



# Drayton Parish Council

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**Minutes of the Meeting of Drayton Parish Council,  
Held on Monday 7<sup>th</sup> April 2014 at 7:30pm  
At the Village Hall, Lockway, Drayton, OX14 4LF.**



**Present:** Richard Williams (Chairman); Naomi Broomfield (Vice Chairperson); Laurence Zipson; Graham Webb; Patricia Athawes; Richard Webber (arrived at 8:54pm); David Mercer; Janet Manning; Mark Jesson; Julian Fowler; Stuart Davenport.

**Not present:** All Councillors were present.

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

**The meeting started at 8:30pm following on from the Annual Parish Assembly.**

## **001/2014-15 APOLOGIES FOR ABSENCE**

Apologies had been received from Richard Webber (late arrival) and this was **noted**.

## **002/2014-15 PUBLIC PARTICIPATION**

One member of the public was present.

## **003/2014-15 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.

## **004/2014-15 MINUTES OF THE PREVIOUS MEETINGS**

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

**Proposed:** David Mercer

**Seconded:** Janet Manning

**Resolved Unanimously**

## **005/2014-15 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** have arrived and the bus shelters have been customised.

**ACTION:** Deputy Clerk to customise litter bins and notice boards within Drayton.

**(b) Hilliat Fields Stolen Dog Bin** has been replaced by the VWHDC at their expense. Clerk had notified our insurance company that the claim for the stolen dog bin would not now be pursued.

**(c) Rotting Tree.** Graham Webb inspected the rotting and potentially dangerous tree along Henleys Lane, which is on private land, had been attended to by the landowner and he does not consider it to be dangerous as most of the branches have now been removed. It was **agreed** to submit an article for the Chronicle advertising the danger of rotting trees to landowners.

**ACTION:** Graham Webb to submit an article to the Chronicle advertising the danger of rotting trees.

**(d) Planning Training.** On 4<sup>th</sup> March 2014, the Deputy Clerk sent another email to Adrian Duffield (VWHDC Planning) requesting planning training for the Planning Committee but has **not** received a response. It was **agreed** to arrange planning training via the Oxfordshire Association of Local Councils (OALC).

**ACTION:** Clerk to arrange planning training for the Planning Committee via OALC.

## **006/2014-15 FINANCE/ADMIN COMMITTEE BUSINESS (Naomi Broomfield)**

	<b>Payments</b>	<b>Invoice Amount</b>	<b>Incl. VAT</b>
Open Spaces Act 1906 s10	Village Caretaker	*£250.00	nil

LGA (1972) s112	Clerk's Salary PC: Drayton2020:	*£420.53	nil
LGA (1972) s112	Deputy Clerk's Salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI PC: Drayton2020:	*£179.80	nil
LG (FP) A 1963 s5	Clerk's Expenses	*£296.64	£45.00
Open Spaces Act 1906 s10	Julian Cook – for cutting the Village Hall hedge	*£140.00	nil
LGA (1972) s111	OALC – Chairmanship training (15 <sup>th</sup> Oct 2014 – Richard Willaims)	*£78.00	£13.00
LGA (1972) s111	OALC – Planning Training (10 <sup>th</sup> July 2014 – Laurence Zipson)	*£42.00	*£7.00
LGA (1972) s137	Community Heartbeat – defibrillator (Note: OCC Grant of £1,000 for defibrillator)	*£2,020.00	nil
LGA 1972 s.142	Scorpion Signs – logo design, printing and supply, including supply & fit to bus shelter	*£116.40	£19.40
LGA (1972) s114	Microshade – Quarterly Hosting/backup/security (Accounts/Cemetery software) & supply MS Office	*£158.40	£26.40
LGA 1972 s.142	Adams Habermehl – design work/meetings for Drayton2020	*£437.94	£72.99
Litter Act 1983 s5(2)	VWHDC Emptying 8 dog bins, July-Sept 2013 <b>DIRECT DEBIT</b>	*£97.60	£16.27
Smallholdings & Allotments Act 1908 s26	Thames Water – Cemetery & Allotment Water Services Dec 2013 – March 2014 <b>DIRECT DEBIT</b>	*£8.83	nil
LGA 1972 s134 (4)	Caudwell Day Centre – Room Hire Jan-Feb-March (£40 PC/£60 Drayton2020)	£100.00	nil
SI 2003/533 s4	Arrow Accounting – 2013-14 Audit Fee	£229.64	nil
LGA 1972 s.142	Drayton Chronicle – 2 adverts	£24.00	nil
LGA 1972 s.133	Graeme Jones – Architect design for Drayton2020 (Community Building)	£481.08	£80.18
LGA 1972 s.133	Graeme Jones – Architect design for Drayton2020 (Village Hall refurbishment)	£485.40	£80.90
LGA 1972 s137 (4)	South & Vale Carers Centre - s137 grant subject to approval	£375.00	nil
	<b>Total payments this month</b>	<b>£6,240.42</b>	<b>£361.14</b>
	<b>Receipts</b>		
	Burial fees		£100.00
	Oxford County Council – Defibrillator Grant		£1,000.00
	<b>Total Receipts last month</b>		<b>£1,100.00</b>

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

Current account £29,567.14; Deposit Account £19,527.39; Unbanked cheques £0.00; Unbanked payments £0.00. **Total funds = £48,550.28 excluding payments above.**

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

▪ **South & Vale Carers Centre.** On 8<sup>th</sup> March 2014, John Tabor submitted a grant application to the sum of £375.00. The Finance and Personnel Committee **agreed** to authorise this payment.

(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 Julian Fowler, who also signed the cheques for the remaining (unstarred) payments. The Clerk reported that subsequent to the receipts reported above VWHDC had paid the 1<sup>st</sup> half precept (£20,000) and a further £1,950 grant relating to the housing support adjustment, on 1<sup>st</sup> April. He recommended that with a current account balance of around £50k the Finance Committee consider transferring some funds to the NS&I Deposit Account at its meeting in May.

**(d) Unity Trust Bank.** To approve the Clerk's registration for telephone banking and authorise signatories to the application form. It was **resolved** to approve the Clerk's registration for telephone banking but **not** to authorise transfers between accounts using telephone banking (though there is only one account at present)  
**Proposed:** Naomi Broomfield                      **Seconded:** Richard Williams                      **Resolved Unanimously**  
**ACTION:** Clerk to submit the signed form to Unity Trust to register the Clerk only for telephone banking, without authority to transfer between accounts.

#### **007/2014-15 DRAYTON2020 NEIGHBOURHOOD PLAN** (Richard Williams)

**(a) Drayton 2020 Steering Group Meeting.** On 21<sup>st</sup> March 2014, 34 members of the public were present, mainly representing the Abingdon Road residents adjacent to the proposed Barrow Road housing site. The residents have a number of concerns with the current proposal.

**(b) Petition from residents of Abingdon/Barrow Road.** The Parish Council **received** a petition from the residents of Abingdon/Barrow Road with 36 signatures. The residents have concerns with site priority, site layout, timing, traffic & safety and motive. The Drayton2020 Steering Group will take account of the points made in the petition in the next revision of the NDP Consultation copy.

**Richard Webber arrived at 8:54pm.**

**(c) Local Plan 2031 Part 1 Strategic Sites and Policies.** On 11<sup>th</sup> March 2014, the VWHDC Planning Department held an exhibition and public meeting in the Guild Hall, Abingdon, to discuss where they plan to put thousands of new homes around the Vale. Richard Williams has responded on behalf of the Parish Council with a number of objections to the revised Local Plan. As a result of the revised Local Plan and further advice from VWHDC, it had been decided to revise the Drayton2020 Consultation copy in April and to submit it to a second 6 week community consultation in May/June. This meant that the referendum will now be delayed until Sept/Oct. It was also planned to invite the 3 landowners/developers of the main sites to mount a joint public exhibition in the Village Hall towards the end of June, so that residents could hear more about their proposals.

#### **008/2014-15 VILLAGE HALL MANAGEMENT MEETING** (Naomi Broomfield)

**(a) New Paint.** The Village Hall has just been repainted.

**(b) Defibrillator.** The Management Committee agreed to have the public defibrillator installed on the exterior wall of the Village Hall.

**(c) Refurbishment.** Draft plans for how the Village Hall might be upgraded in a couple of year's time were discussed. The refurbishment would cost circa £600,000.00 - £700,000.00.

#### **009/2014-15 PUBLIC DEFIBRILLATOR** (Laurence Zipson)

Laurence Zipson has the defibrillator in his possession.

**ACTION:** Laurence Zipson to obtain a quotation for the installation and arrange training via the 'The Community Heartbeat Trust'. The training/official unveiling could take place on a Friday night to coincide with developer's exhibition on the Friday/Saturday towards the end of June.

#### **010/2014-15 VWHDC COMMUNITY GOVERNANCE REVIEW**

Section 79 of the Local Government and Public Involvement in Health Act 2007 allows the District Council to undertake a community governance review (CGR) of the whole or part of its area. VWHDC Council agreed to undertake a CGR in July 2013. It published terms of reference in November 2013, undertook an initial consultation until 31<sup>st</sup> January 2014 and agreed draft proposals for consultation at its meeting on 19<sup>th</sup> February 2014. The VWHDC is now undertaking the second consultation period of the review process on its draft proposals and residents and interested organisations are therefore asked to give their views on the proposals. The VWHDC agreed to extend the consultation period until 31<sup>st</sup> May 2014 to allow more time for respondents and give more time to analyse the responses and make final recommendations, which will come to Council at its meeting in July. The deadline for submissions is 31<sup>st</sup> May 2014. Comments should be via email to [cgr@southandvale.gov.uk](mailto:cgr@southandvale.gov.uk). It was **agreed** for Richard Webber to respond and for the Clerk to repeat the Parish Councils previous comments.

**ACTION:** Richard Webber and Clerk to respond. No changes to the Parish Boundary and no change in the number of Parish Councillors.

**011/2014-15 RIGHTS OF WAY & CONSERVATION WORKING GROUP** (Graham Webb)

**Drayton2020 Footpath Improvements** will start this year in the summer to re-establish the Millennium Green footpaths and refurbish surface material. Volunteers will be required.

**ACTION:** Graham Webb and Clerk to take a look to specify the work needed. Millennium Green Trust to be approached by the Clerk to seek permission.

**012/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP** (Vacant)

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

(b) **Administration Issues with Recent Burial.** A local undertaker did not follow the correct protocol and procedure in administering a recent burial. The Clerk spent approximately 10 hours correcting the matter. It was **Resolved** to write a letter of complaint to the local undertaker and make a charge of £100.00 to recoup the costs of the extra work by the Clerk.

**Proposed:** Naomi Broomfield

**Seconded:** Julian Fowler

**Resolved Unanimously**

**ACTION:** Clerk to write a letter of complaint to the local undertaker and collect a charge of £100.00 for the extra work.

(c) **Grass Verge, Sutton Wick/Casa Mia.** On 6<sup>th</sup> April 2014, Andrew Beacroft emailed the Clerk requesting that the Parish Council cut this grass annually in June. The Parish Council is aware that the grass verge is weedy and untidy. The Parish Council would like wild flowers to be planted in this area but a barrier may need to be erected first to stop cars parking on the verge.

**ACTION:** Clerk to discuss the matter with Andrew Beacroft.

**013/2014-15 PRESS & PUBLIC RELATIONS WORKING GROUP** (Laurence Zipson)

(a) **Village Festival.** It was agreed that the idea of a Village Festival should be postponed until 2015. Instead Drayton2020 will arrange the Developers' exhibition at the end June on a Friday (evening) and Saturday (day time), in association with the Defibrillator opening and training, The Clerk will check with DAMASCUS/Football Club if they wanted to do an outdoor BBQ/event alongside. It was suggested that St Peters Church might also be invited to take part.

**ACTION:** Clerk to book the Village Hall at end June and to approach Gary Hibbins for DAMASCUS/Football Club about the idea of a BBQ. Laurence Zipson to start planning the defibrillator training event and confirm date to Clerk.

(b) **Facebook and Twitter.** On 18<sup>th</sup> March 2014, Christine Lalley (OALC, County Officer) emailed the Clerk asking if the Parish Council would like a Twitter or Facebook account. It was agreed not to proceed with this suggestion.

**014/2014-15 PARKING ISSUE ALONG CRABTREE LANE** (Richard Webber)

On 11<sup>th</sup> March 2014, Amy Crowweller emailed Richard Webber requesting advice on parking issues along Crabtree Lane. Many residents of Crabtree Lane do not have driveways, and therefore rely on on-street parking. However, there are painted restrictions (sometimes inconsistent) on the road, which limit where residents can park. There is a long stretch of double-yellow lines at the top of the road, where it meets the Abingdon Road, where many people are forced to park due to the scarcity of other parking spaces. In recent years, the number of cars has increased significantly and it has become increasingly difficult to park. Amy requested a review of the parking restrictions.

**ACTION:** Richard Webber to investigate whether some of the parking restrictions can be removed.

**015/2014-15 PLANTING TREES** (Richard Webber)

On 11<sup>th</sup> March 2014, Richard Webber emailed the Clerk with details regarding the Woodland Trust's tree/woodland/forest planting initiative for all across the country to commemorate the WW1 outbreak.

Richard would like the Parish Council, St Peters Church and Village residents to organise themselves to plant a small piece of future woodland with in Drayton that might be called "Mott Wood" after our VC hero and have a commemorative outdoor service by the new wood side.

**ACTION:** Richard Webber to discuss the matter with Drayton2020.

**016/2014-15 NEWS FROM COUNTY & DISTRICT COUNCILLOR** (Richard Webber)

Richard Webber's report was noted.

**017/2014-15 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	Withdrawn
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
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	Planning Permission 18 <sup>th</sup> Mar
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	Listed Building Consent 18 <sup>th</sup> Mar
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.	Response – No Objection	Planning Permission 31 <sup>st</sup> Mar
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.	Response - 4 parking spaces are too few...	Pending
P14/V04 32/HH	6 Corneville Road Drayton OX14 4HN	Removal of existing roof construction, single storey extension to front and rear of property, new roof construction with 2 dormers and velux roof lights, erection of new front porch. .	Response – No Objection	Pending
P14/V03 27/HH	22 Binning Close Drayton Abingdon OX14 4LN	First floor and ground floor rear extensions and loft conversion within permitted development	Response – No Objection	Pending
P14/V00 54/HH	23 Binning Close Drayton OX14 4LN	Erection of a single storey rear extension with replacement dormer windows to the	Response – No	Pending

		west elevation.	Objection	
P14/V05 36/HH	6 Greenacres Drayton Abingdon OX14 4JU	Single storey rear extension.	Pending (15 <sup>th</sup> Apr)	Pending
P14/V05 55/HH	The Old Barn 14 The Green Drayton Abingdon OX14 4HZ	Two storey side extension to provide a dining room and bedroom	Pending (18 <sup>th</sup> Apr)	Pending

**New Gates, Caudwell Day Centre Car Park.** It was **noted** that new gates have been erected at the west end of the Caudwell Day Centre car park and that the Caudwell Day Centre have lost some of its parking spaces across the entrance area. It was **agreed** that the Parish Council should write to the Sovereign Housing Association (who owns the Caudwell Day Centre car park) and raise the matter.

**ACTION:** Clerk to write to the Sovereign Housing Association and raise the matter.

### 018/2014-15 CORRESPONDENCE

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

### 019/2013-14 RESERVED BUSINESS

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

**Land for Sale.** David Mercer and Stuart Davenport had both already withdrawn their interest in this item of business. The matter was discussed and it was **resolved** to proceed with the acquisition of this land. The Clerk would first speak to the Parish Council's solicitor to establish the possible legal costs

**Proposed:** Laurence Zipson                      **Seconded:** Graham Webb                      **Resolved Unanimously**

**ACTION:** Clerk to discuss the matter with the Parish Council solicitor, and subject to additional costs not being excessive, to make the agreed offer on the land.

### 020/2014-15 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

**Roles & Responsibilities Training Course.** Patricia Athawes is unable to attend the Roles & Responsibilities Training Course that will be held on 3<sup>rd</sup> September 2014 at Didcot Civic Hall. Mark Jesson may be able to take Patricia's place.

**ACTION:** Mark Jesson to confirm availability, Clerk to change the names.

### 021/2014-15 THE DATE OF THE NEXT PARISH COUNCIL MEETING

(a) **The Date of the next Finance and Personnel Committee Meeting** was confirmed as Monday 12<sup>th</sup> May 2014, at 7:00pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton

(b) **The Date of the next Parish Council Meeting** was confirmed as Monday 12<sup>th</sup> May 2014, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton

### The meeting concluded at 10:15pm

**Signed:**

**Date:** 12<sup>th</sup> May 2014

**Name:** Richard Williams

**Role:** Chairman, Drayton Parish Council