

Drayton Parish Council
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Minutes of the Meeting of Drayton Parish Council,
Held on Monday 4th February 2013 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton

Present: Daniel Scharf (Chairman); Naomi Broomfield; Jennifer Pooley; Richard Williams; Richard Webber (left at 9:33pm)

Not Present: Laurence Zipson; Julian Fowler

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

183/2012-13 APOLOGIES FOR ABSENCE

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

184/2012-13 PUBLIC PARTICIPATION

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

(a) Canal Trust. Ken Oliver, who works for Wiltshire County Council as their Canals Officer, spoke about the Wilts & Berks Canal Trust and explained how the Trust is committed to returning the 60 mile historic waterway between Abingdon and Melksham (Wilts) to a navigable state and providing wildlife habitats, cycle ways and routes for walkers along the restored towpath. The current 5 year plan is to open the towpath as a long distance footpath end to end. There is an Easter Walk this year to promote this. The Canal will also restore an important link in the national waterways network. The Trust needs the full support of the local community and volunteers. The restoration project had been volunteer-led for 30 years and the Trust had been established for the last 10 years. At the western end the restoration is going through planning and the Wiltshire Core Strategy is out for public examination. Swindon is also in consultation, and VWHDC have the canal route earmarked in their current and updated draft Local Plan. Thames Water's proposal to build a reservoir between Drayton, Steventon and Hanney is at present on hold, but if this eventually goes ahead, it would have a major effect on restoration of the canal as the proposed reservoir would be built over a large section of the historic canal route. The Trust has been working with the designers of the reservoir scheme to provide an alternative route for the canal if the reservoir is eventually built. Drayton Lock has been worked on, but not fully restored. It would not be on the alternative route. When the route is confirmed discussion will need to take place with local landowners about access rights etc. It was important that the canal featured in all Neighbourhood Plans along the canal route.

(b) Village Hall. Fred Stevens spoke on behalf of Ann Web. Fred reported that the new Parish Council notice board has been installed within the village hall. Fred also reported that the Football Club was still not attending Management Board meetings, and he was referred to the new Football Club chairman. The litter bins by the Village Hall still needed signs to deter dog owners from depositing dog waste there.

ACTION: Deputy Clerk to display Parish Council agenda, minutes and Drayton 2020 information on village hall notice board.

ACTION: Clerk to send Ann Web contact information for the football club.

(c) Street Light. Simon Murray would like the Parish Council's help in getting a street light repaired. The street light is located on the junction of Marcham Road and Whitehorns Way. Oxfordshire County Council is currently in discussion with Scottish and Southern Energy who are claiming that the electricity supply cable is not theirs (the problem with the light - no power).

ACTION: Deputy Clerk to ask David Cookson from OCC Street Lighting for an update.

(d) Allotment. Tim Atkins is one of the allotment wardens. Tim made two comments about the revised allotment tenancy agreement. Tim objected to the reference to hens and rabbits being allowed to be kept on allotments, but this is required by law - Allotments Act 1950 section 12. Tim would also like the term 'unsightly material' to be defined in more detail. He also queried the cutting of the bordering hedges – if these need cutting back the Clerk should be contacted and the Village Caretaker will do this work. Allotment holders should not cut the boundary hedges themselves. The waiting list is currently three. Allotment holders should report theft or vandalism to the police by ringing 101.

ACTION: Tim Atkins to draft his version of the tenancy agreement and send to Clerk.

ACTION: Clerk to deliver receipt book to Tim Atkins and provide information on rent increases from March 2014.

(e) Planning Application. Oenone Grant has submitted a planning application to erect a dwelling in the grounds of her existing property. Oenone attended the Parish Council meeting and offered to answer any questions from the Council regarding the application. Sustainability, insulation and the exterior appearance of the proposed house were discussed. Oenone plans to live in the new house and assured the council that it will be a high quality building as regards insulation and quality of materials used. A question was asked about the Design and Access Statement which said there would be “many sustainable features”. These were not specified and no further information was available at the meeting to explain what these might be. Concern was expressed about the colour proposed for the exterior rendering (white) and an alternative colour was suggested to blend in better with surrounding properties.

185/2012-13 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.

186/2012-13 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 7th January 2013 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Jennifer Pooley

Seconded: Richard Webber

Resolved Unanimously

187/2012-13 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) Draft Publication Scheme and proposed charges. The Parish Council **resolved** to adopt this policy.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Resolved Unanimously

(b) Dog Waste Bin. It was **agreed** to replace the dog waste bin that disappeared from the end of Lockway and claim against our insurance. The Parish Council will still have to pay £100 excess towards the new bin, as it had had to do for the last bin stolen in January from the Millennium Green. It was also **agreed** to use non removable bolts.

ACTION: Clerk to arrange for the new bin to be installed by the Village Caretaker with non removable bolts.

Jennifer Pooley reported that the lid on the dog waste bin located on Steventon Road close to Lockway does not shut properly.

ACTION: Clerk to ask Steve Sadler to fix the lid on the Steventon Road dog bin, near Lockway.

(c) Recycling Centre. It has been hard for the Clerk to contact OCC Waste Services. Jennifer Pooley reported that the ditch running along side the recycling center is still full of rubbish.

ACTION: Clerk to chase OCC waste Services to remove litter from around the Drayton Recycling Centre.

(d) Manor Farm Development. The Clerk has arranged a meeting with Michael Lawley, of Cooke & Arkwright, agents for Earl of Plymouth Estates (EoP) for Thursday 28th February to discuss a revised housing proposal for Manor Farm, including a modified road entry from Abingdon Road, opposite Hilliat Fields. Daniel Scharf and Richard Williams are attending the meeting for the Parish Council, with Andrew Bax and Tom Shebbeare for Drayton2020. Richard Webber would also like to attend this meeting.

ACTION: Clerk to add Richard Webber to the list of attendees.

(e) Meeting with the surrounding parish & town councils. The Clerk has arranged a meeting for Monday 11th February with the surrounding parish & town councils to discuss common issues (housing/transport/reservoir etc,) relating to neighbourhood planning. Abingdon Town Council and Didcot Town Council have not confirmed their attendance yet.

(f) High Street – weeds. To be discussed with the County Councillors at the next Parish Council meeting.

ACTION: Clerk to add ‘Removing weeds/vegetation from highway pavements etc.’ to next month’s agenda.

(g) Bins. Parish Council owned litter bins require a ‘no dog waste’ sign and all dog waste bins require a ‘use small bags’ sign.

ACTION: Deputy Clerk to fabricate signs and fit.

(h) Microshade Cloud Software. The Cloud software (Citrix) will not run on the Deputy Clerk's laptop as the operating system XP is not supported.

(i) Website. The Clerk is having some technical problems with the website, particularly relating to duplicate entries appearing in the calendar and the lack of permission to create additional pages for Drayton2020.

188/2012-13 OCC MATTERS / NEWS FROM COUNTY COUNCLLORS

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

(a) OCC Highways have repaired a drain in Sutton Wick but not re-turfed the area with grass as yet. No permission had been sought for this work on Parish Council land, and several email enquiries of OCC Highways had yielded no response.

(b) OCC Community Fund. Richard Webber queried whether Drayton has not received its fair share of the OCC community fund. There had been a lack of information and notice from OCC about the funds. It was **resolved** to request more information from OCC as to when such when funds are available.

Proposed: Daniel Scharf

Seconded: Jennifer Pooley

Resolved Unanimously

ACTION: Clerk to send letter to OCC requesting more information on their funding for local use.

189/2012-13 VWHDC MATTERS / NEWS FROM DISTRICT COUNCILLOR

(a) Neighbourhood Development Plan. Richard Webber reported that the designation of the area is to be submitted for approval by VWHDC on Friday 8th February. He explained that the New Homes Bonus comprising money for every new home built for six years had improved Vale predicted finances by £11m..

(b) Community Governance Review. The VWHDC had given notice that it would shortly be undertaking a review of parish council boundary and representation arrangements.

ACTION: Councillors to think about whether they wish to seek any changes.

(c) Housing Subsidies. The Clerk reported that Housing subsidies to local government will be reduced next year by 10%. As a result of the change in the subsidy system the Parish Council may receive around an extra £2.5K via the VWHDC next year.

(d) Planning Lawyer. Daniel Scharf suggested that some advice would be useful in responding to correspondence from the Vale and he would speak to Tim Comyn (Sparsholt), a planning barrister, who had advised Parish Councils in the past. It was suggested that Daniel contacts Tim and that Daniel and Richard Webber might talk to Mike Gilbert and/or Adrian Duffield (VWHDC Planning Department) for clarification of certain issues of contention.

190/2012-13 DRAYTON 2020 NEIGHBOURHOOD PLAN UPDATE

(a) Update. Richard Williams reported on recent meetings of the Steering and Working Groups:

(i) Oxfordshire County Council Highways. Ben Smith from OCC Highways department outlined some strategic transport issues and how the Highways department was organised so that Drayton2020 could interface with them over particular issues.

(ii) Sovereign Housing Association. Stuart Robert (Head of Development, based in Newbury) spoke about rural housing delivery within the context of the Oxford Rural Housing Partnership (Housing Associations plus local authorities).

(iii) Housing Working Group. This new group has met for the first time and is working on the 'Vision' document.

(iv) Look and Feel. This group is in abeyance. Work has transferred to the new Housing Group.

(v) Work and Play. Richard Williams called a meeting of this re-convened group, with new and additional members. They met on 31st January. Richard had circulated a discussion document for the group to consider.

(vi) Sustainability. This group is continuing its work and is looking at feedback on the 'Vision'. The next meeting is in the Wheatsheaf on 7th February at 7.30pm.

(vii) Transport. This group had discussed bus routes, the A34 slip-road, speed bumps and car clubs at its last meeting.

(b) Meeting with Parish/Town Councils Neighbouring Drayton. The Clerk presented a draft agenda. It was **agreed** to amend items 1 and 6 so that Daniel Scharf welcomes everyone and Andrew Bax rounds up the meeting.

ACTION: Clerk to amend agenda items 1 and 6.

191/2012-13 ANNUAL PARISH MEETING

This meeting will be held on Monday 15th April. It was **agreed** to ask local celebrity Paul Mayhew-Archer to speak during the meeting.

ACTION: Clerk to book Village Hall, invite Paul Mayhew-Archer, ask DAMASCUS to do tea / coffee and place adverts in the Chronicle for the two months prior to the meeting.

192/2012-13 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business	Invoice Amount	Including VAT of:
	A. January 2013 Payments		
Open Spaces Act 1906 s10	(i) Village Caretaker – January 2013	*£246.10	£1.43
LGA (1972) s112	(ii) Clerk’s Salary – January 2013	* £492.78	zero
LGA (1972) s112	(iii) Deputy Clerk’s salary	* £144.58	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – January 2013	*£159.40	zero
LG (FP) A 1963 s5	(iv) Clerk’s Expenses – January 2013	* £114.55	£13.68
Litter Act 1983 s5(1)	(v) Glasdon’s – replacement dog bin for Millennium Green	* £202.57	£33.76
LGA (1972) s111	(vi) OALC – Training Courses for Deputy Clerk x 3	*£156.00	£26.00
LGA (1972) s114	(vii) Microshade – Cloud services installation and 3 month fee	*£264.00	£44.00
	Total payments this month	£1779.98	£118.87
	B January 2013 Receipts		
	Burial/Memorial fees	£320.00	
	Total Receipts this month	£320.00	

C. OTHER FINANCE BUSINESS

(i) Bank Reconciliation for January 2012. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end January 2013. Current funds total £33,161.94, not including payments approved above.

(ii) 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.

(iii) Grant applications. None.

(iv) Hours for Clerk and Deputy Clerk. A proposal has been made to increase the Deputy Clerk’s hours from five to ten per week. The Clerk would reduce his hours from fifteen to ten per week. This would allow the Clerk to spend extra hours on Drayton 2020 work on a casual basis if this was required.

193/2012-13 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 amendments to planning permission P11/V1542)	Object in absence of proper presentation and explanation for new dwelling in the countryside	Pending
2012-26	Haywards Farmhouse, 53 Sutton Wick Lane, Drayton, OX14 4HH	Erection of a dwelling	Pending	Pending

9.33pm Richard Webber (who is not a member of the Planning Committee) left the meeting part way through the following discussion of the planning application

(a) **Haywards Farmhouse.** Daniel Scharf pointed out that this was a matter for the Planning Committee to decide. The Planning Committee is likely to **object** to this application as it does not comply with the Parish Council's Housing Policy Guidance document. The Planning Committee members were – according to opinions expressed by email and now by those Planning Committee present members at the meeting – likely to be split on this opinion, but the Chairman planned to exercise his casting vote to object to the application. The following points were made:

- (i) The look of the house would look incongruous in this location – e.g. wrong roof pitch/materials. It is contrary to policy HE4 in that it does not respect the adjacent listed building
- (ii) The house does not explicitly comply with Code 6 (zero carbon emissions).
- (iii) The house will not contribute to the sustainability of the village – e.g. no s106 contribution offered.

ACTION: Daniel Scharf to draft an objection response letter to be circulated before submission for agreement/vote.

(b) **S106.** At present VWHDC policy is not to ask for s106 contributions for housing developments of less than 10 houses. However, VWHDC Policy DC8 does not distinguish between small and large schemes for s106 contributions, so it should be possible for VWHDC to ask for a s106 contribution **for every house built.**

(c) **Strategic Housing Land Availability Assessment (SHLAA).** The VWHDC are currently consulting on the proposed methodology for updating their SHLAA document. This document identifies potential housing sites and assesses their suitability and deliverability. Daniel Scharf had drafted a possible response letter, it was **resolved** to send this letter to the VWHDC.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Resolved Unanimously

ACTION: Clerk to send Daniel Scharf's response letter to the VWHDC.

194/2012-13 RIGHTS OF WAY & CONSERVATION WORKING GROUP

(a) **Specimen tree in burial ground.** Richard Ballard (VWHDC) has suggested a flowering cherry tree that would grow to modest size, but a different variety from the flowering cherry already in the burial ground. Richard has provided an estimated costing of £130. It was **agreed** to purchase this tree via VWHDC and plant it next to where the old cherry tree once stood. Planting time will be towards the end of February.

ACTION: Jennifer Pooley to tell Richard that we would like the flowering cherry tree.

(b) **Way-marking of paths.** Steve Sadler has quoted £70 to install a way-marker. It was **agreed** to install a way-marker for the two paths across a field off Sutton Wick.

ACTION: Clerk to ask Steve to install a way-marker for the path across a field off Sutton Wick.

(c) **State of Footpaths.** Jennifer Pooley has received two complaints from the public regarding the state of some Footpaths / Bridleways within Drayton Parish. The current problems with the paths in question are because of the unusually wet weather, not because of neglect.

(d) **East Way Entrance.** OCC (Mark Sumner) had been contacted again about the poor state of repair at the entrance to East Way. No response had been received. Residents should be referred to OCC directly

195/2012-13 LEISURE & GENERAL PURPOSES WORKING GROUP

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

(b) **Burial Ground fence.** The Council is still discussing the matter. The Clerk has requested from the householder a copy of the map that is mentioned in the letter from the then Clerk dated 17th November 1971.

ACTION: Clerk to do more investigation.

(c) **Litter.** Jennifer Pooley reported on litter at the end of Henleys Lane and in the hedge opposite the Red Lion pub. It was **resolved** to ask Steve Sadler to remove this litter.

Proposed: Jennifer Pooley

Seconded: Daniel Scharf

Resolved Unanimously

ACTION: Clerk to ask Steve Sadler to remove litter from Henleys Lane and the hedge opposite the Red Lion pub.

196/2012-13 PRESS & PUBLIC RELATIONS WORKING GROUP

Laurence Zipson had sent his apologies to the meeting. There was no business

197/2012-13 CORRESPONDENCE

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

198/2012-13 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

Jennifer Pooley reported that the notice boards on the village green are looking untidy.

ACTION: Deputy Clerk to remove the old posters and tidy the notice boards.

199/2012-13 THE DATE OF THE NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as **MONDAY 4th MARCH 2013 at 7:30pm** in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY.

200/2012-13 RESERVED BUSINESS Public and Press were asked to leave the room.

Grass cutting contract. The Clerk and Finance Committee members had opened and discussed the six sealed bids in the Finance and Personnel Committee meeting prior to the Parish Council Meeting. It had been **agreed** to obtain references for the four lowest price and decide on the winning bid at the next Parish Council meeting.

ACTION: Clerk to obtain references and add 'Grass cutting contract' to the next Parish Council Meeting agenda.

The meeting concluded at 10:00pm

Signed:

Date: 4th March 2013

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council