



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council

Held on Monday 4th August 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, Patricia Athawes, Mark Jesson, Richard Webber (arrived at 8:32pm), Graham Webb, Janet Manning (arrived at 7:34pm and left at 9:21pm).

Councillors not Present: Stuart Davenport.

In Attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:53pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

On 3rd August 2014, David Mercer emailed the Clerk and resigned from Drayton Parish Council. Drayton is entitled to 11 Parish Councillors so there are currently 2 vacancies.

086/2014-15 Apologies for Absence.

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

087/2014-15 Public Participation.

6 members of the public were present.

(a) New Gates, Caudwell Day Centre Car Park. Melvyn Beesley and Christopher Roberts (residents of Caudwell Close) reported on the meeting with Sovereign Housing Association that was held on 10th July 2014. Sovereign Housing Association is looking into the possibility of additional car parking spaces and their legal department is still investigating the matter of the access claimed across the car park to a private residence via a breach in their garden wall. The VWHDC planning enforcement is yet to respond on the matter. Residents were advised to make their own representations/objections direct to VWHDC on an individual basis.

Janet Manning arrived at 7:34pm.

(b) P14/V1363/FUL. 9 Corneville Road Drayton OX14 4HN. 1 new two storey 3-bedroom dwelling. 3 Draytonian parishioners expressed **objection** to this planning application. The Planning Committee unanimously **objected** to this application on 4th August 2014. The objections relate to vehicle access, safety of pedestrians (especially children) using the adjacent footpath, and also the appropriateness of this site for development in the first place.

088/2014-15 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.

089/2014-15 Minutes.

Minutes of the Previous Parish Council Meeting held on 7th July 2014 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Patricia Athawes

Seconded: Laurence Zipson

Resolved: Unanimously

090/2014-15 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) The Area Stewardship Grant. Councillors made the following suggestions: White gates on the road entrances to Drayton and cycle lanes along the Steventon Road.

(b) Millennium Green footpath improvement/restoration. The Clerk and Graham Webb need to meet to discuss the matter. Matter continued under item 097/2014-15 Rights of Way & Conservation Working Group.

ACTION: Clerk and Graham Webb to meet and discuss the matter.

(c) Sutton Wick/Casa Mia Annual Grass Cut, Wild Flower area. On 31st July, the Clerk received a telephone call from Mr Gwyn-Jones who apologised that the outworn ambulance is not yet removed as promised, but said it will be gone soon. Mr Gwyn Jones also reported that he and his neighbours would like a visitors' parking area there, not bulbs and wildflowers. The Clerk reminded the Council that it had no powers or duty to provide car parking spaces, and that this would not be a proper use of Council funds. The Parish Council **agreed not** to allocate a visitor's parking area on the public land it owns at Sutton Wick.

ACTION: Deputy Clerk to inform Mr Gwyn-Jones.

(d) Trees on the Green Safety Assessment. On 4th August 2014, The Jenks Group (arboricultural contractor) undertook the necessary safety work on trees owned by the Parish Council.

(e) Millennium Green Grass. It was **noted** that the Millennium Green Trust does not have a new Chairman, but a new trustee (Richard Seamark).

(f) New Beech Hedge on the Green, The Stables. On 4th August 2014, the Clerk received an email from Simon Escreet (Managing Director at Land & Property Registration) stating that he would register the land for an overall capped charge of £250.00. It was **resolved** to proceed with the registration of the land. It was **agreed** that the Clerk should write to Mr & Mrs Dearden (the owners of Stable barn) informing them that if they do not remove the row of small beech trees that have been planted outside their boundary wall, the Parish Council will remove them and restore the area to its original open grass state as this area is public land, and part of the historic Drayton Village Green.

ACTION: Clerk to instruct Simon Escreet to register the land and send letter to Mr & Mrs Dearden.

(g) Overgrown Hedge. On 15th July 2014, Steven Sadler (Village Caretaker) trimmed the hedge where East Way meets Binning Close. On 2nd August 2014, Steven emailed the Clerk and reported that the Lady who lives in the bungalow behind the hedge asked if the hedge could be cut back further so the height was the same level or below the fence. It was **noted** that OCC is probably responsible for the hedge.

ACTION: Laurence Zipson to inspect hedge and report.

091/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Village Caretaker	*£474.21	£4.03
Open Spaces Act 1906 s10	Lee Collins – April 2013 Grass Cutting Invoice	*£590.00	nil
LGA (1972) s112	Clerk's Salary PC: £218.86 Drayton2020: £273.57	*£492.43	nil
LGA (1972) s112	Deputy Clerk's Salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI PC: £129.56 D2020: £68.44	*£198.00	nil
LG (FP) A 1963 s5	Clerk's Expenses	*£20.80	nil
LGA (1972) s114	Microshade. Quarterly Hosting Fee July-Aug-Sept)	*£158.40	£26.40
LG (MP) Act 1976 S19	Play safety Ltd (RoSPA annual inspection fee)	*£92.40	£15.40
LGA 1972 s.142	Drayton2020 Catering/Printing for Exhibition	£46.62	nil
LG(MP) Act 1976 s19	Drayton Village Hall – s19 Grant to cover Football Pavilion Insurance	£155.03	nil
	Total payments this month	£2,527.05	£45.83
	Receipts		
	Burial fees		£340.00
	Allotments		£131.00
	Total Receipts last month		£471.00

(a) Bank Reconciliation. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end July 2014. Current account £34,257.56, Deposit Account £19,527.39, Undrawn cheques nil, Unbanked payments nil.

Total funds = £53,784.95 excluding payments above.

(b) Grass Cutting. It was **noted** that the Drayton Chronicle has recently published two letters regarding grass cutting. Letter from the July 2014 Chronicle:

Dear Editor

Please, please, whatever has happened to our graveyard? It is a disgrace. In Julian Cook's time, it was a pleasure to go to; grass always cut and gravestones cleaned free from grass cuttings. Now, when it is cut, it takes a lot of cleaning to remove the dried on grass cuttings from the gravestones. This is one place we feel should be well looked after, in respect of the dead.

Yours sincerely Sylvia Bond, Beryl Dawson and Tony Scaysbrook

Letter from the August 2014 Chronicle:

Dear Editor,

Delighted to read about the graveyard grass, another complaint by so many people. The village green too, and all grass cuttings everywhere! Julian Cook took pride and left it all very tidy – a true Draytonian.

'Cheaper' is not always best – Council take note!

Yours sincerely Gil Akers

ACTION: Richard Williams to respond to the letters in his Drayton Chronicle Parish Council report.

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

▪ **Drayton Village Hall Grant to cover Football Pavilion Insurance.** On 3rd August 2014, Tony Holmes (Village Hall, Bookings Secretary) submitted an invoice to the sum of £155.03 to cover the cost of insuring the Football Club pavilion. It was **resolved** to authorise this payment.

Proposed: Naomi Broomfield **Seconded:** Laurence Zipson **Resolved: Unanimously**

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

(c) National Savings & Investment Account. Graham Webb (who was unable to attend the last meeting) agreed to act as a signatory on the NS&I Account and signed the National Savings & Investment form and Richard Williams co-signed the form as Chairman.

(d) Annual Appraisal Subcommittee (Naomi Broomfield & Richard Williams). On 7th July 2014, the Deputy Clerk's appraisal was held, and on 4th August 2014 (prior to the Parish Council meeting), the Clerk's appraisal was held.

▪ **Pay.** It was **resolved** to increment the Clerk's and Deputy Clerk's annual pay by one increment with effect from 1st April 2014.

Proposed: Naomi Broomfield **Seconded:** Laurence Zipson **Resolved: Unanimously**

▪ **Expenses.** It was **resolved** to increase office expenses by inflation.

Proposed: Naomi Broomfield **Seconded:** Laurence Zipson **Resolved: Unanimously**

▪ **Petrol Allowance.** It was **noted** that petrol allowance will stay the same.

(e) Deputy Clerk's Contract. The Deputy Clerk's contract is due to expires on 5th November 2014. It was **resolved** to extend the contract by 6 months so that it expires on 5th May 2015.

Proposed: Laurence Zipson **Seconded:** Patricia Athawes **Resolved: Unanimously**

092/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Halls Close Housing Development Proposal. On 23rd July 2014, the Clerk sent the Planning Committees response to Blue Cedar homes explaining why Drayton2020 and the Parish Council are not prepared to meet them to discuss their proposed development.

(b) Draft Drayton Neighbourhood Development Plan 2014-2029 Consultation ended on 1st August 2014. 25 replies have been received, 14 from statutory body's and 11 from individuals.

Richard Webber arrived at 8:32pm.

093/2014-15 New Gates, Caudwell Day Centre Car Park.

This item of business was discussed earlier in the meeting under item 087/2014-15 Public Participation.

094/2014-15 New Beech Hedge on the Green, The Stables.

This item of business was discussed earlier in the meeting under item 090/2014-15 Action Checklist from the Previous Meeting.

David Perrow left at 8:53pm.

095/2014-15 Representatives.

Following receipt of a letter from Camilla King reminding the Council that her period as Council representative to the Almshouse Trustees had now expired, it was **resolved** to re-elect all of the Parish Council nominative trustees, including Camilla King.

Proposed: Mark Jesson **Seconded:** Janet Manning **Resolved: Unanimously**

ACTION: Deputy Clerk to write to Camilla King and the Council representatives on other bodies confirming their re-appointment.

096/2014-15 Drayton Community fun Day will be held on 18th August 2014, 12:00pm to 3:00pm at the Village Hall. Janet Manning offered to bake a cake. Richard Williams and Naomi Broomfield offered to help on the day.

097/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

(a) **Millennium Green footpath improvement/restoration** (continued). It was **noted** that the maintenance of the Millennium Green is the responsibility of the Millennium Green Trust and **not** the Parish Council. It was also **noted** that the Millennium Green Trust has funds of circa £5,000.00. It was **agreed** to send the Millennium Green Trust a firm letter with a list of problems: Footpath improvement/restoration, grass cutting, nettles, tidy gnomon, pond maintenance, access points, tree pruning and wild flower area.

ACTION: Deputy Clerk to draft, circulate and send letter to the Millennium Green Trust.

(b) **Footpath FP14.** It was **noted** that the railway sleepers along this footpath have still not been put back and the footpath is starting to subside. The Clerk reported the matter to Mark Sumner (OCC Environment and Economy Countryside Service) on 12th July 2013. From the July 2013 Parish Council minutes:

055/2013-14 PUBLIC PARTICIPATION

*(a) **Car damage to Footpath FP14.** On 23rd June, a group of young males managed to get a four wheel drive vehicle jammed in the ditch running alongside FP14. In so doing, or in trying to get the car out three sections of the railway sleepers that were originally used to reinforce the side of the path have been dislodged, a tree has been chopped down and a sizeable chunk of a wall has been destroyed in order to raise the vehicle out of the ditch. There has been considerable damage to private and Parish Council property. Photographs of the vehicle and its number plate have been taken and the police have been informed. It was **resolved** that the Parish Council should contact the police and inform our insurance company.*

Proposed:** Daniel Scharf **Seconded:** Julian Fowler **Resolved Unanimously

***ACTION:** Clerk to contact police, obtain crime number, inform our insurance company and contact OCC countryside services. Deputy Clerk to take some photographs of the damage.*

From the August 2013 Parish Council minutes:

078/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP

*(c) **Footpath FP14 car damage.** The owner of the four wheel drive vehicle that got jammed in a ditch running alongside FP14 has offered to repair the damage caused by getting his car out. The Parish Council is concerned about issues such as public liability and health and safety. It was **agreed** to pass this matter onto Mark Sumner (OCC Environment and Economy Countryside Service).*

***ACTION:** Deputy Clerk to convey the Parish Council decision to the Police and Mark Sumner.*

ACTION: Deputy Clerk to remind Mark Sumner that the work is still outstanding.

098/2013-14 Leisure & General Purposes Working Group (Richard Williams).

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

(b) **Playground Inspection.** On 28th July 2014, RoSPA emailed the Clerk with their play area safety inspection report for the Lockway Play Area. The overall risk rating for the play space is **medium**. There were no new risks reported to those previously assessed by RoSPA and the Council. The Council noted the

positioning of the stone and of equipment as acceptable risks. The Village Caretaker would be asked to look at the grass levels, tarmac and other maintenance/inspection jobs, which were all low risks

ACTION: Deputy Clerk to ask the Village Caretaker to look at the various maintenance inspection tasks identified in the RoSPA annual safety inspection.

099/2014-15 Press & Public Relations Working Group (Laurence Zipson).

There were no items to discuss.

Janet Manning left at 9:21pm.

100/2014-15 Planning Committee Business (Richard Williams).

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 – with comment.	Pending.
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/V10 69/HH	9 Drayton Mill Drayton Abingdon OX14 4FD	Proposed loft conversion and entrance extension.	Supported.	Granted.
P14/V11 33/LB P14/V11 32/FUL	3 Church Lane Drayton OX14 4JS	Erection of new dwelling and creation of new dropped kerb and vehicular access by demolishing a section of the boundary wall.	Response with comment.	Pending.
P14/V10 63/LB P14/V10 62/HH	The Stables The Green Drayton Abingdon OX14 4JA	Provision of new windows in gable and substitution of two number doors with windows and internal alterations.	Objection with comment.	Refused.
P14/V12 01/FUL	Breakers Yard Sutton Wick Lane Drayton OX14 4HJ	Change of use of breakers yard to Use Class B8 storage or as contractor's storage yard. Enclosure of front of existing large building on site with doors.	Supported.	Pending.
P14/V11 00/HH P14/V11 01/LB	The Manor 68 High Street Drayton Abingdon OX14 4JP	Replacement of existing oil storage facilities.	Supported.	Granted.
P14/V12 02/FUL	5 and 6 Mill Lane Sutton Courtenay Abingdon Oxon OX14 4BE	Proposed replacement of two existing residential mobile homes with 2 single storey dwelling houses.	Response with comment.	Granted.
P14/V11 38/HH	124 Whitehorns Way Drayton Abingdon OX14 4LQ	Porch to the front of the house which will be 3m in width and 1m 400cm in depth and 3m high.	Supported.	Granted.
P14/V11 96/FUL	Land East of Drayton Road Abingdon	159 Residential Dwellings, Open Space, a New access off Drayton Road (to include removal of 7 TPOd Lime Trees), engineering works, infrastructure works, car parking and lighting.	Pending.	Pending.
P14/V13	9 Corneville Road	1 new two storey 3-bedroom dwelling.	Pending.	Pending.

63/FUL	Drayton OX14 4HN			
P14/V16 36/LB	3 Church Lane Drayton Abingdon OX14 4JS	Replace existing pebble dash render with lime mortar render.	Pending.	Pending.

(a) Strategic Housing Market Assessment. On 14th July 2014, Linda Martin (Clerk, Sutton Courtenay Parish Council) emailed the Clerk inviting representatives to a meeting of local Parishes in September (date and time to be agreed) to discuss common objectives. It was **agreed** that Richard Williams and Laurence Zipson would represent Drayton Parish Council.

ACTION: Deputy Clerk to reply to Linda Martin.

(d) P13/V1429/FUL. Milton Garden Machinery Milton Road Drayton OX14 4EZ. Proposed addition of domestic accommodation to existing business premises. This planning application was **refused** planning permission on 16th September 2013 by the VWHDC. On 21st July 2014, David Maguire (Enforcement Officer (Planning), VWHDC) sent an email reporting that a residential use was established on the site which represented a breach of planning control and this was brought to the owner's attention. It appears that it is of the owner's intention to re-submit a retrospective planning application for the residential use on the site. David Maguire will send a breach letter to the owner which will require the use to cease or for the owner to submit an application for the use with a time frame of 28 days. If the owner fails to comply with the suggested recommendations, the VWHDC will have to consider if it is appropriate to take enforcement action to rectify the matter.

101/2014-15 News from District & County Councillor (Richard Webber).

(a) Parish Council Meeting. It was **noted** that Drayton and Shippon are the only councils within Richard's district to hold an August meeting.

(b) Section 106 (S106) and Community Infrastructure Levy (CIL). S106 is currently in force CIL will come into force with the Local Plan. Councils without a Neighbourhood Development Plan will only receive 15% CIL and Councils with a neighbourhood development plan will receive 25% CIL.

102/2014-15 Chairman's Community Awards Lunch. On 11th October 2014. It was **agreed** to nominate the following people: Daniel Scharf (Ex-Chairman, Drayton Parish Council), Richard Seamark (Drayton Football Club), John Scott (Drayton2020) and David Mercer (Drayton2020). Dead line for submitting nominations is 22nd August 2014.

ACTION: Deputy Clerk to submit nominees.

103/2014-15 Correspondence.

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

(a) Drayton Neighbourhood Plan. On 13th July 2014, Linda Martin (Clerk, Marcham Parish Council) emailed the Clerk stating that Marcham Parish Council recently re-considered the Drayton Neighbourhood Plan and would like to congratulate Drayton in its persistence in the face of moving targets. Marcham Parish Council wishes us luck with its implementation, and watches eagerly with a possible view to copying our efforts in the future.

(b) Allotment Access.

Graham Webb declared an interest in this item, left the room and did not partake in the vote.

On 30th July 2014, Graham Webb emailed the Clerk with a letter asserting his opinion that the amount of land reserved for the allotment access is more than required. It was **resolved** to add this item to next month's agenda to discuss a new proposal from Graham Webb.

Proposed: Mark Jesson

Seconded: Patricia Athawes

Resolved: Unanimously

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

Graham Webb re-entered the room and re-joined the meeting.

104/2014-15 Items to be noted from Parish Councillors.

Village Hall Car Park. It was **noted** that cars are regularly being left overnight in the Village Hall car park.

105/2014-15 The Date of the next Parish Council Meeting.

(a) The Date of the next Parish Council Meeting was confirmed as Monday 1st September 2014, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

(b) The Date of the next Parish Council Finance and Personnel Meeting was confirmed as Monday 1st September 2014, at 7:00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:57pm

Signed:

Date: 1st September 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council