

Drayton Parish Council
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Minutes of the Meeting of Drayton Parish Council,
Held on Monday 3rd June 2013 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Daniel Scharf (Chairman); Naomi Broomfield; Richard Williams; Richard Webber (arrived at 8:19pm); Julian Fowler; Pat Athawes; Mark Jesson (Co-opted at 7:35pm).

Not Present: Laurence Zipson.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 7:53pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

038/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Laurence Zipson and this was **noted**.

039/2013-14 PUBLIC PARTICIPATION

One member of the public was present.

Co-option (7:35pm). Mark Jesson expressed an interest in joining the Parish Council and was co-opted onto the Parish Council.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Resolved Unanimously

ACTION: Clerk to send Mark Jesson all the necessary forms and paper work.

The Council now had 8 Councillors, so there are still **three vacancies to fill**.

040/2013-14 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.

041/2013-14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 13th May 2013 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Pat Athawes

Seconded: Richard Williams

Resolved Unanimously

042/2013-14 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) Council's logo and signage. The Clerk presented examples of the Parish logo featuring Drayton's eight bells. Laurence Zipson had indicated his preference to include a shield prior to the meeting. It was **resolved** to include a shield.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Resolved Unanimously

Daniel Scharf presented an alternative graphic for the bells with the words 'DRAYTON PARISH COUNCIL' on the front of the bell. It was **resolved** to use this graphic.

Proposed: Julian Fowler

Seconded: Naomi Broomfield

Resolved Unanimously

ACTION: Clerk to take Parish logo ideas to a graphic designer and report back at next month's meeting with a drafty design.

(b) Way-marking of paths. The Clerk reported on two options that Steve Sadler has proposed for way-marking the two paths across a field off Sutton Wick.

(i) Make a way-marker for £35.

(ii) Buy a way-marker for £50 plus £25 delivery.

Both options will incur an additional cost of £15 for installation. It was **resolved** that Steve should make a way-marker.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Resolved Unanimously

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

(c) **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. We are still waiting for the VWHDCs response.

ACTION: Clerk chase up the VWHDCs response.

043/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business (Naomi Broomfield, Chairman) A. May 2013 Payments	Invoice Amount	Incl. VAT
Open Spaces Act 1906 s10	(i) Village Caretaker - May 2013	* £521.37	£17.10
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice – May 2013	* £295.00	zero
LGA (1972) s112	(iii) Clerk’s Salary - May 2013	* £289.80	zero
LGA (1972) s112	(iv) Deputy Clerk’s salary - May 2013	* £279.92	zero
LGA (1972) s111	(v) HM R&C Tax and NI - May 2013	* £198.41	zero
LG (FP) A 1963 s5	(vi) Clerk’s Expenses - May 2013	* £55.80	zero
LGA (1972) s114	(vii) Rialtas – Purchase of Alpha Financial Accounting Software	* £562.80	£93.80
LGA (1972) s111	(viii) John Scott – Refund of Printing Costs for Drayton2020 12 th May event	£35.00	zero
	Total payments this month	£ 2238.10	£110.90
	B. May 2013 Receipts		
	Burial/Memorial fees	£50.00	
	Total Receipts this month	£ 50.00	

C. OTHER FINANCE BUSINESS

(i) **Bank Reconciliation for April 2013.** Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end May 2013. Current funds total **£47178.58** at 31st May, 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) **Accounting Software.** The Clerk reported that the new ‘Rialtas – Alpha Financial Accounting Software’ is working.

(iv) **National Insurance deductions.** Due to the late April Parish Council Meeting two salary payments have been made within a month and HMR&C’s software has incorrectly deducted National Insurance from the Clerks and Deputy Clerks salaries.

ACTION: Clerk to contact Her Majesty's Revenue and Customs and ask that the National Insurance deductions be refunded.

(v) **Printer.** The Deputy Clerk now has possession of the Parish Council’s printer that is used for high volume printing. The Clerk has procured his own personal printer and is willing to use it for Drayton 2020 if reimbursed for printing expenses. It was **resolved** to reimburse the Clerk for printing expenses.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Resolved Unanimously

David Perrow left the meeting 7:53pm

044/2013-14 PLANNING COMMITTEE BUSINESS

#	ADDRESS	DETAILS	PARISH	DISTRICT
P13/V02 92/HH	Church Cottage Church Lane Drayton OX14 4JS	To raise the stone boundary wall to a maximum of 730mm.	Object	Granted
P13/V04 01/O	Milton Road Sutton Courtenay OX14 4BT	Demolition of no. 44 Milton Road to create access, residential development of site for up to 70 dwellings, including vehicular access, pedestrian and cycle links, public open	Object (conditional)	Pending
P13/V02 33/FUL	Land to the north of 92 -112 Milton Road Sutton Courtenay	Demolition of 110 Milton Road and erection of 34 dwelling houses with associated access.	Object (conditional)	Pending

P13/V10 03/FUL	Haywards Farmhouse 53 Sutton Wick Lane Drayton Abingdon OX14 4HH	Erection of a dwelling (Land adjacent to Haywards Farmhouse). Re-submission of planning permission P13/V0053/FUL	Object	Pending
P13/V10 87/HH	4 Lyford Close Drayton OX14 4JG	Erection of a two storey side extension and front porch.	Pending	Pending

(a) **P12/V2266/FUL.** Land East of Drayton Road - Erection of 160 residential dwellings. Daniel Scharf reported on the Appeal Hearing that started on 21st May and lasted for four days. It was **resolved** that the Clerk should write to Martin Davey from OCC to request a copy of the memorandum of 12 March 2013 that includes Drayton School as a possibility for new residents of this estate and receive the necessary s106 contribution.

Proposed: Daniel Scharf **Seconded:** Mark Jesson **Resolved Unanimously**
ACTION: The Clerk to write to Martin Davey from OCC to request a copy of the memorandum.

Richard Webber arrived at 8:19pm

(b) **P13/V0401/O.** Milton Road Sutton Courtenay - Demolition of no. 44 Milton Road to create access, residential development of site for up to 70 dwellings, including vehicular access, pedestrian and cycle links, public open space, landscaping and drainage. The VWHDC Planning Committee will be considering this planning application on 5th June. Richard Webber will represent Drayton Parish Council at this meeting and speak against planning permission to re-enforce Drayton's written objections.

ACTION: Deputy Clerk to send Richard Webber the Parish Councils written objections.

(c) **Planning Applications.** It was **resolved** that Planning Applications should be sent to the Deputy Clerk's address until further notice.

Proposed: Julian Fowler **Seconded:** Naomi Broomfield **Resolved Unanimously**
ACTION: Clerk to contact the VWHDC and request that Planning Applications be sent to the Deputy Clerk's address.

045/2013-14 DRAYTON 2020 (Richard Williams)

(a) **Questionnaire.** Richard Williams, Janet Manning and the Clerk have met with Anton Nath (ORCC) and are in the process of drafting a community questionnaire. Questionnaire will be distributed at the end of the month and returned by the end of July.

(b) **Meeting with local businesses.** This will be held on 4th June in the Caudwell Day Centre. John Scott has prepared and sent out invitations. Andrew Bax and Pervin Shahin will help John with the event. Janet Manning and Richard Williams will supply display stands and maps etc.

046/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (This working group is in abeyance (Needs Chairman))

(a) **Sutton Wick Lane Grass Cutting.** Andrew Beacroft has informed the Parish Council that the grass along Sutton Wick Lane has been cut with exception to the area alongside Casa Mia. Andrew has requested that the Parish Council ask the grass cutting contractor to return and complete the task. The Clerk does not think that this land on Sutton Wick Lane is owned by the Parish Council and thus did not include it on the plans on which the grass cutting contract was based. Daniel Scharf reported that this land is registered as 'common land' and therefor is the responsibility of the Parish Council. However, the Parish Council is mindful of the recent 'State of Nature' report that referred to councils being overzealous in their maintenance of verges. The Parish Council understands that some people might prefer a 'neat and tidy' look but this might not be the best outcome for some other species. It was **resolved** that this area be cut once in late summer, probably the second half of July.

Proposed: Daniel Scharf **Seconded:** Julian Fowler **Resolved Unanimously**
ACTION: Clerk to arrange for this grass to be cut in the second half of July. Deputy Clerk to convey the Parish Councils decision to Andrew Beacroft.

(c) **East Way bridleway hawthorn hedge.** Stephen Sadler has informed the Parish Council that the hawthorn hedge along East Way bridleway is badly overgrown and will need cutting back soon. It was **resolved** that the Deputy Clerk should report this to OCC.

Proposed: Daniel Scharf

Seconded: Naomi Broomfield

Resolved Unanimously

ACTION: Deputy Clerk to take some photos and report the badly overgrown hawthorn hedge along East Way bridleway and send them to the OCC Countryside contact - Mark Sumner (Environment & Economy - Countryside Service).

047/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP

Village Caretaker and Grass Contractors' Reports were received and **noted**. Stephen Sadler had forgot to empty the litter bins but said that this would be done first thing Monday morning.

048/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP

(a) **Village Website.** Richard Williams reported that some of the technical problems have been resolved. The Drayton 2020 section now has extra pages and has a lot more information. It was **resolved** to thank Laurence Zipson and David Perrow for their work on the website.

Proposed: Richard Williams

Seconded: Daniel Scharf

Resolved Unanimously

ACTION: Deputy Clerk to convey the Parish Councils gratitude to Laurence Zipson and David Perrow for their work on the website.

049/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

(a) **VWHDC Planning Department** is operating with staffing shortages at the moment due to a number of people off work on sick leave. The consultation into the Local Plan Part One closed on Thursday 9th May. The VWHDC are still collating the various comments and replies to the consultation. The next step is to analyse all of the feedback and see how they can be used to update and develop the Local Plan document. Daniel Scharf reminded Richard that he was to organise a meeting with the VWHDC planning officers for Drayton Parish Council. That was urgent in the light of a current planning application. The issue of confusing consultation forms was also outstanding.

ACTION: Richard Webber to arrange a meeting between Daniel Scharf, Richard Williams and the VWHDC planning officers for Drayton.

(b) **Hilliat Fields Grass Cutting.** At the south end of Hilliat fields, the verges on the house's side of the road are **not** being cut. Last year the Parish Council had the same problem, this appears to have surfaced again and extended. This happened last year because the grass contractor was given a (very) out of date map showing some areas as Parish Council land and some as OCCs land. It is all OCCs responsibility to cut. The problem was dealt with last year and the full cutting regime restored, the Clerk was promised that the map would be updated and that there would be no recurrence.

ACTION: Richard Webber to investigate why the verges on the house's side of the road are not being cut at the south end of Hilliat fields.

050/2013-14 CORRESPONDENCE

The items on the List of Correspondence received were **noted** and the points below were provided as additional information:

(a) **Dog & Litter bins combined.** Drayton Parish Council pay VWHDC to empty our dog bins (service carried out by Biffa, who also empty the VWHDC waste bins). Our litter bins are on MG, the Lockway Playground, the BMX track at Lyford Close and the Village Hall have two litter bins adjacent to the Village Hall. Neither the Village Hall nor Steve Sadler wish to empty litter bins with dog waste put in them, so our signs say use the litter bins for litter and the dog bins for dog waste. Biffa have litter bins that the public can put litter and/or wrapped dog waste into, the bins also have a sticker on them saying that they can be used for both. It was **resolved** that the Clerk should contact Biffa and ask them for a quotation to empty our litter bins.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Resolved Unanimously

ACTION: Clerk to contact Biffa and ask them for a quotation to empty our litter bins.

(b) **New councillors.** It was **agreed** that Pat Athawes and Mark Jesson should have a special session with the chairman to explain a bit of past Parish Council history and answer questions.

ACTION: Pat Athawes and Mark Jesson to have a special session with Daniel Scharf to explain a bit of past Parish Council history and answer questions.

(c) **John Mason School advertising boards.** It was **resolved not** to grant permission for Chris Davies to erect advertising boards or banners on Parish Council land.

Proposed: Richard Webber **Seconded:** Naomi Broomfield **Resolved Unanimously**

ACTION: Clerk to convey to Chris Davies the Parish Councils decision **not** to grant permission.

051/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) **School league table results.** Richard Webber is concerned about the latest school league table results that show both John Mason and Fitzharrys scoring poorly.

(b) **Mark Jesson** is unable to attend the next two Parish Council meetings.

052/2013-14 RESERVED BUSINESS

No members of the Public or Press were present so no Resolution to exclude was necessary.

(a) **Fence in the burial ground.**

Daniel Scharf declared an interest in this item and did not participate during the discussion or vote.

Richard Williams (Vice Chairman) assumed the Chair.

The Parish Council has sent the house holders a letter (sent 13th May) instructing them to remove the offending fence from Parish Council's land within 6 months. The Clerk has since received a letter from the householders (dated 16th May) requesting a meeting between themselves and a councillor armed with a tape measure. It was **resolved** that Richard Williams and Naomi Broomfield should meet the householders.

Proposed: Pat Athawes **Seconded:** Julian Fowler **Resolved Unanimously**

ACTION: Clerk to arrange a meeting between the householder's, Richard Williams and Naomi Broomfield.

Daniel Scharf resumed the Chair.

(b) **Allotment Access.** On 25th May, Daniel Scharf had met with a Drayton house-owner who currently holds a licence to rent a piece of land from Drayton Parish Council and wishes to sell their house. The licence is not transferable. In the absence of any change in circumstances since the grant of the license, the Council **resolved** to offer the existing licence agreement to new purchasers of a property.

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

The agreement plan appears to reserve in Parish Council ownership more land than might be required. The Council **resolved** to consider an access agreement over Council land and if a highway engineer creates some maps/plans, the Parish Council could consider selling some land not required for any future access.

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

ACTION: Clerk to convey information to the enquirer.

053/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as **MONDAY 1st JULY 2013 at 7:30pm** in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:10pm

Signed:

Date: 1st July 2013

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council