



Drayton Parish Council

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



Present: Richard Williams (Chairman); Patricia Athawes; Richard Webber (arrived at 8:27pm); David Mercer (left at 9:52pm); Janet Manning; Mark Jesson (arrived at 8:02pm); Julian Fowler; Stuart Davenport (co-opted at 7:31pm and left at 9:46pm).

Not present: Naomi Broomfield (Vice Chairperson); Laurence Zipson; Graham Webb.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:36pm); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

209/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Richard Webber (late arrival); Naomi Broomfield; Laurence Zipson; Graham Webb and these were **noted**.

210/2013-14 PUBLIC PARTICIPATION

One member of the public was present.

Co-option (7:31pm). Stuart Davenport expressed an interest in joining the Parish Council and was co-opted onto the Parish Council.

Proposed: Richard Williams **Seconded:** Julian Fowler

Resolved Unanimously

ACTION: Deputy Clerk to update contacts list.

211/2013-14 DECLARATIONS OF INTEREST AND DISPENSATIONS

David Mercer and Stuart Davenport both declared an interest in agenda item **18(a) Land for Sale**.

There were no dispensations received in advance by the Clerk needed for consideration.

212/2013-14 MINUTES OF THE PREVIOUS MEETINGS

Minutes of the Meeting of the Parish Council held on 3rd February 2014 were **confirmed**. Richard Williams (Chairman) signed the Minutes as a correct record.

Proposed: Patricia Athawes **Seconded:** Janet Manning

Resolved Unanimously

One member of the public arrived at 7:33pm.

210/2013-14 PUBLIC PARTICIPATION (continued)

Paul Mayhew-Archer expressed an interest in the Local Plan 2031 Part 1 Strategic Sites and Policies.

213/2013-14 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) **Council's logo and signage** is due this week.

(b) **Hedge next to the Village Hall.** Steve Sadler (Village Caretaker) is unable to trim the hedge as the top of the hedge is too woody and full of bramble for his hedge trimmer. The Clerk had obtained quotations from Julian Cook and Lee Collins to trim the hedge. It was **resolved** to accept the cheaper quotation from Julian Cook.

Proposed: Janet Manning **Seconded:** Julian Fowler

Resolved Unanimously

ACTION: Clerk to ask Julian Cook to trim the hedge next to the Village Hall.

(c) **Planning Training.** On 17th February 2014, Adrian Duffield (VWHDC Planning) emailed the Deputy Clerk explaining that they are trying to pinpoint some viable date and time options and would get back in touch very shortly.

ACTION: Deputy Clerk to remind Adrian Duffield.

214/2013-14 DRAYTON2020 NEIGHBOURHOOD PLAN (Richard Williams)

During this item of business, Mark Jesson arrived at 8:02pm and Richard Webber arrived at 8:27pm.

Local Plan 2031 Part 1 Strategic Sites and Policies. The VWHDC is consulting on their updated Local Plan 2031 Part One proposals. The VWHDC's Local Plan is one of the key planning policy documents that will shape how the Vale grows and develops until 2031. The consultation started on 21st February and will end on 4th April 2014. See website - www.whitehorsedc.gov.uk/localplanpartone . The Parish Council **object** to the VWHDC's Local Plan proposals and feel it will undermine the Drayton2020 Local Plan. It was **agreed** that Richard Williams should respond to the consultation on behalf to the Parish Council. **ACTION:** Richard Williams to respond to the consultation on behalf to the Parish Council and draft an A5 poster to be displayed around the village. Clerk to issue press release and notify residents via the Drayton2020 mailing list.

215/2013-14 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	*£64.95	nil
LG (FP) A 1963 s5	Deputy Clerk's Expenses	*£38.55	nil
LGA (1972) s143	OALC Annual Membership	*£435.12	£72.52
LGA (1972) s143	ORCC Annual Membership	*£65.00	nil
LGA (1972) s114	RBS Rialtas – Cemeteries Software Annual Maintenance	*£204.00	£34.00
LGA 1972 s137 (4)	Trinity learning - s137 grant subject to approval	£200.00	nil
LGA 1972 s134 (4)	Drayton Village Hall hire (Drayton2020)	£40.25	nil
	Total payments this month	£2,197.36	£106.52
	Receipts		
	Burial fees		£100.00
	VAT Refund		£2,636.22
	Total Receipts last month		£2,736.22

(a) Bank Reconciliation for February 2014. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end February 2014 prior to the meeting. Current account £29,438.20; Deposit Account £19,527.39; Undrawn cheques £514,00; Unbanked payments £100.00.

Total funds = £49,737.64 excluding payments above

(b) 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, who also signed the cheques for the remaining (unstarred) payments.

(c) Review of Effectiveness of Audit Carried out for 2013-14 & Plans for 2014-15. On 27th February 2014, the Clerk circulated this document to the Finance Committee. It was **resolved** to accept this document.

Proposed: Richard Williams **Seconded:** Richard Webber **Resolved Unanimously**

ACTION: Naomi Broomfield to sign document.

(d) Grant Applications. The following grant application was discussed.

▪ **Trinity Learning.** On 3rd February 2014, Mrs Rosemary Perrow submitted a grant application to the sum of £200.00. It was **resolved** to authorise this payment.

Proposed: Julian Fowler

Seconded: Patricia Athawes

Resolved Unanimously

216/2013-14 ANNUAL PARISH ASSEMBLY

The Annual Parish Assembly will be held in the Village Hall on Monday 7th April 2014 at 7:00pm. Tea & coffee etc. will be provided and Drayton2020 will be asked to help with serving. Janet Manning offered to bake 50 muffins.

ACTION: Clerk to book Village Hall, advertise the event and ask Andrew Bax (Chairman, Drayton2020) to speak.

217/2013-14 LYFORD CLOSE PLAYGROUND

The VWHDC Recreation Department have advised the Parish Council that the Lyford Close play area, currently used sporadically as the BMX track, is really not fit for recreational use because of its size, shape, proximity to housing and remoteness from other facilities. The VWHDC Planning department have advised the Parish Council that the site may be suitable for housing. The Lyford Close playground was passed to Drayton Parish Council by the VWHDC with a covenant that it should only be used for recreational purposes.

It was **resolved** that the Parish Council should write to the VWHDC Economic Development and ask that the covenant be lifted.

Proposed: David Mercer

Seconded: Richard Webber

Resolved Unanimously

ACTION: Clerk to draft and circulate letter to ask that the covenant be lifted.

David Perrow left at 9:36pm

218/2013-14 THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

The Government has invited comments on the draft Openness of Local Government Bodies Draft Regulations 2014. This covers filming and the use of social media at council meetings and the recording of decisions taken by officers under delegated powers. Comments on the draft regulations to be sent to victoria.pymm@nalc.gov.uk by 10th March 2014.

219/2013-14 PUBLIC DEFIBRILLATOR

On 10th February, Vickie Joskow (Office Manager) from 'The Community Heartbeat Trust' emailed a 'Donation Receipt' requesting £2,020.00. A grant of £1,000.00 has been approved from Richard Webber's Councillor Community budget. It was **resolved** to cover the outstanding balance of £1,020.00 plus installation cost estimated at £150.00.

Proposed: Richard Williams

Seconded: Julian Fowler

Resolved 7 Yes and 1 No

ACTION: Clerk to procure defibrillator.

Stuart Davenport left at 9:46pm.

220/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (Graham Webb)

Graham Webb has sent his apologies and was unable to attend the meeting.

Trees on the Green – safety assessment after recent rains.

▪ On 2nd March 2014, Mr Mason telephoned the Clerk regarding safety concerns relating to the trees on the Green. Mr Mason is specifically concerned about the small leaved Lime which overhangs his house and garden which has a split trunk. It was **resolved** to survey all of the trees owned by the Parish Council and have a specific risk assessment carried out on any trees owned by the Parish Council which overhangs private property.

Proposed: Richard Webber

Seconded: Julian Fowler

Resolved Unanimously

ACTION: Clerk to talk to the VWHDC Trees Officer, and obtain quotations for a tree survey of all of the trees owned by the Parish Council. A specific risk assessment is to be carried out on all of the trees owned by the Parish Council which overhang private property.

▪ It was **noted** that there is a rotting and potentially dangerous tree along Henleys Lane, though this tree is on private land, it was **agreed** that Graham Webb should inspect it.

ACTION: Graham Webb to inspect rotting and potentially dangerous tree along Henleys Lane.

221/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP (Vacant)
Village Caretaker and Grass Contractors' Reports were received and **noted**.

222/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP (Laurence Zipson)
 Laurence Zipson has sent his apologies and was unable to attend the meeting.

223/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)
 Richard Webber's report was **noted**.

David Mercer left at 9:52pm.

224/2013-14 PLANNING COMMITTEE BUSINESS (Richard Webber)

Ref	ADDRESS	DETAILS	PARISH	VWHDC
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/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.	None	Pending
P13/V27 03/HH	122 Whitehorns Way Drayton Abingdon OX14 4LQ	To replace a conservatory at the side of the property.	None	Planning Permission on 3rd Feb
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.	Response – No Objection	Granted
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)	Response – No Objection	Pending
P14/V01 75/LB	The Old Pound 3 High Street Drayton OX14 4JL	Proposed repairs to four windows (2 side and 2 rear windows).	Response – No Objection	Pending
P14/V02 21/HH	8 Church Lane Drayton Abingdon OX14 4JS	Demolition of existing outbuilding. Erection of two-storey extension to rear (encompassing existing projection), attached Garage to South flank, covered way to North flank, enclosed Porch to front. Addition of roof windows to front and rear of existing roof.	Pending (12 th Mar)	Pending
P14/V02 96/FUL	3 Marcham Road Drayton Abingdon OX14 4JH	Erection of 1 x Semi-detached house and 2 x 1 bedroom maisonettes in a 2 storey block for Social Housing use.	Pending (10 th Mar)	Pending

225/2013-14 RESERVED BUSINESS

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

(a) **Land for Sale.** It was **resolved** to register an interest in the sale of this land.

Proposed: Richard Webber

Seconded: Janet Manning

Resolved Unanimously

ACTION: Clerk to register an interest with the seller of the land.

(b) **Access Agreement.** Drayton Parish Council owns the Allotments on Church Lane, and the land giving access to it. As part of an historic agreement made when the land was purchased by the Council, the owners of both 28 & 30 Church Lane rent part of the access land from the Council for their own use, including vehicular access to their properties.

▪ **Signing of the New Rental Agreement Deed.** It was **resolved** to authorise the Chairman to sign the new rental agreement deed giving the new owners of 30 Church Lane vehicular access to their property. Richard Williams signed the new rental agreement deed.

Proposed: Julian Fowler

Seconded: Janet Manning

Resolved Unanimously

▪ **Selling Some Land.** In the June 2013 Parish Council Meeting, the Council resolved to consider selling some land not required for any future access, if a highway engineer creates some maps/plans. It was **agreed** to let this go ahead as long as there is no cost to the Parish Council (inc Clerks/Deputy Clerks time). More information and drawings are required.

226/2013-14 CORRESPONDENCE

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

Grass Verge. On 20th February 2014, a member of the public emailed the Clerk regarding vehicles that park half on the road and half on the grass verge. The person would rather vehicles park just on the road as this would slow cars down, as well as keeping the grass areas tidy. The Parish Council is aware of the problem, partially along Hilliat Fields and Whitehorns Way. Unfortunately, the Parish Council does not have the power to enforce parking restrictions.

ACTION: Deputy Clerk to respond to the member of the public.

227/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

There were **no** items to be **noted**.

228/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

(a) **The Date of the Annual Parish Council Meeting** was confirmed as **Monday 7th April 2014, at 7:00pm**, to be held in the Village Hall, Lockway, Drayton.

(b) **The Date of the next Parish Council Meeting** was confirmed as **Monday 7th April 2014, at 7:30pm**, to be held in the Village Hall, Lockway, Drayton.

The meeting concluded at 10:22pm

Signed:

Date: 7th April 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council