



Drayton Parish Council

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**Minutes of the Meeting of Drayton Parish Council,
Held on Monday 2nd December 2013 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton.**



Present: Richard Williams; Laurence Zipson; Pat Athawes; Naomi Broomfield (left at 9:33pm); Richard Webber; David Mercer; Janet Manning; Mark Jesson.

Not present: Graham Webb; Julian Fowler.

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

Daniel Scharf had submitted his letter of resignation prior to the meeting.

Richard Williams (Vice Chairman) assumed the chair.

149/2013-14 APOLOGIES FOR ABSENCE

Apologies had been received from Graham Webb; Julian Fowler and they were **noted**.

150/2013-14 PUBLIC PARTICIPATION

Two members of the public arrived later in the meeting at 8:26pm and were allowed to speak upon their arrival.

151/2013-14 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.

152/2013-14 RESIGNATION / APPOINTMENT OF CHAIRMAN

On 1st December, Daniel Scharf submitted his letter of resignation to the Clerk.

The Council now has ten Councillors, so there is **one vacancy to fill**.

(a) To consider the appointment of a new Chairman.

It was **resolved** that Richard Williams be elected Chairman of the Parish Council for the rest of 2013-14, until the next Annual Meeting in May.

Proposed: Laurence Zipson **Seconded:** Richard Webber **Resolved Unanimously**

Richard Williams signed his Declaration of Acceptance of Office as Chairman.

(b) To consider the appointment of a new Chairman of Planning Committee.

It was **resolved** that Richard Webber be elected Chairman of Planning Committee.

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

It was **noted** that some Councillors require training in planning matters.

ACTION: Richard Webber to organise Planning training by a member of of VWHDC Planning department in the New Year.

(c) Vice Chairmanship: This office was now vacant, but filling this vacancy was deferred to the next Parish Council meeting.

(d) To consider the membership of the Finance; L&GP; Press & PR; ROW committees/groups. This item of business was deferred to the next Parish Council meeting.

153/2013-14 MINUTES OF THE PREVIOUS MEETINGS

(a) Minutes of the Meeting of the Parish Council held on 4th November 2013 were **confirmed**. Richard Williams (Chairman) signed the Minutes as a correct record.

Proposed: Laurence Zipson **Seconded:** Richard Webber **Resolved Unanimously**

(b) Minutes of the Meeting of the Special Parish Council held on 27th November 2013 were **confirmed**.

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

Proposed: David Mercer **Seconded:** Janet Manning **Resolved Unanimously**

Richard Webber commended David Perrow for the minutes.

154/2013-14 ACTION POINT REVIEW FROM PREVIOUS MEETING

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

(a) Fence in the Burial Ground.

No members of the Public or Press were present so no resolution to exclude was necessary.

As advised by the parish Council's solicitors 'Thomas Eggar LLP', a draft letter from the Clerk to be sent to the home owner will be circulated and discussed at the next Parish Council meeting.

(b) Council's Logo and Signage. The quotation from last year that 'Scorpion Signs' submitted to fabricate signs featuring the Parish Council logo has not changed.

ACTION: Clerk to order signage.

(c) For Sale Signs. Richard Webber has spoken to the VWHDC's enforcement department. Evidence is required, take photographs of the offending signs and send them to Richard. It was **noted** that the Drayton2020 NDP needs to include a policy regarding signs.

(d) Milton Road Accident. Milton Park has agreed to contribute £2,000.00 towards a 40mph speed limit along Milton Road. Richard Webber will contribute £1,000.00 from his Councillor Community budget. It is hoped that Milton Parish Council will contribute £200.00. It was **resolved** for Drayton Parish Council to contribute £500.00.

Proposed: Richard Webber

Seconded: Laurence Zipson

Resolved Unanimously

155/2013-14 FINANCE/ADMIN COMMITTEE BUSINESS (Naomi Broomfield)

	Finance/Admin Committee Business November 2013 Payments	Invoice Amount	Incl. VAT
Open Spaces Act 1906 s10	Village Caretaker	*£247.48	zero
LGA (1972) s112	Clerk's Salary	*£462.69	zero
LGA (1972) s112	Deputy Clerk's salary	*£354.13	zero
LGA (1972) s111	HM R&C Tax and NI	*£204.00	zero
LG (FP) A 1963 s5	Clerk's Expenses	*£56.10	zero
LG (FP) A 1963 s5	Deputy Clerk's Expenses	*£41.70	zero
LGA (1972) s111	OALC – Finance Training Course fee – Deputy Clerk	*£72.00	£12.00
LGA 1972 s.142	Drayton Chronicle – Drayton2020 advert (Dec)	£10.00	zero
LGA 1972 s.142	Donald Bruce – Oct Chilli evening food – Drayton2020	£154.09	zero
LGA 1972 s.142	Tom Shebbeare – D2020 Oct consultation – exhibition sundries	£49.07	zero
Local Govt (MP) Act 1976 s19	Drayton Village Hall – s19 Grant	£3,000	zero
LGA 1972 s.142	South & Vale CAB - s142 grant subject to approval	£1,000	zero
	Total payments this month	£5,651.26	£12.00
	Receipts		None
	Total Receipts this month		None

(a) Bank Reconciliation for November 2013. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee had checked the bank reconciliation to end November 2013.

Current account £38,696.23; Deposit Account £19,382.02; Unbanked cheques: None

Total funds = £58,078.25, excluding payments above

(b) Grant applications. The following grant applications were discussed.

▪ **Village Hall.** To switch grant from 'storage extension' to 'kitchen/windows scheme'. This was agreed at the last Finance and Personnel committee meeting.

▪ **Oxfordshire South & Vale Citizens Advice Bureau.** On 14th November, Thomas Fox submitted a grant application to the sum of £1,000.00. It was **resolved** to authorise this grant payment.

Proposed: Naomi Broomfield

Seconded: Pat Athawes

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 Richard Williams.

(d) Risk Assessment 2013-14. The Review of Effectiveness of Audit had been considered by the Finance and Personnel Committee, and the Risk Analysis documents for 2013-14 had now been completed and were ready to be signed off by the Chairman.

Risk assessment 2013-14 – Inspections carried out during October-November 2013:

1. Financial; 2. Council Activities; 3. Annual Inspection

Proposed: Naomi Broomfield **Seconded:** Mark Jesson **Resolved Unanimously**

Richard Williams signed the document.

Statement of Internal Control.

Proposed: Naomi Broomfield **Seconded:** Mark Jesson **Resolved Unanimously**

Richard Williams and Naomi Broomfield signed the document.

The Clerk has updated the 'Risk Management & Policy and Risk System', for operational (not policy) details, such as insurance company used/amounts covered; online banking; change in nomenclature (Finance Committee is now Finance and Personnel Committee; Inland Revenue is now HM Customs & Excise) and personnel (reference to Deputy Clerk added), and this had been circulated by email by the Clerk. This policy document would be considered at the January meeting for re-adoption.

(e) Budget Setting and Precept 2014-15. To consider the recommendations of the November Finance and Personnel Committee and:

Agree the Parish Council Budget for 2014-15. The Parish Council Budget for 2014-15 laid out by the Finance and Personnel Committee was **agreed**. This was a balanced budget with an expected income and expected expenditure of £62,480, drawing £18,000 from Reserves. Income from services (Allotments and Burial Ground) were expected to be £2,000, and grants from VWHDC/Locality £2,430.

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

Set the level of charges for 2014-15. It was **noted** that allotment charges had been increased last year, with increases taking effect in April 2014.

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

Set the Precept for 2014-15. The £40,000 Precept for 2014-15 recommended by the Finance and Personnel Committee was **agreed**. This is unchanged from 2013-14.

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

Two member of the public arrived at 8:26pm and were invited to speak

150/2013-14 PUBLIC PARTICIPATION (Continued)

Jacqui Cook expressed an interest in the OCC's Home to School Transport Policy 2015 consultation. It was **agreed** to expedite this item of business.

156/2013-14 NEWS FROM COUNTY & DISTRICT COUNCILLOR (Richard Webber)

Consultation on Home to School Transport Policy 2015. OCC's budget is being reduced as part of the government's plan to get the nation's finances in order. Between 2010/11 and 2017/18, the government grant will have been reduced by 40%. As a result OCC needed to reduce spending on services, including Home to School Transport, which currently costs about £15 million per year. OCC is holding a Public Meeting on 10th December at 7:00pm in Larkmead School. For more information and to comment go to the website: <https://myconsultations.oxfordshire.gov.uk/consult.ti/transport2015/consultationHome> Consultation ends 20th December. It was **resolved** that Richard Williams should respond to the consultation on behalf of Drayton Parish Council.

Proposed: Richard Webber **Seconded:** Mark Jesson **Resolved Unanimously**

ACTION: Richard Williams to respond to the OCC's Consultation on Home to School Transport policy 2015. Laurence Zipson to display the consultation website address on the Parish Council's website.

157/2013-14 CALENDAR 2014-15.

The dates for the 2014-15 Parish Council and Finance & Personnel Committee meetings were **agreed** with the following amendment:

Finance & Personnel Committee meeting date changed from 11th to 10th November.

158/2013-14 VILLAGE HALL MEETING REPORT (Naomi Broomfield)

Village Hall Car Park Litter Bins. The Village Hall Management Committee have agreed to pay Mr Webb to empty the three litter bins in the Village Hall car park. It was requested to have bigger 'No Dog Waste' signs fitted to the litter bins.

ACTION: Deputy Clerk to fabricate and fit bigger 'No Dog Waste' signs.

It was **noted** that the Drayton2020 Steering Group and the Village Hall Management Committee will meet in January to coordinate future development of the Village Hall.

159/2013-14 WHITEHORNS WAY NEW ROAD SIGN

On 18th November, Sally-Anne Worsley (VWHDC) failed to turn up to the meeting that had been arranged to discuss the new road sign that is oddly positioned and has arrows pointing in the wrong direction. It was **agreed** to rearrange this meeting. Richard Webber will also attend.

ACTION: Deputy Clerk to arrange meeting.

160/2013-14 YOUTH ZONE (Naomi Broomfield)

This youth club has disbanded but still has financial funds that were obtained from a Parish Council grant. It was **agreed** to donate this money to the Damascus youth project.

ACTION: Naomi Broomfield to contact YouthZone Treasurer to arrange transfer of remaining funds to the DAMASCUS Youth Group.

161/2013-14 VICTORIA CROSS

Recently the government announced the plan to honour those who won the Victoria Cross with a commemorative paving stone at the place they were born. The paving stone will be 600mm x 600mm. It was **agreed** to have the commemorative paving stone positioned on the pavement next to the lych gate of St Peters Church.

ACTION: Deputy Clerk to inform St Peters Church and David Buckle (Chief Executive, VWHDC).

162/2013-14 PLANNING COMMITTEE BUSINESS (Richard Webber)

Ref	ADDRESS	DETAILS	PARISH	DISTRICT
P13/V02 33/FUL	Land to the north of 92 -112 Milton Road Sutton Courtenay	Demolition of 110 Milton Road and erection of 34 dwelling houses with associated access.	Object (conditional)	Refused Under appeal
P13/V15 43/O	Land to the rear of 92-112 Milton Road Sutton Courtenay OX1 4BT	Demolition of 110 Milton Road and erection of 34 dwelling houses	Object (conditional)	Pending Consideration 30/10/2013
P13/V21 07/PDH	47 Steventon Road Drayton OX14 4LA	Infill extension to 'square off' property and provide additional bedroom with en suite. Depth: 4.95 metres Height: 3.16 metres Height to eaves: 2.50 metres	NA	Pending
P13/V22 97/HH	74 Whitehorns Way Drayton Oxon OX14 4LJ	Rear single storey extension	Response No objections	Pending
P13/V24 48/HH	1 High Street Drayton OX14 4JL	Replacement of the existing garage flat roof with a tiled pitched roof	Pending	Pending

(a) P13/V0233/FUL. The inspector is in favour of this application.

(b) MW.048/05. Planning application by J Curtis & Sons Radley, Abingdon, OX14 3NQ for planning permission for the Progressive extraction of sand and gravel, importation of inert waste material with restoration to agriculture and an agricultural reservoir at Land at Sutton Wick. It was **agreed** that Richard Webber and David Mercer should respond to this application on behalf of Drayton2020.

ACTION: Richard Webber and David Mercer to respond to planning application.

Naomi Broomfield left the meeting at 9:33pm

163/2013-14 DRAYTON2020 (Richard Williams)

Drayton Neighbourhood Development Plan 2013-2029. The Council **agreed** to study this document over the Christmas period. Councillors should inform the Steering Group of any comments or alterations ASAP. The Steering Group/Drafting Group will meet in early January to make any last minuet changes. The Parish

Council **agreed** to hold a vote on whether or not to adopt the NDP on 6th January at its monthly Parish Council meeting. If adopted, the NDP will start a six week consultation with statutory consultees and community.

ACTION: All Councillors to read the 'Drayton Neighbourhood Development Plan 2013-2029' when the next DRAFT is circulated in w/c 16th December, and inform David Mercer and the Clerk of any comments or alterations.

164/2013-14 RIGHTS OF WAY & CONSERVATION WORKING GROUP (Graham Webb)

Graham Webb was unable to attend the meeting.

Footpath FP14 Barbed Wire. On 19th November, Patricia Russell emailed the Clerk to report that on 23rd May, while walking her dog, injury was sustained to herself and dog from barbed wire running along the footpath leading from the Chapel to the Millennium Green. It was **resolved** to send a letter to the owner of the barbed wire asking them to remove it.

Proposed: Richard Webber **Seconded:** Laurence Zipson **Resolved Unanimously**

ACTION: Deputy Clerk to draft and circulate letter to be sent to the owner of the fence.

165/2013-14 LEISURE & GENERAL PURPOSES WORKING GROUP (Richard Williams)

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

166/2013-14 PRESS & PUBLIC RELATIONS WORKING GROUP (Laurence Zipson)

Blue Plaque. On 1st December, Colin Arnold (St Peters Church) sent an email requesting that the Parish Council check whether the VWHDC have any issues with the new proposed location of the plaque (on the Church meeting room wall). St Peters Church is intending to reposition the main notice board which would mean that there would be two "adverts" on the same road frontage.

ACTION: Deputy Clerk to check whether the VWHDC have any issues with the new location.

It was **resolved** to cover the £550.00 cost of the plaque.

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

167/2013-14 CORRESPONDENCE

The items on the List of Correspondence received were **noted** and the points below were provided as additional information:

(a) RAF Helicopters. On 15th November, Sarah Hodgkinson (MOD - Low flying complaints & enquiries unit manager) responded to the Parish Councils letter sent on 5th November. She is sorry for the disturbance but explained that Oxfordshire is located within the Low Flying Area 1.

(b) Milton Road. On 18th November, Pam Humphrey emailed the Clerk to report two accidents that occurred along the Milton Road on 15th November. One of the accidents caused the road to be closed for a number of hours and required an ambulance.

ACTION: Richard Webber to inform Pam Humphrey of the proposed 40mph speed limit, now pending.

168/2013-14 ITEMS TO BE NOTED FROM PARISH COUNCILLORS

Daniel Scharf. It was **agreed** to send Daniel a letter of thanks for his 10 years' service on the Parish Council (since May 2003) and 7 years' service as Chairman (since May 2006).

ACTION: Richard Williams to draft and circulate a letter of thanks.

169/2013-14 RESERVED BUSINESS

Fence in the burial ground. This item of business had been discussed earlier in the meeting under

154/2013-14 ACTION POINT REVIEW FROM PREVIOUS MEETING

170/2013-14 THE DATE OF THE NEXT PARISH COUNCIL MEETING

(a) The Date of the next Finance and Personnel Committee Meeting was confirmed as Monday 6th January 2013, at 7.00pm, to be held in the Caudwell Day Centre, Gravel Lane.

(b) The Date of the next Parish Council Meeting was confirmed as Monday 6th January 2013, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:19pm

Signed:

Date: 6th January 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council