



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council

Held on Monday 2nd March 2015 at 7:30pm

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



Present: Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Graham Webb, Mark Jesson, Patricia Athawes, Naomi Broomfield, Richard Webber (arrived at 7:35pm), Stuart Davenport.

Not Present: Janet Manning.

In Attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:40pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

216/2014-15 Apologies for Absence.

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

217/2014-15 Public Participation.

1 member of the public was present.

(a) Lock Way Playground. Emma Greenland (Drayton Parishioner) expressed an interest in the stage 2 refurbishment and has helped set up a 'Families in Drayton' Facebook page that has 119 members. Patricia Athawes (Drayton Community Primary School Representative) and Naomi Broomfield (DAMASCUS Project Representative) are still consulting Drayton's clubs and groups.

Richard Webber arrived at 7:35pm.

(b) Traffic Through Village. Emma Greenland and her family are being woken up at night by lorries thundering through the Village at night. The increase in traffic is thought to be linked to road works on the A34 at the Milton interchange and the electrification of the Great Western railway line. It was **noted** that OCC are consulting on 'Connecting Oxfordshire' a draft local transport plan. Consultation ends 2nd April 2015.

ACTION: Daniel Scharf (Transport Representative) to draft a response for the Parish Council to submit to OCC's 'Connecting Oxfordshire' consultation. Richard Webber to report on traffic in his Chronicle and NAG reports.

218/2014-15 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 Planning Applications listed below as submitted to VWHDC were submitted under powers delegated to the Clerk. Councillors were reminded that they should review their entry on the VWHDC's Register of Members' Interests on a regular basis and submit any changes to VWHDC with a copy to the Clerk.

219/2014-15 Minutes.

Minutes of the Previous Parish Council Meeting held on 2nd February 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Mark Jesson

Seconded: Laurence Zipson

Resolved: Unanimously

220/2014-15 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) Parish Council Elections will be held on 7th May 2015. Laurence Zipson, Naomi Broomfield and Janet Manning all indicated their intention **not** to standing for election. It was **noted** that Naomi Broomfield is the Chairperson of the Finance and Personnel Committee, and Richard Williams agreed to chair the May Finance Meeting Drayton is entitled to 11 Parish Councillors so there will be 5 vacancies.

(b) Hustings. Richard Webber proposed a Drayton election hustings jointly with surrounding villages. It was suggested that the Drayton Community Trust might organise this.

(c) VWHDC Review of Drayton Conservation Area. The Clerk received an email on 20th February 2015 from Amanda James, on behalf of Adrian Duffield (Head of Planning Planning & Support Officer, VWHDC) with a letter attached dated 20th February 2015 from Adrian Duffield saying they have not the resources to undertake this at present, but are looking at their resourcing in this area. This leaves Sutton Wick vulnerable and the consideration of the Manor Farm development proposals without an adequate piece of background research on the existing conservation area.

ACTION: Clerk to ask English Heritage for guidance and Richard Webber to press VWHDC to reconsider/resource this area better so that such conservation area studies can be completed.

(d) Overgrown Willow Tree, Sutton Wick Lane, next to pond. The Clerk received a letter from Tim Stringer (Tree Officer, VWHDC) dated 11th February 2015 stating that it will take the VWHDC 6 weeks to consider the proposal (Tree work reference: CA9438), the Parish Council may carry out the proposed work if we do not hear from the VWHDC by 25th March 2015. It was **noted** that birds may be nesting by then.

(e) Village Notice Boards. The new pin board material has been installed.

(f) Village Green. The Clerk received an email on 26th February 2015 from Michael Lawley (Chairman, Cooke & Arkwright (Chartered Surveyors)) requesting a meeting to discuss the disputed common land on the Green outside Manor Farmhouse/Stables. It was **agreed** that the Clerk, Richard Williams and Tom Shebbeare should meet with Michael Lawley. The Clerk received an email on 19th February 2015 from the Land Registry, Gloucester Office with a letter attached dated 19th February 2015 from Katharine Brothers (Assistant Land Registrar) reiterating that they would be prepared to grant only a qualified title at this stage, since the Earl of Plymouth (E of P) Estates / Mr De Haan have lodged an interest. A reply is required by 20th March. It was **agreed** that the Parish Council should write immediately to the Land Registry asking for an extension to the date of reply and informing the Land Registry that a meeting is taking place with the E of P Estates that week, and that the Council will request the E of P Estates to withdraw their claim. If they do, will Land Registry grant full title? The Clerk received an email on 24th February 2015 from Kerry Dearden (one of the owners of 'The Stables') to say that they were starting work that day on eight weeks of building work, and were erecting scaffolding on the Council land adjoining their gable end. The Clerk replied informing her that they would need Council permission. It was **agreed** to grant permission for the Deardens for entry onto the Council's land for purposes of maintaining the gable end of the Manor Farm Stables, and to insert a new window, and that this permission is to include the erection of any necessary scaffolding, subject to the following conditions:

- Immediate payment of a fee of £10.00 for permission for the agreed works for a period of up to 3 months, commencing 2nd March 2015.
- That no nuisance is caused to any neighbouring properties, and that the Deardens approach affected neighbours to explain what work is taking place and its duration.
- That a written risk assessment is carried out and lodged with the Council within 14 days (i.e. by 16th March 2015), together with written proof that all risks are covered by the Dearden's or their builder's/contractor's insurance, and that no liability for any claim arising from the works should fall upon the Council.
- That any damage to the land is minimized, and that after the conclusion of the works the land be made good. Care should be taken not to trample or damage the newly planted spring bulbs or summer flowers on and near the site.
- That the Deardens undertake that in future any entry upon the land for purposes of maintenance of their property is preceded by a proper written application to the Council. The Council will not permit any modification or interference with Drayton Green, or activities or events upon it, without prior permission and payments of an appropriate fee.

It was **agreed** to ask the grass cutting contractor to cut the 2 parcels of land at the north of the Drayton Village Green. (The Green) Outside the Manor Farmhouse and Manor Farm Stables.

ACTION: Clerk to arrange meeting with Michael Lawley, respond to the Land Registry, respond to Kerry Dearden and ask the grass cutting contractor to cut the 2 parcels of land at the north of the Village Green.

(g) Drayton Village Hall Car Park. It was **noted** that a 'No Overnight Parking' sign has been erected.

(h) Dog Excrement. The Deputy Clerk received an email on 12th February 2015 from Gary Marcham (Enforcement officer, VWHDC) reporting that he will carry out dog fouling patrols and anybody who is witnessed allowing their dog to foul without cleaning up will be issued with a £50.00 fixed penalty notice.

221/2014-15 Standing Orders Update.

(a) **NALC Model Standing Orders.** The Clerk had circulated this updated document prior to the meeting. It was **resolved** to accept the Drayton Parish Council Standing Orders 2014-15.

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

(b) **NALC Finance Regulations.** The Clerk had circulated this document prior to the meeting. Naomi Broomfield asked a number of questions that the Clerk answered. It was **agreed** that the Clerk and Deputy Clerk should continue to use their personal Debit / Credit cards for Council purchases. It was **resolved** to accept the Drayton Financial Regulations.

Proposed: Naomi Broomfield **Seconded:** Patricia Athawes **Resolved: Unanimously**

222/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Steven Sadler - Village Caretaker Invoice	*£369.21	£20.05
LGA 1972 s112	Clerk's Salary PC: £160.63 Drayton2020: £361.42	*£552.05	nil
LGA 1972 s112	Deputy Clerk's Salary	*£312.86	nil
LGA 1972 s111	HM R&C Tax and NI PC: £118.58 D2020: £90.42	*£209.00	nil
LGA FP 1963 s5	Clerk's Expenses	*£66.87	£3.92
LGA (1972) s114	Rialtas - Cemeteries Software Package - Maintenance	*£208.80	£34.80
LGA (1972) s111	Rialtas - Alpha End of Year Training	*£102.00	£17.00
LGA 1972 s134 (4)	Caudwell Day Centre Room Hire Jan-Feb-March 2015 PC £37.50; D2020 £20.00	£57.50	nil
LGA 1972 s.142	Rainbow Colour D2020 Leaflets and Posters for Referendum	£260.00	nil
LGA 1972 s.142	Drayton Chronicle – Advert in March for Election	£12.00	nil
LGA 1972 s.142	Grant Application for Oxfordshire South & Vale Citizens Advice Bureau (Abingdon Bureau) - Subject to approval	£1,000.00	
	Total payments this month	£3,150.29	£75.77
	Receipts		
	VAT Refund Jan 2014 - Jan 2015		£1,416.15
	Total Receipts last month		£1,416.15

(a) **Bank Reconciliation.** Current account £41,653.25, Deposit Account £19,673.85, Undrawn cheques: £509.00, Unbanked payments - None. **Total funds = £60,818.10 excluding payments above.**

(b) Grant Applications.

• Oxfordshire South & Vale Citizens Advice Bureau (Abingdon Bureau). It was **resolved** to authorise this payment of £1,000.00.

Proposed: Graham Webb **Seconded:** Richard Webber **Resolved: Unanimously**

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

(d) **Deputy Clerk's Contract.** It was **noted** that the Deputy Clerk's contract ends on 5th May 2015. It was **resolved** to make the Deputy Clerk's contract permanent.

ACTION: Clerk to issue Deputy Clerk with a new contract. Clerk to prepare a new contract for the Clerk (reduced contracted hours), for the Chairman to sign.

Proposed: Richard Williams **Seconded:** Richard Webber **Resolved: Unanimously**

(e) **Review of Effectiveness of Audit Carried out for 2014-15 & Plans for 2015-16.** The Clerk had circulated this document prior to the meeting. It was **resolved** to accept this document.

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

(f) **Annual Village Inspection.** It was **agreed** to hold this on 14th March 2015.

ACTION: Clerk and Naomi Broomfield to conduct the Annual Village Inspection on 14th March 2015.

(g) General and Specific Reserve Review. It was **resolved** to increase the Lock Way Playground stage 2 refurbishment reserve from £14,000.00 to £20,000.00. It was also **resolved** to create a Drayton2020 NDP Projects reserve of £20,000.00.

Proposed: Laurence Zipson

Seconded: Patricia Athawes

Resolved: Unanimously

224/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Referendum will be held on 12th March 2015 at Drayton Village Hall from 7:00am to 10:00pm.

(b) Land West of Abingdon Road / North of Barrow Road. Miller Homes, Paul Caudwell and WYG Planning will be holding a drop-in event on 17th March 2015 at Drayton Village Hall from 3:30pm to 7:00pm. Copies of the current planning application plans will be on display and the project team will answer questions.

(c) Drayton Parish Council Planning Meeting. It was **agreed** that this meeting should be held after the drop-in event on 17th March 2015.

ACTION: Clerk to book venue.

(d) S106 Meeting. Richard Webber had recently chaired a meeting with VWHDC Planners, OCC and developers to discuss S106.

225/2014-15 Village Green.

(a) Land Registry. This item of business had been discussed earlier in the meeting under 220/2014-15 Action Checklist from the Previous Meeting (e).

(b) Parking on the Green. It was **noted** that the Clerk received an email on 10th February 2015 from Kerry Dearden who is concerned about damage to the Village Green from cars parking on it.

226/2014-15 Parish Council Elections.

This item of business had been discussed earlier in the meeting under 220/2014-15 Action Checklist from the Previous Meeting (a).

227/2014-15 Annual Parish Meeting.

(a) Date. To be held in April.

(b) Public Address System and Projection Screen. The Clerk received an email on 9th February 2015 from Ann Webb (Chairperson, Village Hall) with information and a quotation for a public address system and projection screen totalling £3,293.15 (Excluding VAT).

ACTION: Clerk to circulate details.

David Perrow left at 9:40pm

228/2014-15 Salt / Grit Bins.

Highway. The Deputy Clerk received an email on 11th February 2015 from Paul Wilson (Adverse Weather Manager, OCC) clarifying that the term 'Highway' covers any route or path with a public right of access, including footpaths etc. It was **agreed** to consider procuring a salt / grit bin for Whitehorns Way.

ACTION: Deputy Clerk to obtain details and price.

229/2014-15 Dog Excrement.

Lamp Post Signs. The Deputy Clerk received an email on 7th February 2015 from Andrew Cattell requesting sign on lamp posts as he has seen dog faeces on the footpaths where the owners have been too lazy to clean up behind their dogs. It was **noted** that many lamp posts already have signs up. Matter was discussed earlier in the meeting under 220/2014-15 Action Checklist from the Previous Meeting (g).

ACTION: Deputy Clerk to respond to Andrew Cattell.

230/2014-15 Village Notice Boards.

New Notice Board. It was **noted** that there is no notice board south of the A34.

231/2014-15 Lockway Play Area.

This item of business had been discussed earlier in the meeting under 217/2014-15 Public Participation (a).

232/2014-15 Millennium Green Trust Representative.

Nominated Trustee. It was **noted** that Naomi Broomfield (Millennium Green Representative) will not be standing at the Parish Council Elections on 7th May 2015. Graham Webb **agreed** to attend the next Millennium Green committee meeting on 7th May 2015.

ACTION: Graham Webb to attend the next Millennium Green committee meeting on 7th May 2015.

233/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

There was nothing to report.

234/2014-15 Leisure & General Purposes Working Group (Richard Williams).

The Village Caretaker's report was received and **noted**.

235/2014-15 Press & Public Relations Working Group (Laurence Zipson).

Streetlife.com. It was **noted** that there is a new local social network inviting thousands of local residents to get more involved in their community.

236/2014-15 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
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.	Response with comment.	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/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 TPO'd Lime Trees), engineering works, infrastructure works, car parking and lighting.	Objection with comment	Pending.
P14/V11 96/FUL	Land East of Drayton Road Abingdon	158 residential dwellings, open space, a new access off Drayton Road (to include the removal of 7 TPO'd Lime Trees), engineering works, infrastructure works, car parking and lighting.(as amended by drawings received 13 October 2014)	Objector with comment.	Pending.
P14/V25 40/FUL	Land East of Drayton Drayton Road Drayton Abingdon OX14 4HA	The erection of a new farmyard complex comprising a 4000 tonne grain store, straw barn, workshop and two smaller grain storage buildings. There will be a concrete apron area and weighbridge, with a new access track and entrance. The proposal also includes a landscaping scheme.	Response with comment.	Pending.
P14/V24 07/HH	New Cut Mill House Mill Road Abingdon OX14 5JZ	Replace the west wing outbuilding	None.	Planning Perm on 5 th Feb 2015
P14/V26 09/FUL	Land rear of 122 Abingdon Road Drayton OX14 4HT	Erection of a two-bedroom dwelling.	Response with comment.	Pending.
P14/V25 04/FUL	Land west of Abingdon Road Drayton	Erection of 73 dwellings with associated access, parking, open space, sports pitches, new footpath connection to Corneville Road	Pending. 25 th Jan Requested	Pending.

		(full) and pavilion (outline element all matters reserved).	deferral.	
P15/V00 83/PDH	76 Steventon Road Drayton OX14 4LD	Proposed extension. Depth: 5.30m Height: 2.95m Height to eaves: 2.95m	NA	Pending.
P15/V00 82/LDP	76 Steventon Road Drayton OX14 4LD	Hip-to-gable loft conversion incorporating a dormer on the rear facing roof slope.	NA	Pending.
P14/V23 66/LB P14/V23 45/HH	30 High Street Drayton Abingdon OX14 4JW	Installation of a 10 panel solar panels onto south facing roof of the garage.	Pending 11 th Mar	Pending.
P15/V01 69/FUL	Land near Chadwick's Farm Garford Abingdon OX13 5PH	Construction of solar photovoltaic park with associated infrastructure	Pending 11 th Mar	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. (as amended by plans received 16 February 2015)	Pending 3 rd Mar	Pending.

Drayton Parish Council Planning Meeting had been discussed earlier in the meeting under 224/2014-15 Drayton2020 Neighbourhood Plan (c).

237/2014-15 News from District & County Councillor (Richard Webber).

Chief Executive, OCC. OCCs decision to remove Joanna Simons could be overturned.

238/2014-15 Best Kept Front Garden Competition (Richard Webber).

Date. To be held in July 2015.

239/2014-15 Correspondence.

The items on the list of correspondence received were **noted**.

Defibrillator. The Clerk received an email on 25th February 2015 from Tony Holmes (Bookings, Village Hall) reporting that someone wondered if it was worth doing a refresher course. It was **noted** that the defibrillator is extremely straightforward to use and designed to be used by the layman.

240/2014-15 Items to be noted from Parish Councillors.

There were no items to be noted.

241/2014-15 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as Monday 13th April 2015, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:04pm

Signed:

Date: 13th April 2015

Name: Richard Williams

Role: Chairman, Drayton Parish Council