



Drayton Parish Council

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**Minutes of the Meeting of Drayton Parish Council,
Held on Monday 3rd February 2014 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton.**



Present: Richard Williams (Chairman); Naomi Broomfield (Vice Chairperson) (left at 9:02pm); Laurence Zipson (left at 9:34pm); Patricia Athawes; Richard Webber (arrived at 8:12pm); David Mercer; Janet Manning (left at 8:54pm); Mark Jesson; Graham Webb.

Not present: Julian Fowler.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:54pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

190/2013-14 APOLOGIES FOR ABSENCE

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

191/2013-14 PUBLIC PARTICIPATION

Three members of the public were present.

(a) Pre-Submission Consultation copy of the Drayton Neighbourhood Plan 2013-2029. Tony Croucher reported to the Parish Council that he is having difficulties in accessing a copy of the Pre-Consultation NDP report and has tried several times to communicate via the Village website without success. Tony said that he had also spoken to six Drayton residents, and five out of the six had no knowledge of the document or the consultation. It was **noted** that the consultation had been publicised in the following places: Drayton2020 email list; Drayton2020 website Village public notice boards and the Drayton Chronicle, and that posters and copies were available in the Village Hall, Caudwell Day Centre and all shops and pubs in the village. Secretaries/Conveners of all Drayton clubs and societies had been contacted and offered printed copies. The Pre-Submission Consultation copy of the Drayton Neighbourhood Plan is open for its 6 week public consultation from 9th January 2014 until Friday 21st February 2014. Comments are welcomed from any Drayton resident or from other interested parties. Comments should be submitted by 5pm on Friday 21st February 2014 to the Drayton Parish Clerk by email or by post (c/o 12 Loddon Drive, Abingdon, OX14 3TB). Inspection copies of the plan are still available from the Village website, Village meeting places, shops and pubs or request a copy from the Parish Clerk by post, telephone (07909176061) or email.

ACTION: Clerk to test website communication and email Tony a copy of the document.

(b) Stuart Davenport has recently moved to Drayton and is very impressed with the Drayton2020 plan, communications and the Village website. Stuart has some concerns with cars that regularly park next to the Millennium Green late at night with lights on. Stuart also expressed an interest in joining the Parish Council.

ACTION: Clerk to notify Police regarding cars that regularly park next to the Millennium Green late at night with lights on.

(c) Drayton2020 Grant Advance. Andrew Bax (Chairman, Drayton2020) would like the Parish Council to consider advancing some of the grant money that will be available from 1st April 2014 for Drayton2020 feasibility studies/implementation. This will allow Drayton2020 to start exploring the feasibility of some of the community aspirations that were highlighted in the draft Neighbourhood Development Plan, including ideas for the Manor Farm site and refurbishment of Drayton Village Hall.

192/2013-14 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.

193/2013-14 MINUTES OF THE PREVIOUS MEETINGS

Minutes of the Meeting of the Parish Council held on 6th January 2014 were **confirmed**. Richard Williams (Chairman) signed the Minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Patricia Athawes

Resolved Unanimously

194/2013-14 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) **Fence in the burial ground.** The Clerk sent the letter (dated 16th January 2014) to the home owner and has received an acknowledgement. The letter informs the home owner that the Parish Council consider the new fence to be illegally erected on Parish Council land, which is demarcated by the line of the two boundary markers still in place, and by the historic hedge line, and warns the home owner **not** to remove the hedge that marks the true boundary.

(b) **Signatories.** The Clerk had prepared Unity Trust Bank authorisation forms to add Patricia Athawes and Graham Webb as authorised online and cheque signatories. The forms were signed prior to the meeting.

(c) **Milton Road 40mph Speed Limit.** This initiative is progressing well. In order to comply with transport regulations, there has to be a public consultation and a number of legal procedures have to be gone through.

Richard Webber arrived at 8:12pm

195/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS (Naomi Broomfield)

	Payments	Invoice Amount	Incl. VAT
Open Spaces Act 1906 s10	Village Caretaker	*£250.00	nil
LGA (1972) s112	Clerk's Salary	*£420.33	nil
LGA (1972) s112	Deputy Clerk's salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI	*£180.00	nil
LG (FP) A 1963 s5	Clerk's Expenses	*£18.30	nil
LG (FP) A 1963 s5	Deputy Clerk's Expenses	*£3.98	nil
LGA 1972 s.142	John Minns – Drayton2020 design work	*£20.00	nil
LGA (1972) s114	Microshade – Quarterly Hosting fee Jan-March 2014	*£158.40	£26.40
LGA 1972 s.145	Janet Manning – Drayton2020 Catering	£14.00	nil
Local Authority & Rating Act 1997 s30	Oxfordshire County Council – 40 mph signage project	£500.00	nil
	Total payments this month	£1864.17	£26.40
	Receipts		
	Burial fees		£170.00
	NS&I Investment Account Interest - 2013		£145.37
	Total Receipts last month		£315.37

(a) **Bank Reconciliation for January 2014.** Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end January 2014.

Current account £29,438.20; Deposit Account £19,527.39; Unbanked cheques £100.00

Total funds = £48,865.59, excluding payments above

(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) **Village Hall Refurbishment.** On 16th January 2014, Tony Holmes (Village Hall Bookings Secretary) emailed the Clerk asking that the Parish Council send a letter to 'Waste Recycling Environmental Limited' (WREN). Tony has applied for a £15,000.00 grant from WREN. WREN require a letter from the Parish Council confirming that we are willing to provide an amount equal to 10% of the gross funding provided. It was **agreed** to send a letter to WREN confirming that the Parish Council has already given a £30,000.00 grant towards the Village Hall refurbishment.

ACTION: Clerk to send a letter to WREN.

196/2013-14 DRAYTON2020 NEIGHBOURHOOD PLAN (Richard Williams)

(a) **New Homes Bonus.** Richard Webber spoke about the new homes bonus, it is a grant paid by central government to local councils for increasing the number of homes and their use. The bonus is paid each year for 6 years. It's based on the amount of extra council tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes.

(b) **Community Infrastructure Levy (CIL).** Richard Webber spoke about CIL, it is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want.

(c) **Land South of High Street.** On 31st January 2014, a meeting was held between Andrew Bax (Drayton2020), Tom Shebbeare (Drayton2020), Janet Manning (Drayton2020), David Perrow (Parish Clerk), Mark Doodes (VWHDC) and five representatives from Savills, Bloor Homes, Pegasus Design and Phil Jones Associates.

(d) **Drayton2020 Grant Advance.** On 1st February 2014, Andrew Bax (Chairman, Drayton2020) email the Clerk requesting that the Parish Council advance some of the grant money that will be available from 1st April 2014. It was **resolved** to advance £3,000.00 for feasibility studies.

Proposed: Janet Manning **Seconded:** David Mercer **Resolved 8 Yes and 1 No**
ACTION: Clerk to advance £3,000.00.

(e) **Locality Grant.** It was **resolved** to submit our end of grant report and apply for closure as activities undertook funded by Locality are now complete and the whole of the £7,000.00 Locality grant has been expended.

Proposed: Naomi Broomfield **Seconded:** Laurence Zipson **Resolved Unanimously**
ACTION: Clerk to apply for closure.

197/2013-14 HILLIAT FIELDS STOLEN DOG BIN (David Perrow)

A dog bin has been stolen from Hilliat Fields. Date of theft (estimated): Mon 6th January 2014.

Any information regarding the theft should be reported to the Police Tel: 101. Crime nbr: ME4390356-14.

It was **agreed** to replace the dog bin with a plastic litter bin (that can also be used for dog waste).

ACTION: Clerk to claim on our insurance and replace the dog bin with a plastic litter bin.

198/2013-14 VILLAGE HALL MEETING (Naomi Broomfield)

The Hall Management Committee held their first meeting of the year in January and were visited by the Drayton2020 working group, who outlined how the plan was suggesting a new 'community building' (though quite small) on the Manor Farm site, to give a new home to the Pre-school group as well as some other facilities. The present Hall is open to a substantial revamp or upgrade, so members of the various user groups were asked to make a 'wish-list' of all the changes they would like. A further meeting in February will try to itemise these hopes, and then some architectural help will be asked to see how they could be incorporated into and/or onto the Hall.

Janet Manning and David Perrow left at 8:54pm

199/2013-14 PUBLIC DEFIBRILLATOR (Laurence Zipson)

Laurence Zipson has applied for a defibrillator via The Community HeartBeat Trust's website www.communityheartbeat.org.uk/index.php. The trust will provide a £500 grant. Richard Webber has approved a £1,000.00 grant from his Councillor Community budget. Drayton Parish Council has approved a £500.00 grant. There is £500.00 outstanding to cover the overall cost of £2,500.00. It was **agreed** that the Deputy Clerk should contact Sunningwell Parish Council and ask for information regarding their public defibrillator.
ACTION: Deputy Clerk to contact Sunningwell Parish Council and ask for information regarding their public defibrillator.

200/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (Graham Webb)

(a) **Overgrown Hedges.** On 3rd February 2014, Graham Webb emailed a draft leaflet that can be posted through home owner's doors requesting that they trim their hedges. It was **agreed** to use this leaflet.

ACTION: Deputy Clerk to print and distribute leaflets.

(b) **Litter.** On 27th January 2014, Jennifer Pooley (Village Footpath Warden) emailed the Deputy Clerk

reporting on the amount of litter around the Village. Notably Lyford Close near to the entrance to the play area, the paths between the bungalows and Henleys Lane.

ACTION: Clerk to ask Steven Sadler (Village Caretaker) to increase the amount of time spent picking up litter.

(c) **Hedge next to the Village Hall.** It was **agreed** ask Steve Sadler (Village Caretaker) to give this hedge a light trim.

ACTION: Clerk to ask Steve Sadler to trim hedge.

Naomi Broomfield left the meeting at 9:02pm

201/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP (Vacant)

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

(b) **Membership.** It was **agreed** that Mark Jesson become a member of the L&GP Working Group.

ACTION: Deputy Clerk to update contact list.

202/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP (Laurence Zipson)

(a) **Managing the Village Notice Boards.** It was **noted** that two out of the three people responsible for managing the notice boards have left the Parish Council and that the notice boards are looking shabby. It was also **noted** that Steve Sadler (Village Caretaker) is about to replace the pin boards with new ones.

ACTION: All Councillors to research public exterior notice boards.

(b) **Village Festival.** The 28th July 2014 marks the Centenary of the outbreak of the First World War. St Peters Church, Drayton2020 and the Parish Council all need to collaborate to create a joint event.

ACTION: All Councillors to start thinking about the event.

203/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

(a) **Strategic Housing Market Assessment (SHMA)** is a way of assessing housing markets and housing need. It is a crucial part of the Local Plan evidence base and ensure that policies are developed with a full understanding of how housing markets operate. Richard Webber reported that the target number of new houses to be built in Drayton may increase.

(b) **OCC Budget.** Follows Central Government cut backs, OCC has been considered what services are most important. Children centres look like they will be saved, but free bus travel may be cut.

204/2013-14 PLANNING COMMITTEE BUSINESS (Richard Webber)

Ref	ADDRESS	DETAILS	PARISH	VWHDC
P13/V24 48/HH	1 High Street Drayton OX14 4JL	Replacement of the existing garage flat roof with a tiled pitched roof	None	Planning Perm 6 th Jan
P13/V25 41/FUL	7 Abingdon Road Drayton Abingdon Oxfordshire OX14 4JB	Retrospective application for change of use from C3 to C1	Supporter	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).	Objector (missed deadline)	Cert of Lawful Use or Dev 10 th Jan
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	Response (no objection)	PDH Agreed 22 nd Jan
P13/V26 82/HH	10 Gravel Lane Drayton OX14 4HY	Extensions and alterations including raising and replacement of door and provision of new dormers	Response (with comment)	Granted
P13/V23	Milton Road Sutton	Erection of 65 dwellings with associated	Pending	Pending

21/RM	Courtenay OX14 4BT	infrastructure. Application for approval of reserved matters comprising: layout, scale, appearance and landscaping.	(19 th Jan)	
P13/V27 03/HH	122 Whitehorns Way Drayton Abingdon OX14 4LQ	To replace a conservatory at the side of the property.	Pending (27 th Jan)	Pending
P13/V27 39/HH	16 High Street Drayton Abingdon OX14 4JL	Reconfiguration of floor layouts with associated alterations to external doors and fenestration; new verandah and pitched roof over former flat roof extension.	Pending (27 th Jan)	Pending
P14/V01 31/HH	17 Steventon Road Drayton Abingdon OX14 4JX	Demolition of existing garage. Erection of single storey rear and side extensions. (Re-submission of withdrawn application P13/V1831/HH)	Pending (14 th Feb)	Pending

(a) Planning Training. On 17th January 2014, Richard Webber emailed Martin Deans (VWHDC Planning) requesting training for members of the planning committee.

Laurence Zipson left at 9:34pm

205/2013-14 CORRESPONDENCE

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

(a) Flooding Down Sutton Wick Lane. It was **agreed** to send Peter Dela (South and Vale) a letter of thanks for stopping the flooding down Sutton Wick Lane.

ACTION: Deputy Clerk to draft and circulate thank you letter.

(b) Pedestrian Crossings. OCC are currently consulting on the proposed changes to the pedestrian crossings at the Drayton Road/Ock Street junction. This is required in order for the 159 houses to be built in South Abingdon, since installation of these two crossings was the traffic mitigation which the Planning Inspector made a pre-condition of the housing development. There are two changes proposed: installation of an extra pedestrian crossing on Ock Street, and re-positioning of the current crossing on Marcham Road, moving it away from the junction towards Tesco's. Comments should be emailed to:

Anthony.Kirkwood@Oxfordshire.gov.uk or sent to him at Oxfordshire County Council, Highways, Speedwell House. It was **agreed** that Drayton Parish Councillors should comment independently.

ACTION: Drayton Parish Councillors to comment.

206/2013-14 RESERVED BUSINESS

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

Land for Sale. It was **noted** that the land has clawback attached to the sale. It was **agreed** for David Mercer and David Perrow to view the Paddock.

ACTION: David Mercer and David Perrow to view the Paddock.

207/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

(a) Litter. It was **noted** that there is litter down Newman Lane and Sutton Wick Lane. A summer litter pick was suggested.

(b) Richard Webber suggested 'Do not speed' stickers for wheelie bins and welcome to Drayton leaflets.

208/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

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

The meeting concluded at 10:00pm

Signed:

Date: 3rd March 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council