



Drayton Parish Council

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Minutes of the Annual Meeting of Drayton Parish Council,

Held on Monday 12th May 2014 at 7:30pm

At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF.



Present: Richard Williams (Chairman); Laurence Zipson (Vice Chairman); Naomi Broomfield; Graham Webb; Patricia Athawes; David Mercer (arrived at 7:33pm); Janet Manning; Mark Jesson.

Not present: Richard Webber; Julian Fowler; Stuart Davenport.

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

022/2014-15 Election of Chairperson for the year 2014-15.

Richard Williams indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman.

Resolved: that Richard Williams be re-elected Chairman of the Parish Council for 2014-15.

Proposed: Mark Jesson

Seconded: Patricia Athawes

Resolved: Unanimously

Richard Williams signed his Declaration of Acceptance of Office as Chairman for 2014-15.

David Mercer (arrived at 7:33pm).

023/2014-15 Election of Vice-Chairperson for the year 2014-15.

Naomi Broomfield indicated that she was **not** willing to continue as Vice-Chairperson. Laurence Zipson indicated that he was willing to stand as Vice-Chairperson. No other Councillor wished to stand as Vice-Chairperson.

Resolved: that Laurence Zipson be elected Vice-Chairman of the Parish Council for 2014-15.

Proposed: Patricia Athawes

Seconded: Mark Jesson

Resolved: Unanimously

024/2014-15 Appointment of Committees/Representatives for 2014-15.

Agreed: that Laurence Zipson is appointed onto the Leisure & General Purposes Working Group.

Resolved: that Naomi Broomfield is to continue as Chairperson for the Finance and Personnel Committee for 2014-15.

Proposed: Laurence Zipson

Seconded: Mark Jesson

Resolved: Unanimously

Resolved: that the rest of the Committee and Working Group members stay the same for 2014-15.

Proposed: Naomi Broomfield

Seconded: Laurence Zipson

Resolved: Unanimously

025/2014-15 Apologies for Absence.

Apologies for absence had been received from Richard Webber; Julian Fowler and they were **noted**.

026/2014-15 Public Participation.

Three members of the public were present.

(a) Flash Flooding along the B4017. Daniel Scharf reported on flash flooding along the B4017 between Drayton and Abingdon.

ACTION: Deputy Clerk to report the matter to OCC highways.

(b) X1 and X2 bus timetable will change later this year.

(c) Winslow Local Plan. Further to consideration by Mr Nigel McGurk, the Independent Examiner for the Winslow Neighbourhood Plan, a Public Hearing day has been rescheduled. This is in light of the recent published National Planning Practice Guidance (NPPG) which confirms Neighbourhood Plan examinations to be 'light touch' in terms of meeting the Basic Conditions and that a Neighbourhood Plan can be developed before or at the same time as the local planning authority is producing its Local Plan.

(d) New Gates, Caudwell Day Centre Car Park. Christopher Roberts and Melvyn Beesley are residents of Caudwell Close and have concerns over the new gates that have been erected at the west end of the Caudwell Day Centre car park. The Caudwell Day Centre has lost some of its car parking spaces across the entrance area and this will exacerbate the car parking issues. The Clerk has already written to Sovereign Housing Association raising the matter. It was also **noted** that the planning application P14/V0404/HH was only sent to the resident of number 1 Caudwell Close and that there is a discrepancy between the position of the newly build house and the position shown on the planning application.

ACTION: Deputy Clerk to draft and circulate a letter to be sent to the VWHDC planning department.

027/2014-15 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.

024/2014-15 Appointment of Committees/Representatives for 2014-15 (continued).

Agreed: that Patricia Athawes is appointed Drayton Community Primary School Representative.

COMMITTEES

Finance & Personnel: Naomi Broomfield (Chairman); Julian Fowler; Richard Williams; Laurence Zipson; Pat Athawes
Planning: Richard Webber (Chairman); Pat Athawes; Janet Manning; Richard Williams; Laurence Zipson

WORKING GROUPS

Leisure & General Purposes: Richard Williams (Chairman); Naomi Broomfield; Richard Webber; Mark Jesson; Laurence Zipson
Press & Public Relations: Laurence Zipson (Chairman); Julian Fowler; Richard Williams
Rights of Way & Conservation: Graham Webb (Chairman); Naomi Broomfield; Richard Williams; Janet Manning; Mark Jesson

REPRESENTATIVES

Mrs Camilla King Drayton Almshouses
Daniel Scharf Public Transport Liaison
Richard Webber Drayton Hall & Recreation Ground Management Committee
Mrs Camilla King Drayton Charities (nominated Trustee)
Mrs M Watts Drayton Charities (nominated Trustee)
Richard Williams Drayton Chronicle contributor
Naomi Broomfield Millennium Green Trust (nominated Trustee)
Naomi Broomfield DAMASCUS Project
Richard Webber Neighbourhood Action Group (NAG)
Jenny Pooley Footpath Warden
Simon Murray & Robin Wood Speedwatch Volunteers
Patricia Athawes Drayton Community Primary School Rep

WARDENS

Allotment Tim Atkins and Stan Hignell
Footpath Jenny Pooley

028/2014-15 Standing Orders and Terms of Reference. The existing Standing Orders and Financial Regulations 2013-14 had been circulated to Councillors previously with the papers for the meeting.

Resolved: That the 2013-14 Standing Orders and Financial Regulations be re-adopted for Drayton Parish Council for 2014-15.

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

029/2014-15 Minutes of the Previous Parish Council Meeting held on 7th April 2014 were **confirmed**.

Richard Williams (Chairman) signed the minutes as a correct record.

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

030/2014-15 Action Checklist from the Previous Meeting.

The Action checklist from the last meeting was **noted** and the points below were provided as additional information:

(a) Trees on the Green, safety assessment after recent rains. On 10th May 2014, high winds brought down a large branch from one of the horse chestnuts trees on the Green and it narrowly missed the bus shelter. On 13th May 2014, the Clerk will be meeting a representative from the Jenks Group (arboricultural contractor) to obtain a quotation for a tree survey of all of the trees owned by the Parish Council and have a specific risk assessment carried out on all of the trees owned by the Parish Council which overhang private property.

(b) Public Defibrillator. Laurence Zipson has obtained and submitted a quotation for the installation of the defibrillator to the sum of £198.00. Laurence has also arranged two, one hour training sessions via the 'The Community Heartbeat Trust' to be held on the evening of 27th June 2014 in the village hall. The official unveiling will also take place on the 27th June 2014 to coincide with the developer's exhibition.

ACTION: Clerk to submit an advert for Chronicle.

031/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Incl. VAT
Open Spaces Act 1906 s10	Village Caretaker	*£552.19	£10.79
Open Spaces Act 1906 s10	Lee Collins – April 2013 Grass Cutting Invoice	*£590.00	nil
LGA (1972) s112	Clerk's Salary PC: £198.09 Drayton2020: £222.44	*£420.53	nil
LGA (1972) s112	Deputy Clerk's Salary	*£299.36	nil
LGA (1972) s111	HM R&C Tax and NI PC: £123.06 Dray2020: £56.54	*£179.60	nil
LG (FP) A 1963 s5	Clerk's Expenses	*£170.39	£24.80
LG (FP) A 1963 s5	Deputy Clerk's Expenses (travel)	*£5.85	nil
LGA (1972) s114	Rialtas Alpha Accounts Software Annual Maintenance Fee	£130.80	£21.80
LGA 1972 s111	Insurance Premium 2014-15	*£805.46	nil
LG (FP) A 1963 s5	Chairman's expenses (book + postage)	£13.14	nil
LGA (1972) s143	LCR Magazine – 2014-15 Subscription	£17.00	nil
	Total payments this month	£3,184.31	£57.39
	Receipts		
	Burial fees		£680.00
	VWHDC 1 st Half Precept		£20,000.00
	VWHDC Grant (Council Tax Reduction Scheme)		£1,950.00
	Total Receipts last month		£22,630.00

(a) Bank Reconciliation for April 2014. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end April 2014. Current account £45,660.34; Deposit Account £19,527.39; Unbanked cheques £138.00; Unbanked payments £310.00.

Total funds = £65,359.73 excluding payments above.

(b) Grant Applications. None.

(c) Lost Cheque. Janet Manning has lost the cheque granted to her on 3rd February 2014 to the sum of £14.00 for Drayton2020 catering. It was **agreed** to present Janet with a new cheque with a pledge that she would destroy the old cheque, if found.

(d) 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. Naomi Broomfield and Graham Webb signed the cheques for the remaining (unstarred) payments.

(e) End of Year Accounts:

(i) To receive, accept and sign off the Annual Accounts 2013-14. The accounts for 2013-14 had been reviewed with the Clerk by the Finance and Personnel Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting.

Resolved that the Accounts for 2013-14 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts.

Proposed: Naomi Broomfield **Seconded:** Richard Williams **Resolved: Unanimously**

(ii) To sign the Annual Return 2013-14 for the External Audit. Similarly, the Annual Return and Variance Report for 2013-14 had been reviewed with the Clerk by Naomi Broomfield, as Chairman of the Finance and Personnel Committee, and copies of Section 1 with the annual figures had been circulated to all Councillors prior to the meeting.

Resolved that the Annual Return and Variance Report for 2013-14 be accepted as a true and accurate record, and the Chairman and Clerk be asked to sign the return on behalf of the Council.

Proposed: Naomi Broomfield **Seconded:** Richard Williams **Resolved: Unanimously**

(iii) To receive the Internal Auditors Report 2013-14. The Internal Auditor's Report had not yet been received, and would be presented to a later meeting.

(f) To approve the Annual Governance Statement, section 2 of the Annual Return.

Resolved that the Annual Governance Statement, section 2 of the Annual Return be accepted as a true and accurate record.

Proposed: Naomi Broomfield **Seconded:** Graham Webb **Resolved: Unanimously**

(g) Unity Bank online signatories/approvers. Form to approve/sign, to add Pat Athawes and Graham Webb as online signatories to the Unity Trust Bank Account

Proposed: Naomi Broomfield **Seconded:** David Mercer **Resolved: Unanimously**

Naomi Broomfield and Richard Williams signed document on behalf of the Council.

ACTION: Julian Fowler to sign document.

032/2014-15 DRAYTON2020 NEIGHBOURHOOD PLAN (Richard Williams).

(a) Drayton 2020 Steering Group Meeting was held on 2nd May 2014 and 5 members of the public were present, representing interests in both the South of High Street site and the Barrow Road site.

(b) Exhibition 27th and 28th June. The Village Hall has been booked for both days.

033/2014-15 Public Defibrillator (Laurence Zipson).

This item of business was discussed earlier in the meeting under 030/2014-15 Action Checklist from the Last Meeting.

034/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

(a) Millennium Green footpath improvement/restoration. On 11th May 2014, Graham Webb and the Clerk inspected the Millennium Green footpaths and discuss the possibility of improvement/restoration of the footpaths. The footpaths should be 2m wide and wheelchair friendly. It was **agreed** that the Clerk should consult Mike Habermehl, to advise on the specification and costing used in 2000.

ACTION: Clerk to consult Mike Habermehl, to advise on specification and costing.

(b) Sutton Wick/Casa Mia Annual Grass Cut, Wild Flower area. It was **agreed** to pursue this project and sow wild flower seeds in this area. It was **noted** that vehicles park on this grass area and this would need to be addressed by installing posts with chains before any wild flower planting is executed.

ACTION: Clerk to write a letter to the owner of the outworn ambulance asking them to remove it, and acquire quotation for the installation of posts/fencing to act as a barrier to stop cars parking on the verge.

(c) FP18. Laurence Zipson reported that this footpath has not been restored after ploughing. Public footpaths must be re-instated within 14 days of initial ploughing and within 24 hours of harrowing (2nd ploughing) by rolling.

ACTION: Deputy Clerk to photograph footpath and then ask the landowner to restore the footpath properly and promptly.

(d) FP21. Laurence Zipson reported that this footpath is getting overgrown.

ACTION: Deputy Clerk to photograph footpath and then apprise Mark Sumner (OCC Countryside Officer).

(e) Overgrown Hedges. It was **noted** that there are a number of overgrown hedges that are obstructing footpaths within Drayton, partially along the High Street.

ACTION: Deputy Clerk and Graham Webb to walk around the village with leaflets that can be posted through home owner's doors requesting that they trim their hedges.

(f) BW3. Naomi Broomfield reported that BW3 has disappeared.

ACTION: Naomi Broomfield to look for missing bridleway.

035/2013-14 Leisure & General Purposes Working Group (Richard Williams).

(a) **Village Caretaker and Grass Contractors' Reports** were received and **noted**. It was also **noted** that Steven Sadler has done an excellent job painting the gates to St Peters Church with sadolin.

(b) **Burial Ground Grass Cut.** On 16th April, Robin Butler sent an email to the Clerk with a complaint regarding the recent grass cut of the burial ground. The Clerk has notified Lee Collins (grass cutting contractor).

(c) **Review charge for kerbstones around ashes plots.** It was **resolved** not to allow kerbstones around ashes plots.

Proposed: Richard Williams

Seconded: Laurence Zipson

Resolved: 7 Yes - 1 No

(d) **Consider draft of a new Monuments Application form.** It was **agreed** to utilize the new Monuments Application form.

036/2014-15 Press & Public Relations Working Group (Laurence Zipson).

Village Fun Day. The Football Club and DAMASCUS have both been invited hold a Village Fun Day on 27th and/or 28th June to coincide with the developer's exhibition.

037/2014-15 News from District & County Councillor (Richard Webber).

Richard Webber was unable to attend the meeting.

038/2014-15 PLANNING COMMITTEE BUSINESS (Richard Webber).

Richard Webber was unable to attend the meeting.

Graham Webb declared an interest in Planning Application P14/V0221/HH.

Ref	Address	Details	Parish	VWHDC
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	Reserved Matters - Approval 26th 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 Object	Planning Permission 28 th Apr
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 Object	Planning Permission 28 th Apr
P14/V00 54/HH	23 Binning Close Drayton OX14 4LN	Erection of a single storey rear extension with replacement dormer windows to the west elevation.	Response No Object	Planning Permission 10 th Apr
P14/V05 36/HH	6 Greenacres Drayton Abingdon OX14 4JU	Single storey rear extension.	Response No Object	Granted
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	Response No Object Comment	Pending
P14/V02 96/FUL	Land Adjacent To 3 Marcham Road	Amendment - Erection of 1 x Semi-detached house and 2 x 1 bedroom	Noted	Pending

	Drayton Abingdon OX14 4JH	maisonettes in a 2 storey block for Social Housing use.		
P14/V07 34/SCR	Land to the west and north of Drayton Copse North of Hanney Road Drayton OX13 6BE	EIA Screening opinion request for a proposed photovoltaic solar farm of 91ha (225 acres) area on land north and west of Drayton Copse	Pending	EIA required on 2 nd May
P14/V07 96/HH	30 Church Lane Drayton Abingdon OX14 4JS	Proposed pitched roof to two existing dormer windows, external alterations and cladding.	Response No Object	Pending
P14/V06 68/SCR	Land to the north and West of Drayton Copse North of Hanney Road Drayton	EIA Screening opinion request for a proposed photovoltaic solar farm of 91ha (226 acres) area on land north and west of Drayton Copse	Pending	EIA required on 2 nd May
P14/V04 04/HH	58 Whitehorns Way Drayton Abingdon OX14 4LJ	First floor side extension to provide new bedroom & shower room. New mono pitch roof to existing flat roof section of rear single storey ext.	Pending 21 st May	Pending

(a) S106 Contribution. The government is seeking views on exempting small housing schemes from S106 affordable housing requirements. The Department for Communities and Local Government is canvassing opinion on proposals to introduce a 10 unit threshold for S106 affordable housing contributions. It is seeking views on the idea as part of the government's "Planning Performance and Planning Contributions" consultation. The consultation finished on 4th May 2014.

(b) Planning application circulation. It was **agreed** keep the current modus operandi for circulating planning applications.

039/2014-15 Correspondence.

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

(a) Beech hedge on Green. On 11th May 2014, a member of the public emailed the Clerk regarding a new beech hedge that has been planted near to the wall of The Stable Barn on the Green and is concerned that the old wall behind the new hedge will be demolished once the new hedge is established. The Parish Council does **not** own the land where the new beech hedge has been planted.

ACTION: Clerk to clarify land ownership and respond to the member of the public. David Mercer to speak to home owner.

(b) Oxfordshire SHMA & Vale Local Plan. This meeting will bring together community representatives from those villages and towns in the Vale most affected by the recently published Oxfordshire Strategic Housing Market Assessment (SHMA) and the proposals in the Vale Local Plan. The objective of the meeting is two-fold; to share information, expertise and support; but also to discuss strategy, so that our respective campaign efforts can be coordinated and be more effective. The meeting will be held on 21st May.

ACTION: Clerk to offer places to the members of Drayton2020.

(c) Summer Town and Parish Forum. Cllr Matthew Barber (Leader of the VWHDC), has officially invited two representatives to attend the Summer Town and Parish Forum at Abingdon Guildhall on 17th June 2014.

ACTION: Richard Williams to attend and represent Drayton Parish Council.

At this point in the meeting, Daniel Scharf was presented with the book 'How to Make a Human Being: A Body of Evidence' by Christopher Potter as a thank you for his ten years' service on the Parish Council.

040/2013-14 Reserved Business.

No members of the public or press were present, so no resolution to exclude was necessary.

Land for Sale. The Parish Council's offer has been rejected by the seller. It was **agreed** to keep the offer on the table and also search for alternative land to purchase to be used for additional allotments or burials.

ACTION: Clerk to contact land owners to ascertain whether they would like to sell some land to Parish Council.

041/2014-15 Items to be noted from Parish Councillors

There were no items to be noted.

042/2014-15 The Date of the next Parish Council Meeting.

The Date of the next Parish Council Meeting was confirmed as Monday 2nd June 2014, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:03pm

Signed:

Date: 2nd June 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council