



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council

Held on Monday 6th October 2014 at 7:30pm

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



Present: Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Naomi Broomfield, Mark Jesson, Richard Webber (arrived at 8:25pm), Patricia Athawes, Graham Webb, Janet Manning.

Not Present: Stuart Davenport.

In Attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:00pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

124/2014-15 Apologies for Absence.

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

125/2014-15 Public Participation.

4 members of the public were present.

(a) Serious Crime Incident. Police Constable Keith Morton reported on the rape that took place on 4th September 2014, between 8:30pm and 8:45pm. A woman in her twenties was jogging on a bridleway adjacent to the A34 in Drayton, when a man approached her, pulled her to the ground and raped her. Thames Valley Police is appealing for witnesses. Anyone with information is asked to contact Detective Inspector Roddy on the Thames Valley Police non-emergency number, 101. Possibly related to this crime the Police have been alerted to the behaviour of lorry drivers who park on the disused Drayton slip road. The Police have spoken to the Highways Agency regarding the disused slip road, (reference number: 17816246) but the Agency, whilst minded to alter the slip road either to a public lay by or to a private area for the use of the Agency, has no funds at present to make any changes.

(b) Parking outside of Maces. Police Community Support Officer Sandra Syphas agreed to speak to the owner of the Maces shop regarding the car parking issue, and to look at enforcing parking regulations relating to parking on the pavement or too near the road junction. **Matter continued under item 133/2014-15 News from District & County Councillor.**

(c) Parking along Church Lane. Maggie Edwards sent an email on 16th September 2014 to the Clerk reporting on parking issues along Church Lane. Maggie Edwards reported that the ambulance she called for her mother could not access Church Lane from High Street as a small lorry was badly parked, also cars park on the pavement causing pedestrians to have to walk in the road, which is not ideal, especially for her mother who has to use a walker. It was **noted** that Richard Webber is looking into the matter.

126/2014-15 Declarations of Interest, Dispensations and Use of Delegated Powers.

There were no declarations of interest at this stage of the meeting, nor any dispensations received in advance by the Clerk needed for consideration. The Clerk reported on the new Regulations relating to reporting on the use of delegated powers. This would be a new additional standing item. There were no reports on such use of delegated powers to report at this meeting.

127/2014-15 Minutes.

Minutes of the Previous Parish Council Meeting held on 1st September 2014 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Laurence Zipson

Seconded: Janet Manning

Resolved: Unanimously

128/2014-15 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) New Beech Hedge on the Green, The Stables. The Clerk sent an email on 22nd September 2014 to Rhunedd Thomas (Solicitor, acting on behalf of Mr & Mrs Dearden (the owners of Stable barn)) with a letter attached dated 22nd September 2014 (also posted that day) that included the following statement:

Your clients should remove their beech hedging from the Drayton Village Green and make good the Green to its original state within 30 days of the date of this letter. If your clients fail to remove their hedging from this public land, the Council reserves the right to do so itself, and may wish to recover the costs of this, and other related administrative and any legal costs, from your clients.

Rhunedd Thomas sent an email on 26th September 2014 to the Clerk with a Statutory Declaration (from the previous owners of The Stables (the Winters)) attached dated 17th July 2013. The Parish Council is in the process of generating its own Statutory Declarations (from Drayton Parishioners).

ACTION: Clerk, Deputy Clerk, Richard Williams, Janet Manning and Steven Sadler (Village Caretaker) to remove the beech hedge after 23rd October 2014 if not already done so.

(b) Bulb Planting. The Clerk has procured bulbs that are to be planted on Parish and other public land in the village this autumn by Drayton Community School.

(c) Lockway Play Ground. On 15th July 2014, ROSPA gave the Lockway Play Ground a **medium** overall risk rating. On 2nd October 2014, the Clerk, Deputy Clerk and Richard Williams met with Jason Lee (Area Sales Manager, Wicksteed Playgrounds) to discuss options for upgrading the Lockway Playground. Jason Lee sent an email on 3rd October 2014 to the Clerk with some equipment suggestions: Planet Jungle (metal climbing frame with slide) to replace the log climbing frame with slide and Contemporary Rockers (seesaw) to replace the rocking horse. It was **noted** that there are no reported injuries from the rocking horse.

(c) Allotment Access. Graham Webb sent an email on 30th September 2014 to the Deputy Clerk requesting that this item of business be removed from the agenda and for all subsequent meetings as Graham Webb wishes to defer the matter until next year.

129/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Steven Sadler - Village Caretaker Invoice	*£325.00	nil
OSA 1906 s10	Lee Collins - Grass Cutting Invoice	*£590.00	nil
LGA 1972 s112	Clerk's Salary incl. D2020 25 hrs o/t PC: £157.23 Drayton2020: £353.76	*£510.99	nil
LGA 1972 s112	Deputy Clerk's Salary	*£306.24	nil
LGA 1972 s111	HM R&C Tax and NI PC: £155.12 Drayton2020: £49.08	*£204.20	nil
LGA FP 1963 s5	Clerk's Expenses	*£202.91	£6.64
LGA FP 1963 s5	Deputy Clerk's Expenses	*£39.25	nil
LGA (1972) s114	Microshade – Quarterly Hosting (Oct-Nov-Dec) , Software and Backup fee	*£158.40	£26.40
SI 2003/533 s4	Arrow Accounting – September Meeting Invoice	£85.16	nil
LGA 1972 s.142	Trinity Learning – D2020 NDP colour printing	£148.00	nil
LGA (1972) s143	Oxfordshire Playing Fields Association – 2014/15 Sub.	£50.00	nil
LGA 1972 s.142	Drayton Chronicle – Advert for New Councillors	£12.00	nil
S&AA 1908 s26	Thames Water – Water Services (D/D)	*£11.93	nil
LGA 1976 s19	Home-Start Southern Oxfordshire	£200.00	nil
	Refund of overpayment by Abingdon Stone & Marble	£30.00	nil
	Total payments this month	£2,674.08	£33.04
	Receipts		
	2014/15 Precept – 2 nd half year		£20,000.00
	Burial and Memorial fees		£420.00
	Payment for D2020 Developers Exhibition		£500.00
	Total Receipts this month		£20,920.00

(a) Bank Reconciliation. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end August 2014. Current account £48,710.50, Deposit Account £19,527.39, Undrawn cheques None, Unbanked payments None.

Total funds = £68,237.89 excluding payments above.

(b) Grant Applications.

▪ **Home-Start Southern Oxfordshire.** On 22nd September 2014, Hilary Mundy (Senior Organiser, Home-Start) submitted a grant application to the sum of £200.00. It was **resolved** to authorise this payment.

Proposed: Graham Webb

Seconded: Patricia Athawes

Resolved: Unanimously

Richard Webber arrived at 8:25pm.

(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 Patricia Athawes. Naomi Broomfield and Patricia Athawes signed the cheques for the remaining (unstarred) payments.

(d) Internal and External Auditor's Reports.

▪ **Internal.** The Internal Auditor's Report had been circulated prior to the Parish Council meeting. It was **noted** that the Internal Auditor's Report drew attention to the £1 rounding error. It was **resolved** to accept the internal auditor's report.

Proposed: Naomi Broomfield

Seconded: Graham Webb

Resolved: Unanimously

▪ **External.** The External Auditor's Report had been circulated prior to the Parish Council meeting. It was **noted** that the External Auditor's Report drew attention to the £1 rounding error. It was **resolved** to accept the External Auditor's report.

Proposed: Naomi Broomfield

Seconded: Graham Webb

Resolved: Unanimously

130/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Drayton Neighbourhood Development Plan 2014-2031 Submission Copy, Version 1, September 2014 and its appendices (NDP). Drayton Parish Council has submitted the NDP. The NDP is underpinned by Sustainability and looks at four key areas for policy development. These are the 'look and feel', 'work and play', 'transport' and 'housing'. The publication period runs from 17th September 2014 until 27th October 2014. This is a six week publication period. All comments received as part of this publication will be submitted to the examiner as part of the examination process.

(b) Preferred Examiner. It was **resolved** to rank the preferred examiner in the following order 1. Mrs Alyson Linnegar, 2. Mrs Rosemary Kidd, 3. Mr Richard High.

Proposed: Laurence Zipson

Seconded: Mark Jesson

Resolved: Unanimously

ACTION: Clerk to inform Katherine Pearce (Senior Planning Officer, VWHDC).

131/2014-15 New Beech Hedge on the Green, The Stables.

This item of business was discussed earlier in the meeting under item 128/2014-15 Action Checklist from the Previous Meeting (a).

132/2014-15 Openness of Local Government Regulations 2014.

On 6th August 2014, Eric Pickles MP (Minister for Local Government) signed a Parliamentary order allowing press and public to film and digitally report from all public meetings of local government bodies. It was **agreed** that the Parish Council should update its standing orders to reflect the changes.

ACTION: Clerk to update the standing orders.

133/2014-15 News from District & County Councillor (Richard Webber). Item of business expedited.

(a) Land for Sale. It was **agreed** that the Clerk should contact the land owner of the paddock behind the burial ground and try to acquire it for the Parish Council.

ACTION: Clerk to draft and circulate a letter to be sent to owner of the paddock behind the burial ground.

(b) Parking outside of Maces. Continued. Richard Webber considered white line to restrict parking outside the Maces shop and funding this from his Area Stewardship Grant.

Item of business continued later in the meeting.

David Perrow left at 9:00pm

134/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

Sutton Wick/Casa Mia, Wild Flower area. The Deputy Clerk sent emails on 6th September 2014 and 29th September 2014 to Deborah Clarke requesting dates and times when she and her neighbours would be available for a meeting with the Deputy Clerk and Graham Webb. Deborah Clarke is yet to give any dates and times. The Clerk has procured the yellow rattle seeds. It was **agreed** not to plant seeds beyond the tree keeping the area where ambulance once stood as it is, or up to the edges of the lane.

ACTION: Clerk and Deputy Clerk to plant the yellow rattle seeds.

135/2013-14 Leisure & General Purposes Working Group (Richard Williams).

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

(b) Lockway Playground, Dog Excrement. Tamsin Meredith sent an email on 18th September 2014 to the Clerk reporting that a dog had gone to the toilet seven times within the playground. Steven Sadler (Village Caretaker) removed the excrement. Steven Sadler sent an email on 29th September 2014 to the Deputy Clerk reporting on more dog fouling in the playground. On 2nd October 2014 the Clerk found eight new piles of dog excrement in the playground.

ACTION: Richard Williams to report dog excrement in his Chronicle report.

(c) Overflowing Dog Waste Bins, Millennium Green. It was **noted** that a number of dog waste bins need emptying in the Millennium Green.

ACTION: Deputy Clerk to report overflowing dog waste bins to Biffa.

(d) Heritage Lottery Fund (HLF). On 10th September 2014, the Deputy Clerk submitted a First World War expression of interest form. Karen Chancellor (Development Officer, HLF) sent an email on 19th September 2014 to the Deputy Clerk explaining that by the end of the project HLF expect the project to have made a lasting difference for heritage and people and HLF have a list of outcomes and will expect the project to have achieved at least one outcome for people. HLF most value 'people will have learnt about heritage'.

ACTION: Richard Williams and Richard Webber to think about this project.

136/2014-15 Press & Public Relations Working Group (Laurence Zipson).

There were no items to discuss.

137/2014-15 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/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/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.	Supporter.	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	Objection with comment	Pending.

		Trees), engineering works, infrastructure works, car parking and lighting.		
P14/V13 63/FUL	9 Corneville Road Drayton OX14 4HN	1 new two storey 3-bedroom dwelling.	Objection with comment	Withdrawn prior to determination 28 th Aug.
P14/V16 36/LB	3 Church Lane Drayton Abingdon OX14 4JS	Replace existing pebble dash render with lime mortar render.	No Objection	Listed Building Consent 3 rd Sep.
P14/V13 64/SCO	Land to the North & West of Drayton Copse North of Hanney Road Drayton OX13 6AW	EIA Scoping opinion request for a proposed 25MW photovoltaic solar farm of approx 160 acres area on land north and west of Drayton Copse.	None.	EIA required 8 th Aug.
P14/V17 90/LB	The Stables The Green Drayton Abingdon OX14 4JA	Proposed internal alterations.	Objection with comment.	Listed Building Consent 4 th Sep.
P14/V19 63/LDP	Lincoln House Barrow Road Drayton OX14 4SU	New rear single storey extension to meet with Class A requirements.	Pending.	Pending.
P14/V19 70/HH	12 High Street Drayton OX14 4JL	Demolition of existing single storey 'lean to' structures at side and rear. Construction of new single storey side and rear extensions with part two storey rear extension.	Supporter.	Pending.
P14/V19 75/LB	The Stables The Green Drayton OX14 4JA	Retention of three elements of work completed in 2004 that are not in full accordance with the planning approval. The three areas relate to 1) construction of a new imitation inglenook fireplace, 2) a roof light on the east elevation in a higher position than the drawing and 3) installation of two additional rooflights on the west elevation.	Response with comment.	Pending.
P14/V19 57/LB	The Stables The Green Drayton Abingdon OX14 4JA	Installation of new windows and increase height of existing flue (part works already carried out, part proposed works and part works to be implemented under permission P04/V0596/LB).(amend design of existing windows to oak mullions with opening casements).	Pending (8 th Oct).	Pending.
P14/V19 86/LB	The Stables The Green Drayton Abingdon OX14 4JA	Demolition of internal replica inglenook fire surround and replace with a wood burning stove mounted on natural stone.	Pending (8 th Oct).	Pending.

133/2014-15 News from District & County Councillor (Richard Webber). Continued.

(c) **OCC Community Fund.** Richard Webber reported that he has an OCC Community Fund for projects under £500.00.

(d) Proposed Pelican Crossings, A415 Marcham Road and Ock Street, Abingdon. OCC will consider responses to the pelican crossings at its meeting open to the public on 9th October 2014.

(e) Estate Agent Boards. It was **noted** that the village is still blighted with illegally erected for sale signs. Emma Turner (Planning Services, VWHDC) sent an email on 6th October 2014 to the Clerk reporting that under the advertisement regulations, VWHDC have the power to remove posters and placards that are illegally displayed as long as the interested parties have at least 48 hours' notice of intention to do so. Letters have been sent and the VWHDC will be revisiting the sites by the end of the week. Any signs still in situ will be removed and stored securely for collection at the offices at Crowmarsh Gifford.

138/2014-15 Correspondence.

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

(a) Smart Water. Angela Cluley sent an email on behalf of Superintendent Andy Boyd (Thames Valley Police) on 26th September 2014 to the Clerk stating that they are encouraged by the continued rise in sales of SmartWater kits and would urge people if they have not already done so, to purchase one of the kits which provide a unique identity code for their property. Eighty percent of the residents in the village of Hinton Waldrist have now marked their belongings with SmartWater, and as a result, SmartWater have placed signs at both entrances of the village ensuring any potential burglars know it is not worth their while entering the village. It was **agreed** to adopt a similar approach by contacting our local neighbourhood team who will provide support in implementing a similar scheme.

ACTION: Deputy Clerk to contacting our local neighbourhood team.

139/2014-15 Items to be noted from Parish Councillors.

New Gates, Caudwell Day Centre Car Park. It was **noted** that white lines have been painted on the Caudwell Day Centre Car Park marking out twelve car parking spaces.

140/2014-15 The Date of the next Parish Council Meetings.

(a) The Date of the next Parish Council Meeting was confirmed as Monday 3rd November 2014, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

(b) The Date of the next Finance and Personnel Committee Meeting was confirmed as Monday 10th November 2014, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:50pm

Signed:

Date: 3rd November 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council