Drayton Parish Council www.drayton-near-abingdon.org/drayton-parish-council Minutes of the Annual Meeting of Drayton Parish Council, Held on Monday 13th May 2013 at 7:30pm At the Caudwell Day Centre, Gravel Lane.

Present: Daniel Scharf (Chairman); Naomi Broomfield; Richard Williams; Richard Webber (left at

8:54pm); Laurence Zipson; Jennifer Pooley; Pat Athawes.

Not Present: Julian Fowler.

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

018/2013-14 ELECTION OF CHAIRMAN FOR THE YEAR 2013-14

Daniel Scharf indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman.

Resolved: that Daniel Scharf be elected Chairman of the Parish Council for 2013-14.

Proposed: Jennifer Pooley Seconded: Laurence Zipson Resolved Unanimously

Daniel Scharf signed his Declaration of Acceptance of Office as Chairman for 2013-14.

019/2013-14 CO-OPTION OF ANY ADDITIONAL PARISH COUNCILLORS

None. The Council now had 8 Councillors, so there are still three vacancies to fill.

020/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Julian Fowler and this was noted.

021/2013-14 ELECTION OF VICE CHAIRMAN FOR THE YEAR 2013-14

Richard Williams indicated that he was willing to continue as Vice-Chairman for a further year. No other Councillor wished to stand as Vice-Chairman.

Resolved: that Richard Williams be elected Vice-Chairman of the Parish Council for 2013-14.

Proposed: Laurence Zipson Seconded: Richard Webber Resolved Unanimously

022/2013-14 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.

023/2013-14 PUBLIC PARTICIPATION

Three members of the public were present.

and church).

(a) Caudwell Day Centre Parking. Sheila Cook, Manager spoke on behalf of the Caudwell Day Centre which has concerns about a planning application to build a house on land adjacent to the Caudwell Day Centre. It is unclear from the application where road access to the property will be from. The current parking problems will be worse if access to the property is via the Caudwell Day Centre car park. It was suggested that the Caudwell Day Centre committee write to Sovereign Housing Association expressing their concerns.

(b) Blue Plaque. Colin Arnold is a Church Warden for St Peters Church and spoke on behalf of Revd. Rebecca Peters. The Diocesan Advisory Committee has agreed permission for the Blue Plaque in principle. However because the church tower is medieval and needs access to repair at times, they have refused to have the Plaque attached to the Tower. They have indicated that the Blue Plaque could be attached to either of the lower walls either side of the tower, (diagonal walls that then continue to the wall between footpath

024/2013-14 APPOINTMENT OF COMMITTEES/REPRESENTATIVES FOR 2013-14

Following discussion of the interests of the members of the Council, it was <u>resolved</u> that the membership of Committees, Working Parties and Representatives for 2013-14 would be:

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• **COMMITTEES**

FINANCE AND PERSONNEL: Naomi Broomfield (Chairman); Daniel Scharf; Richard Williams;

Laurence Zipson; Julian Fowler

Daniel Scharf (Chairman); Richard Williams; Richard Webber; PLANNING:

Laurence Zipson; Pat Athawes

WORKING GROUPS

LEISURE & GENERAL Richard Williams (Chairman); Naomi Broomfield; Richard Webber;

PURPOSES: Daniel Scharf

RIGHTS OF WAY & This working group is in abeyance (Needs Chairman); Naomi

CONSERVATION: Broomfield; Pat Athawes

PRESS & PUBLIC RELATIONS: Laurence Zipson (Chairman); Julian Fowler; Daniel Scharf; Richard

Williams

REPRESENTATIVES

Mrs. Camilla King **Drayton Almshouses Daniel Scharf Public Transport Liaison**

Drayton Hall & Recreation Ground Management Committee Richard Webber

Drayton Charities (nominated Trustee) Mrs Camilla King Drayton Charities (nominated Trustee) Mrs M Watts

Drayton Chronicle contributor Richard Williams

Naomi Broomfield Millennium Green Trust (nominated Trustee)

Naomi Broomfield **DAMASCUS** Project

Neighbourhood Action Group (NAG) Richard Webber

Simon Murray & Robin Wood Speedwatch

Vacant **Drayton Community Primary School**

FOOTPATH WARDEN Jennifer Pooley

ALLOTMENT WARDENS Tim Atkins; Stan Hignell

Resolved: that Naomi Broomfield is appointed to the Finance and Personnel Committee as its Chairman for

2013-14.

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

Agreed: that Laurence Zipson, at his request, would not be needed to have access to the bank account or be a signatory on the Finance and Personnel Committee.

Agreed: that Laurence Zipson would be first on the list when circulating planning applications.

Resolved: that Richard Williams is appointed to the Leisure & General Purposes Committee as its Chairman for 2013-14.

Proposed: Daniel Scharf **Seconded:** Naomi Broomfield **Resolved Unanimously Resolved:** that Laurence Zipson is appointed to the Press & Public Relations Committee as its Chairman for 2013-14.

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

025/2013-14 STANDING ORDERS

- (a) Revision of the Financial Regulations. During the course of last Financial Year the Parish Council changed its current account to an online account with Unity Trust Bank. This involved a change in procedure whereby both cheques and online payments could be approved by two rather than three councillors or two councillors and the clerk. The Clerk is no longer an authorised signatory, but prepares and enters the online payments and writes out the cheques ready for signature. The Parish Council change to the Financial Regulations reflects practice during last year and the proposed new wording to the Financial Regulations is:-.
 - Old wording: 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed either by three members of Council, or

the Clerk and two members of the Council. 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil

■ New Wording: 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be <u>prepared physically or online by the Clerk and signed or authorised online by two members of the Council.</u> 5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil <u>and the online list of payments</u>

It was **Resolved** to adopt these changes in the regulations.

Proposed: Daniel Scharf Seconded: Naomi Broomfield Resolved Unanimously

(b) Adoption. The existing Standing Orders and Financial Regulations 2012-13 had been circulated to Councillors previously with the papers for the meeting.

Resolved: That the 2012-13 Standing Orders and amended Financial Regulations be re-adopted for Drayton

Parish Council for 2013-14.

Proposed: Daniel Scharf Seconded: Naomi Broomfield Resolved Unanimously

026/2013-14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 15th April 2013 were **confirmed.** Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Daniel Scharf Seconded: Richard Webber Resolved Unanimously

027/2013-14 ACTION POINT REVIEW FROM PREVIOUS MEETING

The Action Point report from the last meeting was <u>noted</u> and the points below were provided as additional information:

- (a) **Street Light.** The street light located on the junction of Marcham Road and Whitehorns Way was reported broken by the Deputy Clerk on 13th November 2012 (having been also previously reported by residents) but it is still not working. Andy Marcham (Operations Manager from SSE Contracting) emailed the Clerk on 13th May confirm that SSE Energy and SSE Contracting will have an overhead line repair team and electricians on Site at 11.00 on 14th May.
- **(b) Fly Tipping** has occurred at the entrance to Gypsy Lane. Jennifer Pooley has reported the fly tipping to BIFFA three times yet the rubbish is yet to be removed.
- (c) Hilliat Fields road sign is damaged.

ACTION: Deputy Clerk to report damaged sign to VWHDC.

028/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

(a) Parish Council Meetings. Milton Parish Council meetings and Drayton Parish Council meetings will clash as they are both on the first Monday of the month. Richard plans to attend the first half of the Milton meetings and then attend the second half of Drayton meetings, as County Councillor.

ACTION: Deputy Clerk to arrange agenda so that news from County and District Councillor is in the second half of the meeting.

Richard will also be attending the Marcham Parish Council meetings.

- **(b) Inauguration Ceremony.** Richard has had his inauguration ceremony where he signed his Declaration of Acceptance of Office as a new County Councillor. Tomorrow will be his first formal meeting.
- (c) OCC Elections went smoothly except that a few candidates were assigned to the wrong polling station.
- (d) **VWHDC Recycling** figures are going the wrong way this is partly due to fly tipping at Tesco and low Dalton Barracks recycling rates.
- (e) VWHDC Community Governance Review. The council discussed any changes it wished to seek.
 - Parish Boundary. It was <u>resolved</u> not to request any changes to the Parish Boundary.

Proposed: Richard Webber Seconded: Daniel Scharf Resolved Unanimously

■ **Number of Councillors.** It was <u>resolved</u> not to request any change in the number of Parish Councillors.

Proposed: Daniel Scharf Seconded: Jennifer Pooley Resolved Unanimously

(f) Planning Application P13/V0473/FUL. Daniel Scharf would like the VWHDC to explain why it has not taken Drayton Parish Council's response into account in granting planning permission.

ACTION: Richard Webber to investigate the matter with VWHDC Planning Department.

(g) Planning Applications. There is a lack of correlation between the website (3 options – Response, Objector and Supporter) and the paper work (4 options - No objections, Objects, Objects with Comments and Fully Supports) when responding to a planning applications to the VWHDC. There is also no option in either of the above for submitting a 'Conditional Support'.

ACTION: Richard Webber to investigate the matter with VWHDC Planning Department.

029/2013-14 DRAYTON 2020 (Richard Williams)

- (a) Meeting with Land Owners. A meeting between Drayton 2020 and Savill's was held on 25th April where plans for land south of the High Street were discussed.
- **(b) Consultation.** The consultation held at Drayton Community School on Sunday 12th May was a success with over ninety people attending. It was **agreed** to send Andrew Bax a letter of thanks.

ACTION: Deputy Clerk to send Andrew Bax a letter of thanks for organizing the Consultation.

(c) Appeal Hearing P12/V2266/FUL. Land East of Drayton Road - Erection of 160 residential dwellings. The Appeal Hearing will last for 4 days starting on 21st May. Richard Williams will represent Drayton 2020. (d) Adams Hebermehl.

(u) Adams Hebermeni.

Richard Webber declared an interest in this item and left the meeting at 8:54pm.

Mike Habermehl has kindly produced maps for Drayton 2020 to date at reduced cost, and most of the payments due have been made by Drayton Community Trust as a gift to the village It was <u>resolved</u> that, if required, Adams Habermehl be paid for the latest work done for the May 12th consultation plans, from the Parish Council's budget allocation to Drayton2020, provided costs remain within budget and are reasonable.

Proposed: Daniel Scharf Seconded: Naomi Broomfield Resolved Unanimously If further work is needed on any plans or consultancies, this will need to be paid from public funds so Drayton 2020 will need to agree this in advance via the Clerk who will ensure that the Financial Regulations are followed by obtaining quotes or tenders as appropriate and by placing an official order for work at the agreed price.

- (e) Questionnaire. Work was now starting on designing a community questionnaire.
- (f) National Funding. It was resolved to apply for a £7,000 national funding grant.

Proposed: Daniel Scharf Seconded: Naomi Broomfield Resolved Unanimously

ACTION: Clerk to apply for a £7,000 national funding grant.

030/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business (Naomi Broomfield – Chairman)		
	A. Payments	Invoice Amount	VAT of:
Open Spaces Act 1906 s10	(i) Steve Sadler – Village Caretaker's Invoice - April 2013	*£512.41	£10.40
Open Spaces Act 1906 s10	(ii) Lee Collins – April 2013 Grass Cutting Invoice	*£590.00	zero
LGA (1972) s112	(iii) Clerk's Salary – April 2013	*£303.25	zero
LGA (1972) s112	(iii) Deputy Clerk's Salary – April 2013 *£289.38		zero
LGA (1972) s111	(iv) HM R&C Tax and NI – April 2013	*£148.00	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses – April 2013 *£112.99		£11.21
LG (FP) A 1963 s5	(vi) Deputy Clerk's Expenses – April 2013 *£5.85		zero
LGA 1972 s111	(vii) Insurance Premium 2013-14 *£		zero
LGA 1972 s134	(viii) Drayton Village Hall – Hire charge for APA £46.50		zero
LGA (1972) s111	(ix) Drayton2020 Printing – Rainbow Colour	£145.00	zero
	Total payments last month	£2947.27	£21.61
	B Receipts		

Total Receipts this month	£22,777.50	
(iv) Current Account Interest paid	£3.22	
(iii) Allotment Rents 2013-14	£360.05	
(iii) Burial Fees	£250.00	
(ii) VWHDC Grant (Council Tax Reduction Scheme)	£2,164.23	
(i) VWHDC 1 st Half Precept	£20,000.00	

C. OTHER FINANCE BUSINESS

- (i) Bank Reconciliation for March 2013. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee will check the bank reconciliation to end April 2013. Current funds total £50075.85 (£30913.16 (current account) and £19382.02 (deposit account)) at 30th April, not including payments approved above.
- (ii) To receive, accept and sign off the Annual Accounts 2012-13. The accounts for 2012-13 had been reviewed with the Clerk by the Finance and Personnel Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting.

Resolved that the Accounts for 2012-13 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts.

Proposed: Naomi Broomfield

Seconded: Daniel Scharf

Resolved Unanimously

(iii) To sign the Annual Return 2012-13 for the External Audit. Similarly, the Annual Return and Variance Report for 2012-13 had been reviewed with the Clerk by Naomi Broomfield, as Chairman of the Finance and Personnel Committee, and copies of Section 1 with the annual figures had been circulated to all Councillors prior to the meeting.

Resolved that the Annual Return and Variance Report for 2012-13 be accepted as a true and accurate record, and the Chairman and Clerk be asked to sign the return on behalf of the Council.

Proposed: Naomi Broomfield

Seconded: Daniel Scharf

Resolved Unanimously

- (iv) To receive the Internal Auditors Report 2012-13. The Internal Auditor's interim report, which had been circulated by email to Councillors in advance of the meeting, was <u>noted</u>.
- (v) **Payments.** The Clerk explained the payments listed above which were <u>approved</u> 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.

031/2013-14 PLANNING COMMITTEE BUSINESS

PC#	ADDRESS	DETAILS	PARISH	DISTRICT
2012-25	The Grange, 13 Gravel Lane,	To remove a Lime tree	No objections	Application
	Drayton, OX14 4HY			with drawn
2012-33	Church Cottage, Church Lane,	To raise the stone boundary	Object	Pending
	Drayton, OX14 4JS	wall to a maximum of		
		730mm.		
2013-01	218 Steventon Road Drayton	Proposed two storey rear	Conditional	Pending
		extension and dormer in front	No objections	
		roof slope.		
2013-02	Milton Road Sutton Courtenay	Demolition of no. 44 Milton	Pending	Pending
	OX14 4BT	Road to create access,		
		residential development of		
		site for up to 70 dwellings.		
2013-03	Land to the north of 92 -112	Demolition of 110 Milton	Pending	Pending
	Milton Road Sutton Courtenay	Road and erection of 34		
		dwelling houses.		

(a) Planning Applications 2013-02 (P13/V0401/O) and 2013-03 (P13/V0233/FUL). It was <u>resolved</u> to respond to the VWHDC with the same response sent to Dr Sheila Worsley from 'Keep Sutton Courtenay Rural' on 15th March.

Proposed: Daniel Scharf Seconded: Laurence Zipson Resolved Unanimously

ACTION: Deputy Clerk to respond to VWHDC with the Parish Council's (conditional) objection.

(b) Minutes of the Parish Council Planning Meeting of 22nd April 2013 were <u>confirmed.</u> Daniel Scharf (Chairman of the Planning Committee) signed the Minutes as a correct record.

Proposed: Daniel Scharf Seconded: Jennifer Pooley Resolved Unanimously

032/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP

- (a) Whitehorns Way new road sign x3. During the Annual Parish Inspection that was conducted on 23rd February it was identified that there is a lack of road signs on Whitehorns Way. The VWHDC has emailed the Clerk with details of three proposed signs for the junction. Naomi Broomfield does not fully agree with the proposed signs. We are to wait for the WVHDCs response.
- **(b) Gipsy Lane Litter.** Jennifer Pooley reported on litter along Gipsy Lane.

ACTION: Jennifer Pooley to ask Steve Sadler to pick up the litter.

Jennifer Pooley was standing down from the Council at the end of the meeting. Daniel Scharf thanked Jennifer for all her work on behalf of the Council and for the Rights of Way & Conservation over the last ten years.

033/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP

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

Naomi Broomfield requested a copy of the grass cutting map.

ACTION: Clerk to send Naomi Broomfield a copy of the grass cutting map.

(b) Burial Ground Fence. The Clerk has sent the house holders a letter instructing them to move the offending fence within six months.

034/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP

- (a) Village Website. Laurence Zipson reported that there are still some technical problems with the website.
- (b) Logo. An example of the Parish Logo featuring Drayton's bells was discussed.

ACTION: Clerk to create some more examples of the Parish Logo but with eight bells and including cross.

035/2013-14 CORRESPONDENCE

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

Land Management at the Earth Trust consultation. River of Life project in partnership with the

Environment Agency. It was **agreed** to respond to this project with our support.

ACTION: Deputy Clerk to convey the Parish Council's support for this project.

036/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

There were no items to be noted from the parish councillors.

037/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as **MONDAY 3rd JUNE 2013 at 7:30pm** in the Caudwell Day Centre, Gravel Lane, Drayton.

Jennifer Pooley had sent her resignation to the Clerk prior to the meeting to be effective from the end of the May meeting. There are now four vacancies.

The meeting concluded at 9:54pm

Signed: Date: 3rd June 2013

Name: Daniel Scharf Role: Chairman, Drayton Parish Council

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