



Drayton Parish Council

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**Minutes of the Meeting of Drayton Parish Council,
Held on Monday 2nd June 2014 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF.**



Councillors Present: Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Naomi Broomfield, Graham Webb, Patricia Athawes, Mark Jesson, Richard Webber (arrived at 8:22pm).

Councillors not Present: Stuart Davenport, David Mercer, Janet Manning.

In Attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:05pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

043/2014-15 Resignation.

On 20th May 2014, Julian Fowler emailed the Clerk declaring his resignation from Drayton Parish Council with immediate effect. The Council now has ten Councillors so there is one vacancy to fill.

044/2014-15 Apologies for Absence.

Apologies for absence had been received from Stuart Davenport, David Mercer, Janet Manning, Richard Webber (late arrival) and they were **noted**.

045/2014-15 Public Participation.

5 members of the public were present.

(a) New Gates, Caudwell Day Centre Car Park. Melvyn Beesley presented a written testimony from Peter Purbrick. The letter states that the wall at the west end of the Caudwell Day Centre Car Park was knocked through circa 2004. Melvyn also discussed a meeting held with Sovereign Housing Association confirming that the car park belongs to them and that they have **not** granted permission for access over their land. It was also **noted** that it is believed that there is a covenant that only Drayton residents may live in the Caudwell Close Sovereign Vale housing. It was **agreed** that the Clerk should write to Sovereign Housing Association about this and for information about the legal position on the new entry

ACTION: Clerk to apprise VWHDC planning department, search the 2004 Parish Council Minutes for information regarding the matter and remind Sovereign Housing Association of the covenant.

(b) Sutton Wick/Casa Mia Annual Grass Cut, Wild Flower area. Andrew Beacroft reported that the outworn ambulance that is parked on this grass verge has only moved once in twelve and a half years. The Clerk has sent a letter to the owner of the outworn ambulance asking them to remove it and is waiting for a reply. The area will be strimmed in June and the ground prepared for wild flower planting in the autumn.

(c) Trees on the Green, Safety Assessment. Terry Mason expressed an interest in item 10(a) on the agenda. The Clerk reported that he has acquired three quotations for the work.

(d) Beech Hedge on Green. John Henderson expressed an interest in the new beech hedge that has been planted near to the wall of The Stable Barn on the Green. The land is not registered and is thought to be public land. It was **agreed** to contact OCC highways department to check if they owned the land

ACTION: Deputy Clerk to draft and circulate a letter to be sent to OCC Highways department to clarify land ownership.

(e) Hedge Bordering Properties 13 and 14 The Green. Margaret Knight has concerns over the height of the hedge bordering properties 13 and 14 The Green. The hedge only has planning permission to be 18" high and is blocking sun light to her property.

ACTION: Deputy Clerk to locate and inspect planning application.

(f) Mini Roundabout. Margret Knight has concerns over the mini roundabout on the Green. Heavy goods vehicles are driving over the top of the roundabout causing vibrations that are damaging the foundations of her property. Richard Williams reported that Drayton2020 is looking at traffic management in the area and that the road layout may change.

046/2014-15 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.

047/2014-15 Minutes of the Previous Parish Council Meeting held on 12th May 2014 were **confirmed** with one amendment. Representatives, Drayton Hall & Recreation Ground Management Committee changed from Richard Webber to Naomi Broomfield. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Laurence Zipson **Seconded:** Naomi Broomfield **Resolved: Unanimously**
ACTION: Deputy Clerk to correct and circulate contact information list.

Richard Webber arrived at 8:22pm

048/2014-15 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 (continued). The Clerk reported on the three quotations he had acquired. It was **agreed** to award the contract to cheapest quotation, Jenks Group (arboricultural contractor).

ACTION: Clerk to apprise VWHDC and award the contract to Jenks Group (arboricultural contractor).

(b) FP18. This footpath has not been restored properly after ploughing. The path should be clear on the ground, reasonable underfoot and have a width in the region of 1m. Crops that are taller than 15cm are considered an obstruction to the path.

ACTION: Deputy Clerk to inspect and photograph FP18, and apprise Mark Sumner (OCC Countryside Officer) if the footpath is obstructed.

(c) FP21. A tree has fallen across this footpath completely blocking it just south of the bridge.

Mark Sumner (OCC Countryside Officer) has been informed and the tree should be removed within the next ten days.

(d) Overgrown Hedges. On 20th May 2014, Graham Webb and the Deputy Clerk walked around the village with leaflets asking home owner's to trim their hedges. Three leaflets were delivered to properties along the High Street. It was **agreed** to publicise the matter in the Chronicle.

ACTION: Richard Williams to include the matter in his Parish Council report. Graham Webb to submit a front page public notice for the next issue of the Chronicle.

049/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Village Caretaker	*£68.75	nil
Open Spaces Act 1906 s10	Lee Collins – April 2013 Grass Cutting Invoice	*£490.00	nil
LGA (1972) s112	Clerk’s Salary PC: £227.28 Drayton2020: £265.15	*£492.43	nil
LGA (1972) s112	Deputy Clerk’s Salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI PC: £131.66 Drayton2020: £66.34	*£198.00	nil
LG (FP) A 1963 s5	Clerk’s Expenses	*£94.08	nil
LG (FP) A 1963 s5	Deputy Clerk’s Expenses	*£38.55	nil
LGA 1972 s.142	Drayton Chronicle – Drayton2020 Advert June	£18.00	nil
LGA 1972 s134 (4)	Drayton Village Hall Hire – Drayton2020	£57.50	nil
LGA (1972) s111	OALC – Planning Course - July	*£42.00	£7.00
Local Govt (MP) Act 1976 s19	DAMASCUS Grant 2014-15	£3,000.00	nil
	Total payments this month	£4,798.47	£7.00
	Receipts		
	Burial fees		£110.00
	Total Receipts last month		£110.00

(a) Bank Reconciliation for May 2014. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end May 2014. Current account £42,467.02, Deposit Account £19,527.39, Undrawn cheques £31.00, Unbanked payments £10.00.

Total funds = £61,973.41 excluding payments above.

(b) Lee Collins – April 2013 Grass Cutting Invoice. Lee Collins (grass cutting contractor) had reported that his ride-on lawn mower broke down and thus Lee was unable to cut the graveyard or BMX track on 21st May 2014. Lee assures the Council that he will cut the grass in the graveyard etc. on 4th June 2014. It was **noted** that this is the second time Lee has had equipment problems.

(c) Millennium Green Grass. It was **noted** that some of the grass on the Millennium Green is waist high. It was **agreed** that the Clerk should discuss the matter with Millennium Green committee members Tom Shebbeare and Andrew Bax. It was also **agreed** that Graham Webb should attend the annual general meeting of the Millennium Green trust on 17th June 2014.

ACTION: Clerk to discuss the matter with Tom Shebbeare and Andrew Bax. Graham Webb to attend the annual general meeting of the Millennium Green trust on 17th June 2014.

(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.

(d) Removal of Julian Fowler as a Unity Trust Bank signatory/authoriser. It was **resolved** to remove Julian Fowler as a Unity Trust Bank signatory/authoriser.

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

ACTION: Clerk to remove Julian Fowler as a Unity Trust Bank signatory/authoriser.

(e) National Savings Letter The Clerk asked permission to contact NS&I to update them on signatories for the savings account. Signatories will be members of the Finance Committee.

050/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Exhibition. There will be a Neighbourhood Plan update plus an exhibition of developers' plans for proposed housing developments for Manor Farm, south of High Street and Barrow Road. On 27th June 2014 5:00pm to 9:00pm and 28th June 2014 9:00am to 5:00pm at Drayton Village Hall. It was **agreed** to have the bar open, if possible, on the evening of 27th June 2014.

ACTION: Clerk to ask if the bar can be open on 27th June 2014.

(b) Extra-Ordinary meeting. It was **agreed** to hold an Extra-Ordinary meeting of the Parish Council on Monday 16th June 2014 to receive and vote on the Revised Draft Consultation Copy of the Drayton NDP. It will then be published in late June for the six week public consultation period in July/August.

ACTION: Clerk to book Caudwell Day Centre.

(c) Planning Guide. The Clerk presented the Drayton2020 Planning Guide for the Council to consider adopting it as a Parish Council Planning Guide. It was **agreed** to defer this to the next meeting on Monday 16th June.

ACTION: Clerk to circulate planning guide via email. Deputy Clerk to add item to next month's agenda.

David Perrow left at 9:05pm

051/2014-15 Event Signage (Laurence Zipson).

(a) Signs. It was **noted** that there are a lot of outdated signs being left up that are blighting the village. It was **agreed** that the Council should send letters to event organisers asking them to remove their signs and publicise the matter in the Chronicle.

ACTION: Deputy Clerk to draft and circulate a letter to be sent to event organisers. Richard Williams to include the matter in his Parish Council report.

(b) Noticeboards. It was **noted** that the new pin board material that has been installed on the Green is superior to the standard pin board material.

ACTION: Deputy Clerk to add item to next month's agenda.

052/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

All Rights of Way & Conservation Working Group business had been discussed.

053/2013-14 Leisure & General Purposes Working Group (Richard Williams).

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

(b) **Hilliat Fields Grass Cutting**. It was **noted** that the grass cutting along Hilliat Fields is sporadic.

ACTION: Richard Webber to investigate matter with OCC.

054/2014-15 Press & Public Relations Working Group (Laurence Zipson).

Public Defibrillator. The defibrillator has been installed and will be commissioned on 27th June 2014 along with demonstrations that will be held at 7:00pm and 8.15pm in the Village Hall. It was **noted** that the battery will need replacing after four years.

ACTION: Clerk to include defibrillator on the exhibition posters.

055/2014-15 News from District & County Councillor (Richard Webber).

SHMA. Richard Webber reported that Oxfordshire's housing needs may be grossly overstated.

056/2014-15 Planning Committee Business (Richard Webber).

Ref	Address	Details	Parish	VWHDC
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/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	Planning Permission 16th May
P14/V02 96/FUL	Land Adjacent To 3 Marcham Road Drayton Abingdon OX14 4JH	Amendment - Erection of 1 x Semi-detached house and 2 x 1 bedroom maisonettes in a 2 storey block for Social Housing use.	Noted	Pending
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 Objection	Pending
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.	Response – No Objection	Pending
P14/V10 69/HH	9 Drayton Mill Drayton Abingdon OX14 4FD	Proposed loft conversion and entrance extension.	Pending (9 th June)	Pending

(a) **Planning Chairperson.** Richard Webber is now a member of the VWHDC Planning Committee and declared a conflict of interest. It was **agreed** to elect a new Chairperson once OALC planning training has been completed on 17th June 2014.

(b) **P14/V1133/LB.** Richard Webber declared an interest in this latest planning application (not shown above) and passed the application to Richard Williams for final comment.

057/2014-15 Correspondence.

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

Tony Croucher. On 1st June 2014, Tony Croucher emailed the Clerk requesting that a correction be published in the next edition of the Chronicle. The Clerk has responded to Tony and the Council **agreed** that no further action is required.

058/013-14 Reserved Business.

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

Land for Sale. This item was deferred to the next meeting.

059/2014-15 Items to be noted from Parish Councillors

There were no items to be noted.

060/2014-15 The Date of the next Parish Council Meeting.

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

The meeting concluded at 10:01pm

Signed:

Date: 7th July 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council