



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council, Held on Monday 4th November 2013 at 7:30pm At the Caudwell Day Centre, Gravel Lane, Drayton.



Present: Daniel Scharf (Chairman); Richard Williams; Laurence Zipson; Pat Athawes; Naomi Broomfield; Richard Webber (arrived at 8:25pm); David Mercer; Janet Manning; Julian Fowler (arrived at 7:35pm).

Not present: Mark Jesson; Graham Webb.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:30pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

125/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Richard Webber (for late arrival); Mark Jesson; Graham Webb and they were **noted**.

126/2013-14 PUBLIC PARTICIPATION

Three members of the public were present.

(a) Village Hall Car Park Litter Bins. Ann Webb spoke about the three litter bins in the Village Hall car park. It was **agreed** that the Village Hall Management Committee should meet, discuss recycling options and find a solution to the problem of emptying the litter bins as Stephen Sadler (village caretaker) is unable to empty these bins on a weekly basis.

Julian Fowler (arrived at 7:35pm).

(b) Village Hall Grant Applications. Tony Holmes asked the Parish Council if it would be possible to switch the 2013-14 grant (to be used by March 2014) from 'storage extension' to 'kitchen/windows scheme' as this project is more urgent. Tony will submit a new 'storage extension' grant for 2014-15.

127/2013-14 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.

128/2013-14 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Parish Council held on 7th October 2013 were **confirmed**. Daniel Scharf (Chairman) signed the Minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Pat Athawes

Resolved Unanimously

129/2013-14 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) Whitehorns Way Road Signs. One of the newly erected road signs is incorrect.

ACTION: Deputy Clerk to follow up the matter with Sally-Anne Worsley (VWHDC).

(b) Overgrown Hedges.

■ On 2nd October, George Russell requested that the Parish Council clear the overgrown brambles that are blocking the path along the west side of Steventon Road near the garden of No. 2 Steventon Road. Also, the grass is creeping over path along its length next to the oak trees.

ACTION: Deputy Clerk to confirm that Stephen Sadler has cleared the path along the west side of Steventon Road near the garden of No. 2 Steventon Road.

■ It was **agreed** to request that the hedge between 'Steventon Road' and 'Steventon Road' be trimmed.

ACTION: Deputy Clerk to ask OCC to trim the hedge between 'Steventon Road' and 'Steventon Road'.

(c) Victoria Cross. Recently the Government announced the plan to honour those who won the Victoria Cross with a paving slab at the place they were born. On 14th October, the Deputy Clerk requested the size specification of the commemorative paving stone but has had no response.

ACTION: Deputy Clerk to ask again for size specification of the paving slab.

(d) Parish Council's Logo and Signage. It was **agreed** to procure signs featuring the Parish Council logo for the bus shelters and benches within Drayton.

ACTION: Clerk to ask 'Scorpion Signs' to fabricate signs featuring the Parish Council logo.

130/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS (Naomi Broomfield)

	Finance/Admin Committee Business October 2013 Payments	Invoice Amount	Incl. VAT
Open Spaces Act 1906 s10	Village Caretaker – Oct 2013	*£253.73	£1.66
Open Spaces Act 1906 s10	Grass Cutting Invoice – Oct 2013	*£590.00	zero
LGA (1972) s112	Clerk's Salary (including 15 hours o/time)	*£412.09	zero
LGA (1972) s112	Deputy Clerk's salary	*£289.18	zero
LGA (1972) s111	HM R&C Tax and NI	*£175.60	zero
LG (FP) A 1963 s5	Clerk's Expenses	*£35.20	zero
LGA 1972 s.142	Laurence Zipson – refund for credit card payment for 3 years village website hosting fee 2013-14-15	£195.37 (\$301.97)	(£32.56) \$50.33
LGA 1972 s.142	Russell Purdy Graphic Design – PC Logo design	*£75.00	nil
LGA 1972 s.142	Drayton Chronicle – Drayton2020 event advert	£30.00	nil
LGA 1972 s.142	ORCC – Analysis of Drayton2020 Questionnaire	*£828.00	[£138.00]
LGA 1972 s.142	John Howard Minns - Design & Print Drayton2020 Housing Site Posters for Oct exhibition	*£140.00	nil
LGA (1972) s111	Rainbow Colour – Drayton2020 – Exhibition printing and posters etc.	*£492.60	[£82.10]
LGA 1972 s.142	Complete Presentations Ltd – Hire of Drayton2020 Oct Exhibition Panels & Lighting	*£1368.00	[£228.00]
LGA 1972 s.142	Adams Habermehl – design work/meetings for Drayton2020	£1320.90	[£220.15]
LGA 1972 s.142	Robina Newman – Design of Drayton2020 Oct Exhibition Panels	*£480.00	[£80.00]
LGA 1972 s134 (4)	Drayton Village Hall – Room Hire	£132.00	zero
Local Govt (MP) Act 1976 s19	Drayton Village Hall – s19 Grant subject to confirmation	£3,000	zero
	Total payments this month	£9,817.67	£34.22
	[VAT not recoverable for Drayton NP payments from Locality Grant]		[£748.25 not recoverable]
	October 2013 Receipts		
	Burial/Memorial fees	£50.00	
	Total Receipts this month	£50.00	

(a) Bank Reconciliation for October 2013. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end October 2013.

Current account £44,161.00; Deposit Account £19,382.02; No Unbanked cheques.

Total funds = £63,543.02 excluding payments above.

(b) Grant applications. The following grant application was discussed.

▪ **Village Hall.** To switch grant from 'storage extension' to 'kitchen/windows scheme'. This will be discussed at the next Finance and Personnel committee meeting.

(c) 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.

(d) Recommendations of the Clerk & Deputy Clerk's Appraisal Panels – 2013/14 Pay & Expenses

▪ **Clerks and Deputy Clerks Salary.** It was resolved to increase the Clerk's and Deputy Clerk's salary by one increment in each case, with effect from 1st April 2013.

Current Clerk's salary is pro rata: **£16,998** (Scale LC1 Point 17). The next point on the scale (point 18) is **£17,333** (increase of **£335 p.a. pro rata** x 10/37 = **£90.45 p.a. actual increase**)

Current Deputy Clerk's salary is pro rata: **£16,215** (Scale LC1 Point 15). The next point on the scale (point 16) is **£16,604** (increase of **£389 p.a. pro rata** x 10/37 = **£105.14 p.a. actual increase**)

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

▪ **Office Allowance.** It was resolved to increase the Clerks and Deputy Clerks office allowance.

Clerk's/Deputy Clerk's office allowance costs (RSA) were £37.50 per quarter (£150 p.a.) in 2012-13.

Inflation (RPI) for April 2012- March 2013 was 2.8%. Uprating by RPI gives an RSA of £154.20 p.a, an increase of £1.05, per quarter, £4.20 p.a.per person, £8.40 total

No change was proposed to the mileage allowance, since HM Revenue and Customs had not altered their scale of allowances for this.

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

(e) Guidance for the Finance Committee on the 2014-15 Precept and Income Expenditure

The Clerk explained that the next Finance and Personnel (F&P) Committee would be considered the levels of expenditure and income for the next financial year and the level of the recommended precept. Guidance was requested on these matters and a general discussion ensued. No increase in the precept was favoured. Project work should be considered to fulfil Drayton2020 objectives. The F&P Committee would make recommendations on the next year's budget to the December Parish Council meeting.

Richard Webber joined the meeting at 8:25pm

131/2013-14 VICTORIA CROSS

Recently the government announced the plan to honour those who won the Victoria Cross with a paving slab at the place they were born. According to the 1891 census, Edward's father & second wife were living at 20 Church Street (now Church Lane) and that Edward was born 2 years later in 1893. So there is quite a possibility that he was born in that house which unfortunately was demolished long ago. It was suggested to have the commemorative paving stone positioned on the pavement next to the gate of St Peters Church.

David Perrow left the meeting at 8:30pm

132/2013-14 VILLAGE HALL MANAGEMENT COMMITTEE

Both Richard Webber and Laurence Zipson are no longer able to represent the Parish Council on the Village Hall Management Committee. It was **resolved** for Naomi Broomfield join the Village Hall Management Committee and represent the Parish Council.

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

133/2013-14 RAF HELICOPTERS

It was **noted** that RAF helicopters are frequently flying low over the village. The Parish Council believed that the practice of avoiding the built up area of the village was suspended during operations in Afghanistan that are coming to a close. It was **resolved** to send a letter to the 'Ministry of Defence Air Staff' asking when the RAF will be returning to the previous flight paths to north and south of the village.

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

ACTION: Deputy Clerk to draft, circulate and send letter to the 'Ministry of Defence Air Staff'.

134/2013-14 PLANNING COMMITTEE BUSINESS (Daniel Scharf)

Ref	ADDRESS	DETAILS	PARISH	DISTRICT
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)	Refused Under appeal
P13/V15 43/O	Land to the rear of 92-112 Milton Road Sutton Courtenay OX1 4BT	Demolition of 110 Milton Road and erection of 34 dwelling houses	Object (conditional)	Pending Consideration 30/10/2013
P13/V19 50/HH	4 Lyford Close Drayton Oxon OX14 4JG	Proposed two storey side extension and front porch (re-submission of P13/V1087/HH)	Supporter	Granted
P13/V21	47 Steventon Road Drayton OX14	Infill extension to 'square off' property and	NA	Pending

07/PDH	4LA	provide additional bedroom with en suite. Depth: 4.95 metres Height: 3.16 metres Height to eaves: 2.50 metres		
P13/V22 97/HH	74 Whitehorns Way Drayton Oxon OX14 4LJ	Rear single storey extension	Pending	Pending

(a) **P13/V0233/FUL** is a full application at appeal and has a S106 attached if appeal is allowed.

(b) **P13/V1543/O** was an outline resolved to be permitted at the last planning committee.

135/2013-14 DRAYTON2020 (Richard Williams)

(a) **Community Consultation event (18/19 October)**. It was reported that the consultation event on the Fri/Sat of 18/19th Oct was a success with 90+ people at the Chilli night/exhibition and 30+ attending the exhibition separately on the Saturday. Nothing new of any significance was raised by those attending, but there were a few questions and comments. Those relating to the alternative layout of the Barrow Road site were noted and would be discussed with the developers. The publicity from Radio Oxford's afternoon broadcast was useful in giving wider attention to the Drayton2020 plan and the event that evening and Saturday.

(b) **Strategic Housing Market Assessment (SHMA) Stakeholder Event**. Daniel Scharf reported on this event that was held on 1st November. West Oxfordshire District Council has, on behalf of all the Oxfordshire authorities, commissioned consultants GL Hearn to undertake a SHMA to objectively assess housing need in accordance with the National Planning Policy Framework (NPPF). The SHMA is a technical evidence document required by the NPPF to assess full housing needs and should identify the scale and mix of housing and the range of tenures that the population is likely to need over the plan period.

(c) **Planning Officer**. It was **noted** that when the Drayton 2020 Neighbourhood Plan is up and running, a part time planning officer may be required.

136/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (Graham Webb)

Graham Webb was unable to attend the meeting.

137/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP (Richard Williams)

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

(b) **Playground**. It was **noted** that the Lockway Play Ground could do with a re-vamp and there was a suggestion of a new playground, possibly on the Millennium Green.

138/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP (Laurence Zipson)

(a) **Blue Plaque**. On 9th October the Blue Plaque Board discussed the position for the plaque (on the wall next to the tower) but was far from happy with such a low position as not sufficiently honorific and vulnerable to damage/vandalism. The Parish Council **agreed** that this location was not suitable and **agreed** that it should be located on the Church meeting room wall.

ACTION: Deputy Clerk to convey the Parish Council's suggested location.

139/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

(a) **Community Governance Review**. It was **noted** that the Parish boundary is untidy.

(b) **Best Kept Garden Competition** was suggested.

(c) **For Sale Signs**. It was requested that the District Councillor contact the enforcement department to have all the illegally erected for sale and sold signs removed.

ACTION: Richard Webber to ask the District Council enforcement department to have all the illegally erected signs removed.

140/2013-14 CORRESPONDENCE

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

(a) **Salt and grit bin for Drayton almshouses**. On 28th October, Camilla King requested salt and a grit bin for the Drayton almshouses. The Parish Council **agreed not** to supply the Drayton almshouses with salt and a grit bin.

ACTION: Deputy Clerk to convey the Parish Council's decision.

(b) English Parishes now have Sustainable Communities Act powers. The Sustainable Communities Act 2007 gives local authorities the power to submit proposals about the social, economic and environmental improvements they want to see introduced in their local areas. The power to submit proposals was extended to town and parish councils from 14 October 2013. New Communities Minister, Stephen Williams MP, has invited town and parish councils to submit proposals under the Act. Daniel Scharf will read this correspondence and report back that the next meeting.

(c) Oxfordshire Rural Housing Partnership (ORHP) is holding a Rural Housing Conference on 20th November. The conference is for everyone with an interest in the provision of good quality affordable rural housing. Daniel Scharf will attend this conference.

141/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) Drayton Neighbourhood Development Plan 2014-2029. It was **agreed** that this document should be circulated to the Parish Councillors in draft format ASAP.

ACTION: David Mercer to circulate the draft Drayton Neighbourhood Development Plan 2014-2029.

(b) Defibrillator. Following a Television Programme, Laurence Zipson now feels that it would be prudent to have a defibrillator in the village.

ACTION: Laurence Zipson to obtain more information.

(c) Thames Travel will be making a number of changes to their services from the 8th December.

142/2013-14 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 left the room for the following discussion. Richard Williams (Vice Chairman) assumed the Chair.

The Clerk has obtained legal advice from Thomas Eggar LLP.

ACTION: Clerk to discuss advice from Thomas Eggar LLP with Richard Williams.

Daniel Scharf re-entered the room and resumed the Chair.

143/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

(a) The Date of the next Finance and Personnel Committee Meeting was confirmed as Monday 11th November 2013, at 7.00pm, to be held in the Caudwell Day Centre, Gravel Lane.

(b) The Date of the next Planning Committee Meeting was confirmed as Wednesday 13th November 2013, at 7:30pm, to be held in the Village Hall, Lockway.

(c) The Date of the next Special Parish Council Meeting was confirmed as Wednesday 27th November 2013, at 7:30pm, to be held in the Village Hall, Lockway.

(d) The Date of the next Parish Council Meeting was confirmed as Monday 2nd December 2013, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:09pm

Signed:

Date: 2nd December 2013

Name:

Role: Chairman, Drayton Parish Council