

Drayton Parish Council
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Minutes of the Meeting of Drayton Parish Council,
Held on Monday 1st July 2013 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton.

Present: Daniel Scharf (Chairman); Naomi Broomfield (left at 9:19pm); Richard Williams; Richard Webber (arrived at 8:30pm); Julian Fowler; Laurence Zipson; Graham Webb (Co-opted at 7:42pm).

Not present: Mark Jesson; Pat Athawes.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:15pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

054/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Mark Jesson, Pat Athawes and they were **noted.**

055/2013-14 PUBLIC PARTICIPATION

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

(a) Car damage to Footpath FP14. On 23rd June, a group of young males managed to get a four wheel drive vehicle jammed in the ditch running alongside FP14. In so doing, or in trying to get the car out three sections of the railway sleepers that were originally used to reinforce the side of the path have been dislodged, a tree has been chopped down and a sizeable chunk of a wall has been destroyed in order to raise the vehicle out of the ditch. There has been considerable damage to private and Parish Council property. Photographs of the vehicle and its number plate have been taken and the police have been informed. It was **resolved** that the Parish Council should contact the police and inform our insurance company.

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

ACTION: Clerk to contact police, obtain crime number, inform our insurance company and contact OCC countryside services. Deputy Clerk to take some photographs of the damage.

(b) Lime Close. A wire fence is obstructing the footpath making it difficult for wheelchairs and prams to pass unhindered.

(c) Co-option (7:42pm). Graham Web 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 Graham Web all the necessary forms and paper work.

The Council now has 9 Councillors, so there are still **two vacancies to fill.**

056/2013-14 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. The Clerk reminded Councillors that if they had any changes to their Register of Members' Interests form these need to be notified to VWHDC using a form available from the Clerk. VWHDC will shortly be mounting the forms on their website, and Drayton Parish Council will link to this from the village website.

057/2013-14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 3rd June 2013 were **confirmed.** Daniel Scharf (Chairman) signed the Minutes as a correct record.

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

058/2013-14 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) Hilliat Fields Road Sign. This sign has not been repaired.

ACTION: Deputy Clerk to send a reminder email to VWHDC.

(b) **New councillors.** Graham Webb needs to join the other new councillors with Daniel Scharf to explain about Parish Council procedures, history and answer questions.

059/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS

	Finance/Admin Committee Business (Naomi Broomfield, Chairman)	Invoice Amount	Incl. VAT
	A. June 2013 Payments		
Open Spaces Act 1906 s10	(i) Village Caretaker - June 2013	* £508.87	£1.48
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice – June 2013	* £590.00	zero
LGA (1972) s112	(iii) Clerk’s Salary - June 2013	* £303.25	zero
LGA (1972) s112	(iv) Deputy Clerk’s salary - June 2013	* £289.38	zero
LGA (1972) s111	(v) HM R&C Tax and NI - June 2013	* £148.00	zero
LG (FP) A 1963 s5	(vi) Clerk’s Expenses - June 2013	* £65.70	zero
LG (FP) A 1963 s5	(vii) Deputy Clerk’s Expenses – June 2013	* £37.50	zero
LGA (1972) s111	(viii) OALC – Data Protection Course fee for Deputy Clerk	*£78.00	£13.00
LGA 1972 s.142	(ix) Adams Habermehl – Drayton2020 work 1 st April – 31 st May 2013 (£1875 for 58.5 hrs) plus £410.42 printing and mapping costs	£2731.70	£455.28
LGA 1972 s.142	(x) John Scott – refund of food & wine for Drayton2020 June 3 rd Business Consultation meeting	£18.50	zero
LGA 1972 s.142	(xi) Drayton Chronicle – Advert for Drayton2020	£10.00	zero
LGA 1972 s142	(xii) Andrew Bax – refund of URL registration charge for Drayton village website	£23.99	£4.00
LGA 1972 s134 (4)	(xiii) Caudwell Day Centre Hire April-May -June	£110.00	zero
Local Govt (MP) Act 1976 s19	(xiv) DAMASCUS Youth Project – 2013/14 s19 Grant	£3,000.00	zero
Local Govt (MP) Act 1976 s19	(xv) Drayton Village Hall – s19 Grant (part)	£280.00	zero
Smallholding s & Allotments Act 1908 s26	(xvi) Thames Water – Water Services 12 March – 16 June 2013	*£10.61	zero
	Total payments this month	£8168.00	£473.76
	B. June 2013 Receipts		
	Burial/Memorial fees	£250.00	
	Allotments	£63.90	
	Insurance Claim repayment	£68.90	
	Total Receipts this month	£382.80	

C. OTHER FINANCE BUSINESS

(i) **Bank Reconciliation for June 2013.** Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end June 2013. Current funds total **£45,335.54** at 30th June, not including payments approved above.

(ii) **Adams Habermehl.** The Parish Council discussed the work that Adams Habermehl has done for Drayton 2020 and is satisfied that it is of high standard and at reasonable cost of the work to date. It was **resolved** to authorize future work from Mike Habermehl for Drayton 2020, (within the assigned budgets and subject to written agreement on the cost per hour with specific purchase orders placed by the Clerk), as a sole supplier, recognizing that his local knowledge and previous work for the Drayton Community Trust gives him a unique knowledge base for this work.

Proposed: Daniel Scharf **Seconded:** Naomi Broomfield **Resolved 5 yes votes and 1 abstention**

ACTION: Clerk to convey the Parish Councils decision to Drayton 2020.

(iii) **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 Julian Fowler.

(iv) **Drayton 2020 Grant Acceptance.**

planning application on 5th June. Richard Webber had been asked to represent Drayton Parish Council at this meeting and speak against planning permission to reinforce Drayton's written objections. Richard had requested permission to speak but was told that County and/or District Councillors (for a neighbouring ward) had no right to speak at Planning Meetings except as members of the public. Richard decided not to speak as he did not want to use up any of the '3 minutes' available to Sutton Courtenay Parish Council and 'Keep Sutton Courtenay Rural' combined.

061/2013-14 DRAYTON 2020 (Richard Williams)

(a) Community Consultation. Questionnaire update:

- Aim for distribution in the final week of July.
- Distribution would be by a group of 30-35 who would be recruited and organised by Richard Webber, drawing on Steering and Working Group members etc.
- Training- Monday 22nd July 6:00pm - would be a training session for the distributors.
- Return Time - three weeks would be allowed for the return (by mid August).

(b) Meeting with developers. It is planned to hold a meeting with Michael Lawley, Manor Farm E of P on 23rd July 5:30pm to 7:00pm and also hold a further meeting with Savill's (date yet to be arranged).

The meeting then debated at some length the purpose and procedures for discussing DRAFT Neighbourhood Development Policies with VWHDC. There was concern that the questionnaire should seek opinions on a wide range of matters, not necessarily concerned about the strict definition that might later apply to NDP policies. Daniel Scharf repeated advice from the DCLG that the final document might have more information than just the NDP policies. Richard Webber was seeking greater focus and was concerned not to raise expectation. It was **resolved** that Richard Webber should continue to represent Drayton 2020 and Drayton Parish Council when discussing possible policies with the VWHDC.

Proposed: Richard Webber

Seconded: Julian Fowler

Resolved 4 yes votes

062/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

(a) School Transport. OCC is considering an officer report on changing the rules for free transport for school children. There was probably insufficient time for the PC to assemble their views and respond – but individuals could do so.

(b) Abingdon Road Refuse Collection. There is an on-going dispute between a resident of Abingdon Road and Biffa. The resident is refusing to sign the indemnity form authorising Biffa to drive vehicles along the private road where he lives. As a result, all the residents who live along this road have to wheel their bins to the end of the road for collection.

063/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (This working group is in abeyance (Needs Chairman))

In response to representation from the public about the Sutton Wick Lane – Church Lane path it was **agreed** that Daniel would call in at Lime Close to ask about their plans for the wire and paling fencing.

064/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP

(a) Village Caretaker and Grass Contractors' Reports were received and **noted**. The 'Playground - Monthly inspection report' had not been filled in.

ACTION: Deputy Clerk to ask Stephen Sadler to ensure that the 'Playground - Monthly inspection report' is filled in fully, with a 'Y' or 'N' in the 'Y/N' column.

(b) Lyford Close Recreation Area future. This recreation area is not suitable for purpose and in the wrong place. It was suggested to change its function to housing or allotments. This would be an issue for the NDP.

(c) BW29. A tree has fallen across BW29. Jenifer Pooley has asked Stephen Sadler to remove it.

ACTION: Deputy Clerk to confirm that Stephen Sadler has removed the tree.

Naomi Broomfield left the meeting 9:19pm

065/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP

(a) **Council's logo and signage.** It was **resolved** to include the Parish Councils website address.

Proposed: Laurence Zipson

Seconded: Daniel Scharf

Resolved Unanimously

ACTION: Clerk to include the website address www.DraytonPC.org

(b) **Village Website** will soon have Google Analytics, this will generate detailed statistics about the website's traffic and traffic sources. It can also track visitors from all referrers, including search engines and social networks, direct visits and referring sites.

066/2013-14 CORRESPONDENCE

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

(a) **A34 East Ilsley to Abingdon Carriageway Maintenance Work.** The Highways Agency will be carrying out essential maintenance work to address surface defects along sections of both the north and southbound carriageways between East Ilsley and Abingdon. The work is scheduled to take place between 15th and 26th July, and between 12th and 28th August, and will be carried out overnight between 9pm and 5.30am (Monday to Thursday nights) and between 9pm and 7am (Friday nights). It was **resolved** to request that 'low noise tarmac' be used.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Resolved Unanimously

ACTION: Daniel Scharf to draft letter, Deputy Clerk to forward letter to the Highways Agency.

(b) **Thames Water - Draft Water Resources Management Plan 2015-2040.** This document does not contain a proposal for a reservoir to the west of Abingdon like the previous consultation for the plan period 2010-2035.

(c) **Community Emergency Planning.** It was **noted** that Drayton does **not** have a 'Community Emergency Plan'. It was **resolved not** to implement one.

Proposed: Daniel Scharf

Seconded: Julian Fowler

Resolved Unanimously

(d) **Winter preparation 2013 / 14.** OCC are encouraging Parish Councils to consider their preparedness for this forthcoming winter. It was **agreed not** to request extra bulk bags of salt.

067/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) **Funding.** Julian Fowler brought to the Parish Councils attention the organisation 'Oxfordshire Community and Voluntary Action' (OCVA) www.oxnet.org.uk who offers a free service to not-for-profit groups in Oxfordshire. One of the services they provide is advice on obtaining funding.

ACTION: Deputy Clerk to bring OCVA to the attention of Drayton's clubs and society's.

(b) **Farewell gift and Formal Letter for Jennifer Pooley's ten years' service.** It was **agreed** to give Jenny the recently published book 'Little Women – Annotated version' by the American author Louisa May Alcott.

ACTION: Daniel Scharf to procure the book 'Little Women'. Deputy Clerk to draft and circulate formal letter.

068/2013-14 RESERVED BUSINESS

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

Fence in the burial ground.

Daniel Scharf declared an interest in this item and left the room for the following discussion. Richard Williams (Vice Chairman) assumed the Chair.

The Clerk has sent the householders a letter (dated 10th June) making the following points:

- The Parish council does not dispute that the fence is more than 3' from the Burial Ground access path.

- The minutes of the Parish Council for 10th April 1972 include the following statement:

'The Clerk reported that the lay-out work covered by the estimate of Thomas & Jarvis dated 4th December 1971 in the sum of £224.97 had been completed, together with extra work of widening the existing footpath in the Churchyard leading to the Burial Ground and for providing the agreed concrete markers on the revised boundary line of the Burial Ground against the rear boundaries of the High Street houses at the cost of £49.37'.

- Ordnance Survey maps, dating back to the 1970s, show the rear boundary line of all houses against the Burial ground as a straight line. The Land Registry document No BK 97942 shows the same.

- A request for more evidence from the homeowner which will demonstrate that the land is rightfully theirs.
Daniel Scharf reentered the room and resumed the Chair.

069/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

The date of the next Parish Council meeting was confirmed as **MONDAY 5th AUGUST 2013 at 7:30pm** in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:57pm

Signed:

Date: 5th August 2013

Name: Daniel Scharf

Role: Chairman, Drayton Parish Council