

**Drayton Parish Council**  
**www.drayton-near-abingdon.org/drayton-parish-council**  
**Minutes of the Meeting of Drayton Parish Council,**  
**Held on Monday 5<sup>th</sup> August 2013 at 7:30pm**  
**At the Caudwell Day Centre, Gravel Lane, Drayton.**

**Present:** Daniel Scharf (Chairman); Richard Williams; Laurence Zipson; Graham Webb; Pat Athawes.

**Not present:** Mark Jesson; Naomi Broomfield; Richard Webber; Julian Fowler.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer) (left at 7:56pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

**070/2013-14 APOLOGIES FOR ABSENCE**

Apologies had been received from Mark Jesson; Naomi Broomfield; Richard Webber; Julian Fowler and they were **noted**.

**071/2013-14 PUBLIC PARTICIPATION**

Three members of the public were present. No issues were raised for discussion.

**072/2013-14 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.

**073/2013-14 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Parish Council held on 1<sup>st</sup> July 2013 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

**Proposed:** Daniel Scharf

**Seconded:** Richard Williams

**Resolved Unanimously**

**074/2013-14 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) Parish Council's logo and signage.** The Clerk presented an example of the Parish Council's logo that had been created by 'Scorpion Signs'. It was **noted** that the website address 'www.DraytonPC.org' had been omitted and that only seven bells were shown instead of eight. Colours were discussed and it was **agreed** to keep it simple: Black, Red, Blue and Yellow/Gold.

**ACTION:** Clerk to present more examples at next month's meeting.

**(b) New councillors.** It was **agreed** that Jennifer Pooley should be invited to join the meeting with Daniel Scharf and all new councillors to explain about Parish Council procedures, history and answer questions.

**ACTION:** Daniel Scharf to invited Jennifer Pooley to the meeting.

**075/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS**

	<b>Finance/Admin Committee Business</b>	<b>Invoice Amount</b>	<b>Incl. VAT</b>
	<b>A. August 2013 Payments</b>		
Open Spaces Act 1906 s10	(i) Village Caretaker - July 2013	*£564.50	£10.74
Open Spaces Act 1906 s10	(ii) Grass Cutting Invoice – July 2013	*£590.00	zero
LGA (1972) s112	(ii) Clerk's Salary - July 2013	*£303.25	zero
LGA (1972) s112	(iii) Deputy Clerk's salary - July 2013	*£289.18	zero
LGA (1972) s111	(iv) HM R&C Tax and NI - July 2013	*£148.20	zero
LG (FP) A 1963 s5	(v) Clerk's Expenses - July 2013	*£15.10	zero
LG (FP) A 1963 s5	(vi) Deputy Clerk's Expenses – July 2013	*£11.70	zero
SI 2003/533	BDO – External Audit fee to year ended 31 March 2013	*£240.00	£40.00

s4			
LGA (1972) s111	SLCC – Book purchase (Local Council Admin 9 <sup>th</sup> ed.)	* £63.00	£3.00
LGA (1972) s114	Microshade – Hosting fee July-Aug-Sept	*£158.40	£26.40
LGA (1972) s142	Leachprint (Abingdon) – Drayton2020 Questionnaire printing	*£741.60	£123.60+
LGA (1972) s142	Newman Partnership (Robina Newman) Drayton2020 Questionnaire design	£864.00	£144.00+
LGA (1972) s142	Rainbow Colour – Prize Draw ticket printing	£126.84	£21.14+
LGA (1972) s111	Rainbow Colour – Drayton2020 Banners etc.	£506.40	£84.40+
LGA (1972) s111	A.W. Grace & Son Ltd – Banner posts	£354.96	£59.16+
LG(MP) Act 1976 s19	Drayton Football Club – GRANT, subject to approval	£350.00	zero
	<b>+ VAT not recoverable against Locality Grant</b>		
	<b>Total payments this month</b>	<b>£5327.13</b>	<b>£80.14 Recoverable</b>
	<b>B. July 2013 Receipts</b>		
	VWHDC Neighbourhood Plan Grant	£10,000.00	
	Locality Neighbourhood Plan Grant	£ 6,300.00	
	Burial/Memorial fees	£50.00	
	<b>Total Receipts this month</b>	<b>£16,350.00</b>	

### C. OTHER FINANCE BUSINESS

(i) **Bank Reconciliation for July 2013.** The Clerk reported that current funds total **£53,760.04** at 31<sup>st</sup> July, not including payments approved above. Current account £34,328.02; Deposit Account £19,382.02. Unbanked cheque £50.00.

(ii) **Grant applications.** The following grant application was discussed.

▪ **Drayton Football Club.** On 23<sup>rd</sup> July Drayton Football club requested a £350 grant to go towards their water bill. The Football Club has recently laid new turf in some areas of the pitch to ensure a safe surface on which to play as some areas had become uneven and the grass had been worn away. The new turf has needed to be watered and as the Football Club is on a water meter the cost will be considerable. Naomi Broomfield and Julian Fowler had both conveyed their approval to this grant application prior to the meeting. It was **noted** that there had been a change in the weather and that there has been quite a lot of rain since the application was submitted. It was **resolved** to wait and see how much the water bill actually is and pay up to the £350 requested.

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

**ACTION:** Clerk to convey the Parish Councils decision to Richard Seamark.

(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: Daniel Scharf and Richard Williams.

**David Perrow left the meeting at 7:56pm**

### 076/2013-14 PLANNING COMMITTEE BUSINESS

Ref	ADDRESS	DETAILS	PARISH	DISTRICT
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	Objection (conditional)	Granted
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.	Objection (conditional)	Refused
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	Objection	Refused
P13/V10 87/HH	4 Lyford Close Drayton OX14 4JG	Erection of a two storey side extension and front porch.	Supporter	Granted
P13/V13	218 Steventon Road Drayton	Proposed two storey extension at the rear and	Pending	Pending

89/HH	Abingdon Oxfordshire OX13 6RN	two dormers in the front roof slope. Resubmission of P13/V0544/HH.		
P13/V12 87/HH	7 Manor Close Drayton Abingdon Oxon OX14 4JD	Erection of a garden shed and a bike shed.	Response – No Objections	Granted
P13/V15 75/LB	Sutton Wick House 18 Sutton Wick Lane Drayton Abingdon OX14 4HJ	General repairs to fabric, install secondary double glazing and new central heating system & create new bathroom.	Pending	Pending
P13/V16 13/HH	41 Sutton Wick Lane Drayton Abingdon OX14 4HH	Proposed single storey extension and extension to roof to provide additional living accommodation.	Pending	Pending
P13/V14 29/FUL	Milton Garden Machinery Milton Road Drayton OX14 4EZ	Proposed addition of domestic accommodation to existing business premises	Pending	Pending
P13/V16 03/HH	13 Binning Close Drayton Oxfordshire OX14 4LN	First floor extension for additional bedroom and en-suite shower room	Pending	Pending

**(a) Sutton Courtenay.** Planning application P13/V0233/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) is under appeal, lodged on 19<sup>th</sup> July. A new planning application has just been submitted - P13/V1543/O (Land to the rear of 92-112 Milton Road Sutton Coutenay OX1 4BT. Demolition of 110 Milton Road and erection of 34 dwelling houses). Comments by 16<sup>th</sup> August.

It was **resolved** to reiterate the same response that was sent previously for this development - Objection (Conditional) along with Drayton's written objections.

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

**ACTION:** Deputy Clerk to re-submit same response - Objection (Conditional), along with Drayton's written objections for P13/V0233/FUL appeal and P13/V1543/O application.

**(b) P13/V1429/FUL** (Milton Garden Machinery Milton Road Drayton OX14 4EZ, Proposed addition of domestic accommodation to existing business premises). This application was discussed and it was **agreed** that the Parish Council would support this application.

**(c) Meeting with VWHDC planning officer for Drayton.** The meeting between Daniel Scharf, Richard Williams, Richard Webber and Martin Deans (VWHDC planning officer) was discussed. It was **resolved** to send Martin Deans a letter of thanks and a record of the meeting.

**Proposed:** Daniel Scharf                      **Seconded:** Laurence Zipson                      **Resolved 4 Yes and 1 No**

**ACTION:** Daniel Scharf to draft a letter of thanks and a record of the meeting. Deputy Clerk to send letter to Martin Deans.

#### **077/2013-14 DRAYTON 2020** (Richard Williams)

**(a) Questionnaire.** Most households have had their questionnaire delivered and so far there has been about a 60% response rate. Deadline for submitting a questionnaire is 16<sup>th</sup> August.

**(b) Meeting with developers.** On 23rd July the following meetings with developers were held:

- **Representatives of Caudwell Estates** to discuss the development of a site at the north end of the Village. Present: Tom Shebbeare (Vice Chairman); Janet Manning; Richard Webber; Mike Habermehl (Adams Habermehl); Christopher Price (Deputy Parish Clerk); Trevor Moody (WYG); Martin Hawthorne (WYG); Kevin Flint (Miller Homes).

- **Representatives of Earl of Plymouth Estates** to discuss the development of the Manor Farm site. Present: Tom Shebbeare (Vice Chairman); Janet Manning; Richard Webber; Martin Deanes (VWHDC); Mike Habermehl (Adams Habermehl); Christopher Price (Deputy Parish Clerk); Michael Langley (E of P Estates); Kerry Pflieger (DPDS); Tom Evans (DPDS).

#### **078/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP**

**(a) Election of Chairman.** It was **resolved** that Graham Webb is to be appointed the 'Rights of way & conservation working group' Chairman for 2013-14.

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

**ACTION:** Deputy Clerk to update contact list and circulate.

**(b) Footpath FP14 fence keeps falling down in places.** At the last Drayton Parish Council meeting a member of the public spoke during public participation about the footpath that runs across the garden of

Lime Close. The parishioner explained that there is now a proper board fence along the North West side of the path and that the decrepit wire fencing/paling would appear not to be needed. It keeps falling down in places and is both a nuisance and a bit of a hazard, as there are bits of broken wire sticking out. If it were removed it would make the path noticeably wider and pleasanter. Also, the mesh fence and barbed wire on the other side of the path alongside the hedge would seem to be in need of repair if it is still serving a purpose. It was **agreed** to defer this item to the next meeting.

(c) **Footpath FP14 car damage.** The owner of the four wheel drive vehicle that got jammed in a ditch running alongside FP14 has offered to repair the damage caused by getting his car out. The Parish Council is concerned about issues such as public liability and health and safety. It was **agreed** to pass this matter onto Mark Sumner (OCC Environment and Economy Countryside Service).

**ACTION:** Deputy Clerk to convey the Parish Council decision to the Police and Mark Sumner.

(d) **Burial ground strimming.** The Clerk has reported the damaged gatepost caused by a strimmer to the Parish Councils grass cutting contractor. The contractor has been advised again not to strim near gateposts and trees, so that such damage can be avoided.

(e) **Sutton Wick Lane Grass Cutting alongside Casa Mia.** It was **resolved** to add this to Stephen Sadlers grass cutting schedule.

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

**ACTION:** Deputy Clerk to ask Stephen Sadler to cut the grass alongside Casa Mia every second half of July.

#### **079/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP**

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

(b) **Overgrown Hedges.** It was **noted** that there are a number of overgrown hedges and are obstructing footpaths within Drayton. It was **resolved** to write about this in the next issue of the Chronicle.

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

**ACTION:** Richard Williams to request that homeowners trim their hedges in the next issue of the Chronicle.

It was also **resolved** to ask OCC if they have any leaflets that can be posted through homeowner's doors requesting that they trim their hedges.

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

**ACTION:** Deputy Clerk to ask OCC if they have any leaflets that can be posted through homeowner's doors requesting that they trim their hedges.

#### **080/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP**

(a) **Village Website.** It was **resolved** that the Parish Council rent three years of website hosting at a cost of \$301.97 of which \$50.33 VAT would be claimed back.

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

**ACTION:** Clerk and Laurence Zipson to rent three years of website hosting.

(b) **URL [www.DraytonPC.org](http://www.DraytonPC.org).** It was **resolved** to rent the URL [www.DraytonPC.org](http://www.DraytonPC.org) for two years at a cost of £12.

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

**ACTION:** Clerk and Laurence Zipson to rent the URL [www.DraytonPC.org](http://www.DraytonPC.org) for two years.

#### **081/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)**

Richard Webber had sent his apologies before the meeting.

#### **082/2013-14 CORRESPONDENCE**

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

(a) **Petition for Amendment of the National Planning Policy Framework.** It was **agreed not** to respond to this.

(b) **Free trees for school, community and youth groups.** It was **agreed** that Graham Webb and Andrew Bax (Drayton2020 Chairman) meet and discuss the possibility of some screening from the A34. Deadline for applying is 13<sup>th</sup> September.

**ACTION:** Deputy Clerk to forward correspondence to Graham Webb and Andrew Bax. Graham Webb and Andrew Bax to discuss.

(c) **National Association of Local Councils Strategy.** It was **agreed not** to respond to this.

(d) **Health Act Governance Review.** It was **agreed** for Daniel Scharf to read this and report back at the next Parish Council meeting.

(e) **Chairman's Award Lunch.** To be held on 13<sup>th</sup> September. It was **resolved** to nominate Andrew Bax (Drayton2020 Chairman).

**Proposed:** Daniel Scharf

**Seconded:** Richard Williams

**Resolved Unanimously**

**ACTION:** Daniel Scharf to fill in the nomination form and submit.

### **083/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

There were no items to be noted.

### **084/2013-14 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 and vote.**

**Richard Williams (Vice Chairman) assumed the Chair.**

The Clerk has had no response from the letter (dated 10<sup>th</sup> June) sent to the homeowner. It was **resolved** to resend the letter by recorded delivery.

**Proposed:** Laurence Zipson

**Seconded:** Richard Williams

**Resolved Unanimously**

**ACTION:** Clerk to resend the letter by recorded delivery.

**Daniel Scharf reentered the room and resumed the Chair.**

### **085/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as **MONDAY 2<sup>nd</sup> SEPTEMBER 2013 at 7:30pm** in the Caudwell Day Centre, Gravel Lane, Drayton.

**The meeting concluded at 9:47pm**

**Signed:**

**Date: 2<sup>nd</sup> September 2013**

**Name: Daniel Scharf**

**Role: Chairman, Drayton Parish Council**