP17/FP19.** Jennifer Pooley has told Andy Sylvester (OCC Countryside Services) that we will not object CEMEX's proposed diversion.

- (d) **State of Footpaths.** Jennifer Pooley reported that the bridleway beyond the burial ground (BW9) which is very popular with walkers is almost impassable due to mud. Jennifer asked if the path might be improved? It was reported that Drayton2020 were considering a policy for upgrading footpath/bridleway surfaces around the village, and Jennifer agreed to provide a list of such paths as a suggestion to Drayton2020.

ACTION: Jennifer Pooley to collate a list of footpaths/bridleways for upgrading with better surfacing.

- (e) **Dog Waste Bin.** Laurence Zipson reported that one of the dog waste bins has disappeared from the Millennium Green. There are now about twenty bags of dog waste where the bin used to be.

It was **agreed** to replace the bin and claim against our insurance.

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

ACTION: Clerk to put in insurance claim and arrange bin replacement.

- (g) **OCC Countryside Strategy.** Jennifer Pooley had studied this draft strategy document and has asked for councillors' comments.

ACTION: Jennifer Pooley to submit response to Countryside Strategy via the Clerk.

178/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

- (a) **Village Caretaker and Grass Contractors' Reports.** These were received and **noted**.

- (b) **Burial Ground fence.**

Daniel Scharf declared an interest in this item and left the room during the discussion and vote.

Richard Williams (Vice Chairman) assumed the Chair.

The Clerk has received a letter from the householder's claiming that the new fence has been erected on their land. They also enclosed a letter from the then clerk dated 17th November 1971. It was **agreed** that the Clerk should carry out further research in the Parish Council's 1971-2 Minutes archive and that he consults with Richard Williams, as L&GP Chairman.

Proposed: Richard Williams **Seconded:** Julian Fowler **Resolved Unanimously**

ACTION: Clerk to send an acknowledgement letter to the householders and to do more investigation.

Daniel Scharf re-entered the room and resumed the Chair.

- (c) **Allotments:** The proposed changes to the allotment tenant agreement were reviewed, it was agreed to discuss this item at the next meeting to allow response from the allotment holders and Tim Atkins. Laurence Zipson commented that the allotment has no gate yet rule 20 states 'The tenants shall ensure the gates are closed'. Daniel Scharf commented that the hedge surrounding the allotment is being cut by adjacent allotment holders although the responsibility is now the PC's.

- (d) **Church/Allotment/Burial ground joint hedge.** Julian has quoted £250 to prune the hedge, this cost would be shared with church. It was **agreed** to defer this item at the next meeting.

ACTION: Councillors to look at the hedges before the next meeting so that they can advise whether a cut is needed again this year.

179/2012-13 PRESS & PR WORKING GROUP

- (i) **Graphics design for Parish Council logo.** The Clerk suggested that he discusses the logo design and costs of adhesive signs with Scorpion Signs in Abingdon, who have done similar work for Kennington Parish Council.

ACTION: Clerk to contact Scorpion Signs and discuss the Parish Councils logo and signage.

(ii) **DRAFT Publication Scheme and proposed charges.** Laurence Zipson has read this and reported that it is fine. It was **agreed** to defer this item to the next meeting.

ACTION: All Councillors to read 'DRAFT Publication Scheme and proposed charges' for discussion at the next meeting.

180/2012-13 CORRESPONDENCE

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

181/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

- Daniel Scharf is unable to attend the Drayton 2020 Steering Group meeting on Friday, he also mentioned the need for more Councillors and asked that the Clerk raise this point at the Drayton2020 meeting.
- The Clerk reported on break-ins at the allotment.

182/2012-13 NEXT MEETINGS

The date of the next Parish Council meeting was confirmed as **MONDAY 4th FEBRUARY 2013 at 7.30pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.**

The date of the next Finance & Personnel Committee meeting was confirmed as **MONDAY 4th FEBRUARY 2013 at 7.00pm, in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.**

The meeting concluded at 10.05 p.m.