



# Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council,  
Held on Monday 6<sup>th</sup> January 2014 at 7:30pm  
At the Caudwell Day Centre, Gravel Lane, Drayton.



**Present:** Richard Williams (Chairman); Laurence Zipson; Pat Athawes; Naomi Broomfield; Richard Webber (arrived at 8:34pm); David Mercer (arrived at 7:33pm); Janet Manning; Mark Jesson; Julian Fowler (left at 9:54pm); Graham Webb.

**Not present:** All councillors were present.

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

## 171/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Richard Webber for late arrival and these were **noted**.

## 172/2013-14 PUBLIC PARTICIPATION

One member of the public was present.

**Public Transport Liaison Representative.** Daniel Scharf is currently the Public Transport Liaison Representative and expressed willingness to continue this role. It was **agreed** for Daniel to continue as Public Transport Liaison Representative.

**David Mercer arrived at 7:33pm.**

## 173/2013-14 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.

## 174/2013-14 APPOINTMENTS

**(a) Vice Chairman.** It was **resolved** that Naomi Broomfield be elected Vice Chairman of the Parish Council for the rest of 2013-14, until the next Annual Meeting in May.

**Proposed:** Janet Manning                      **Seconded:** Mark Jesson                      **Resolved Unanimously**

**(b) Membership of the Right of Way and Conservation Working Group.** It was **agreed** that Janet Manning and Mark Jesson become members of the ROW&C Working Group.

**(c) Membership of the Finance and Personnel Committee.** It was **resolved** that Pat Athawes becomes a member of the F&P Committee.

**Proposed:** Naomi Broomfield                      **Seconded:** Julian Fowler                      **Resolved Unanimously**

**(d) Leisure and General Purposes Chairman:** This office is vacant. Filling this vacancy was deferred to the next Parish Council meeting.

## 175/2013-14 MINUTES OF THE PREVIOUS MEETINGS

Minutes of the Meeting of the Parish Council held on 2<sup>nd</sup> December 2013 were **confirmed**. Richard Williams (Chairman) signed the Minutes as a correct record.

**Proposed:** Laurence Zipson                      **Seconded:** Mark Jesson                      **Resolved Unanimously**

## 176/2013-14 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) Footpath FP14 Barbed Wire.** The barbed wire running along FP14 has been removed therefore it was not deemed necessary to send the owner of the fence a letter asking them to remove it. It was **noted** that a small amount of barbed wire remains on the west side of the footpath and that the new fence on the east side of the footpath has wire loops with sharp ends.

**(b) Victoria Cross.** The Deputy Clerk has informed St Peters Church and David Buckle (Chief Executive, VWHDC) of the Parish Councils proposed location of the commemorative paving stone - on the pavement outside the lych gate of St Peters Church.

**ACTION:** Deputy Clerk to ask David Buckle (Chief Executive, VWHDC) when and where the commemorative paving stone will be delivered.

**(c) Consultation on Home to School Transport Policy 2015.**

<https://myconsultations.oxfordshire.gov.uk/consult.ti/transport2015/consultationHome>

The deadline to comment on this Consultation has been extended to 14<sup>th</sup> January.

**ACTION:** Richard Williams to respond to this consultation on behalf of the Parish Council.

**177/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS (Naomi Broomfield)**

	<b>Finance/Admin Committee Business December 2013 Payments</b>	<b>Invoice Amount</b>	<b>Incl. VAT</b>
Open Spaces Act 1906 s10	Village Caretaker	*£125.00	nil
LGA (1972) s112	Clerk's Salary (PC 20 hrs/D2020 35 hrs) – incl 15 hrs O/Time	*£420.53	nil
LGA (1972) s112	Deputy Clerk's salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI	*£179.80	nil
LG (FP) A 1963 s5	Clerk's Expenses	*£30.75	£3.32
LG (FP) A 1963 s5	Deputy Clerk's Expenses	*£31.72	£5.29
LGA 1972 s134 (4)	Caudwell Day Centre – Room Hire: Oct-Nov-Dec 2013 (PC £50 / D2020 £50)	£100.00	nil
LGA 1972 s137 (4)	The Abingdon Bridge – s137 Grant Subject to Approval	£550.00	nil
	<b>Total payments this month</b>	<b>£1736.96</b>	<b>£8.61</b>
	<b>Receipts</b>		<b>None</b>
	<b>Total Receipts last month</b>		<b>None</b>

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

Current account £34,076.51; Deposit Account £19,382.02; Unbanked cheques - none

**Total funds = £50,304.44, excluding payments above**

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

**The Abingdon Bridge.** On 2<sup>nd</sup> December, Mike Brown submitted a grant application to the sum of £550.00. This grant application had been **agreed** at the Finance and Personnel Committee meeting prior to the Parish Council meeting.

**(b) Signatories.** It was **resolved** to remove Daniel Scharf and add Pat Athawes and Graham Webb as authorised online and cheque signatories.

**Proposed:** Naomi Broomfield                      **Seconded:** Janet Manning                      **Resolved Unanimously**

The current remaining signatories signed the bank authorisation form to remove Daniel Scharf's authorisation. The Clerk will prepare a form for signature at the next meeting to add Pat Athawes and Graham Webb.

**ACTION:** Clerk to prepare Unity Trust Bank authorisation form to add two new signatories at the February 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, who also signed the cheques for the remaining (unstarred) payments.

**(d) Risk Assessment 2013-14.** Risk Management Policy and Risk System document (first drafted March 2007) had been updated by the Clerk and had been considered by the Finance and Personnel Committee. It was **resolved** to adopt this document.

**Proposed:** Naomi Broomfield                      **Seconded:** Julian Fowler                      **Resolved Unanimously**

**178/2013-14 WHITEHORNS WAY NEW ROAD SIGN (Christopher Price)**

On 11<sup>th</sup> December, a meeting was held between Sally-Anne Worsley (VWHDC), Neil Higginson (VWHDC) and the Deputy Clerk to discuss the new road sign that is oddly positioned and has arrows pointing in the wrong direction. On 11<sup>th</sup> December, Sally emailed the Deputy Clerk offering three options:

- Replace the sign faces for £115.20 including refitting, to be paid for by Drayton Parish Council.
- White Vinyl stickers to blank out numbers, provide by VWHDC.
- Do nothing, unless resident's of Whitehorns Way complain directly to VWHDC.

The Clerk pointed out that the Parish Council does not have powers to spend money on road signage.

It was **agreed** to write to the VWHDC, write an article in the Chronicle and publicise the matter on the Village website.

**ACTION:** Naomi Broomfield to write a letter to the VWHDC, Richard Williams to write an article for Chronicle and Laurence Zipson to publicise the matter on the Village website.

#### **179/2013-14 PUBLIC DEFIBRILLATOR ( Laurence Zipson)**

On 4<sup>th</sup> December, Laurence Zipson emailed the Council with information regarding public defibrillators.

'The Community HeartBeat Trust' is a national charity supporting community defibrillation -

[www.communityheartbeat.org.uk/index.php](http://www.communityheartbeat.org.uk/index.php) . The trust support communities through the whole process and even provide a £500 grant towards the overall cost of £2,500 which includes the kit, installation and

training/awareness. It was **agreed** that the best location for a defibrillator would be on the outside wall of the Village Hall. It was **resolved** for Laurence to make further inquiry.

**Proposed:** Laurence Zipson                      **Seconded:** Naomi Broomfield                      **Resolved: 8 Yes and 1 No vote**

**ACTION:** Laurence Zipson to contact the 'The Community HeartBeat Trust' and make further inquiry.

#### **180/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (Graham Webb)**

**(a) FP16 Fence.** It was **noted** that new fencing has been erected along both sides of this footpath.

**(b) Land for Sale.** It was **noted** that a field on the east side of the allotments is for sale. Size 1.5 acres, Price £50,000.

#### **181/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP (Richard Williams)**

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

**(b) Hedge between the Allotment / Burial Ground and St Peters Church.** It was **noted** that this hedge will need a light trim by Steve Sadler (Village Caretaker), as part of his regular winter work. St Peters had given permission to enter their Churchyard to trim their side and the hedge tops. .

**(c) Hedge next to the Village Hall.** It was **noted** that this hedge will need a light trim. Lee Collins (Grass Cutting Contractor) was providing a quote.

#### **182/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP (Laurence Zipson)**

**Blue Plaque.** On 11<sup>th</sup> December, the Deputy Clerk informed Colin Arnold (St Peters Church) that the VWHDC did **not** have any issue with the proposed location (on the Church meeting room wall) of the blue plaque and requested that he fill out the necessary paperwork for the Diocese.

**ACTION:** Deputy Clerk to ask Colin when we can expect a decision from the Diocese.

#### **183/2013-14 CORRESPONDENCE**

The items on the List of Correspondence received were **noted**.

**Richard Webber arrived at 8:34pm.**

#### **184/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)**

**(a) Councillor Community budget.** Richard Webber has only allocated half of his £10,000 Councillor Community budget. It was **agreed** to apply for funding for a public defibrillator.

**ACTION:** Laurence Zipson to apply for funding for a public defibrillator.

**(d) Milton Road Speed Limit.** Milton Park is yet to respond to Richard Webber's request to contribute £2,000 towards a 40mph speed limit along Milton Road.

#### **185/2013-14 PLANNING COMMITTEE BUSINESS (Richard Webber)**

Ref	ADDRESS	DETAILS	PARISH	DISTRICT
P13/V21 07/PDH	47 Steventon Road Drayton OX14 4LA	Infill extension to 'square off' property and provide additional bedroom with en suite. Depth: 4.95 metres Height: 3.16 metres Height to eaves: 2.50 metres	NA	PDH Agreed 31st Oct
P13/V22 97/HH	74 Whitehorns Way Drayton Oxon OX14 4LJ	Rear single storey extension	Response No objections	Planning Permission 13th Dec
P13/V24 48/HH	1 High Street Drayton OX14 4JL	Replacement of the existing garage flat roof with a tiled pitched roof	None	Pending
P13/V25 41/FUL	7 Abingdon Road Drayton Abingdon Oxfordshire OX14 4JB	Retrospective application for change of use from C3 to C1	Pending (6 <sup>th</sup> Jan)	Pending
P13/V25 83/LDP	28 Steventon Road Drayton Abingdon OX14 4LE	Application for Lawful Certificate of Proposed Use for use of land to station a mobile home (Granny Annexe).	Pending (Optional)	Pending
P13/V27 12/PDH	47 Steventon Road Drayton Abingdon OX14 4LA	Notification of a larger home extension under Neighbour Consultation Scheme. Depth: 8m Height: 4m Height to eaves: 2.50m	Pending (Optional)	Pending
P13/V26 82/HH	10 Gravel Lane Drayton OX14 4HY	Extensions and alterations including raising and replacement of door and provision of new dormers	Pending (22 <sup>nd</sup> Jan)	Pending
P13/V23 21/RM	Milton Road Sutton Courtenay OX14 4BT	Erection of 65 dwellings with associated infrastructure. Application for approval of reserved matters comprising: layout, scale, appearance and landscaping.	Pending (19 <sup>th</sup> Jan)	Pending

#### 186/2013-14 DRAYTON2020 (Richard Williams)

**Drayton Neighbourhood Development Plan 2013-2029.** The Councillors had studied this document over the Christmas period. David Mercer has subsequently incorporated some of the comments and alterations made by Councillors and Drayton2020 Steering Group members by email. A lengthy discussion of the draft document followed in the meeting. It was **resolved** to adopt the Pre-Submission Consultation copy with some minor amendments on wording/layout and some other small details:

- Page 24, Point 67: Change 'consensus' to 'there is a need'.
- Change 'community centre' to 'community building'.
- Add a contents page.
- Add a circulation list.

The NDP will now start a six week consultation with statutory consultees and community.

**Proposed:** David Mercer

**Seconded:** Janet Manning

**Resolved Unanimously**

**ACTION:** David Mercer to incorporate agreed amendments. Clerk to publish document.

#### 187/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

There were no items to be noted.

**Julian Fowler left at 9:54pm.**

#### 188/2013-14 RESERVED BUSINESS

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

**Fence in the burial ground.** The letter drafted by the Clerk to be sent to the home owner was discussed.

The letter informs the home owner that the Parish Council consider the new fence to be illegally erected on Parish Council land and warns the home owner **not** to remove the hedge that marks the true boundary. It was **resolved** to send this letter with a few minor amendments.

**ACTION:** Clerk to amend letter, send to the home owner by recorded delivery, with copies to the Land Registry and VWHDC.

**189/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING**

**The Date of the next Parish Council Meeting** was confirmed as Monday 3<sup>rd</sup> February 2013, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

**The meeting concluded at 10:00pm**

**Signed:**

**Date: 3<sup>rd</sup> Febuary 2014**

**Name: Richard Williams**

**Role: Chairman, Drayton Parish Council**