

• **COMMITTEES**

FINANCE AND PERSONNEL: Naomi Broomfield (Chairman); Daniel Scharf; Richard Williams; Laurence Zipson; Julian Fowler
PLANNING: Daniel Scharf (Chairman); Richard Williams; Richard Webber; Laurence Zipson; Pat Athawes

• **WORKING GROUPS**

LEISURE & GENERAL PURPOSES: Richard Williams (Chairman); Naomi Broomfield; Richard Webber; Daniel Scharf
RIGHTS OF WAY & CONSERVATION: This working group is in abeyance (Needs Chairman); Naomi 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
Richard Webber	Drayton Hall & Recreation Ground Management Committee
Mrs Camilla King	Drayton Charities (nominated Trustee)
Mrs M Watts	Drayton Charities (nominated Trustee)
Richard Williams	Drayton Chronicle contributor
Naomi Broomfield	Millennium Green Trust (nominated Trustee)
Naomi Broomfield	DAMASCUS Project
Richard Webber	Neighbourhood Action Group (NAG)
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 prepared physically or online by the Clerk and signed or authorised online by 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 and the online list of payments

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 **noted** 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 **resolved** not to request any changes to the Parish Boundary.

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

▪ **Number of Councillors.** It was **resolved** 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.

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

Mike Hebermehl 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 **resolved** that, if required, Adams Hebermehl 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)		Including VAT of:
	A. Payments	Invoice Amount	
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	*£793.89	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		

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 **confirmed**. 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 VWHDCs 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