



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council

Held on Monday 1st September 2014 at 7:30pm

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



Present: Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Naomi Broomfield, Stuart Davenport (left at 9:50pm), Mark Jesson, Richard Webber (left at 9:07pm), Graham Webb, Janet Manning.

Not Present: Patricia Athawes.

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

106/2014-15 Apologies for Absence.

Apologies for absence had been received from Patricia Athawes and Richard Webber (early departure) and they were **noted**.

107/2014-15 Public Participation.

1 member of the public was present.

OCC Public Right of Way, Limited Trial Approach to Categorising Paths. On 20th August 2014, Paul Harris (OCC, Countryside Access Strategy & Development Officer) sent a letter and map to the Clerk. Paul Harris asked that category 1 and 2 paths be highlighted on the map. Jennifer Pooley (Footpath Warden) kindly agreed to do this.

108/2014-15 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.

109/2014-15 Minutes.

Minutes of the Previous Parish Council Meeting held on 4th August 2014 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

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

110/2014-15 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) Sutton Wick/Casa Mia, Wild Flower area. It was **noted** that the outworn ambulance has been removed. On 12th August 2014, Gwyn Jones sent a letter to the Clerk. The letter elucidates parking issues in the area and urges the Parish Council to reconsider the decision not to lay out a visitor parking area on the public grass area. On 18th August 2014, The Clerk received an email from Andrew Beacroft asking that the Village Caretaker remove some branches that had been left on the grass area. On 20th August 2014, the Deputy Clerk and Graham Webb visited the grass area and mapped it. It was **noted** that builders working nearby are to reinstate the soak-away that has been damaged. Gwyn Jones was unavailable for consultation. On 21st August 2014, the Deputy Clerk received an email from Steven Sadler (Village Caretaker) reporting that he was challenged by a local resident whilst removing the branches left on the grass area. On 24th August 2014, the Clerk received an email from Deborah Clarke explaining that she and her neighbours would like a parking area and that the money intended for the maintenance of the grass area could be better spent on other projects in the Village. It was **agreed** to hold a meeting between the Parish Council and local residents.

ACTION: Deputy Clerk to arrange meeting between the Parish Council and local residents.

(b) New Beech Hedge on the Green, The Stables. On 5th August 2014, the Clerk received an email from Rhunedd Thomas (Solicitors), acting on behalf of Mr & Mrs Dearden (the owners of Stable barn)

acknowledging receipt of the letter sent by the Clerk on 16th June 2014. It was **noted** that the minutes from 2nd February 2004 state:

152/03 Land Adjoining the Stables, Manor Farm, Drayton

The Clerk had received further communication from Mr Winter regarding the renovation and conversion work to the Stables. The Council agreed that access to the property via the piece of land, which abuts the southern flank wall of the Stable was acceptable during the period of renovation but would like confirmation in writing of the timescales involved and of the 'making good' of the area when work was completed.

The Clerk has unearthed the original correspondence with Challenor & Son (Solicitors), acting on behalf of Mr Winter (the first owner of the Stables when it was converted from a stables/barn into a house). The letter (including a plan of the area) dated 17th October 2003 from Challenor & Son to the Parish Council states: "the land in question does not belong to the present owners at Manor Farm". The letter dated 17th November 2003 from the Parish Council to Challenor & Son states: "This land has historically always been regarded as being owned by the Parish Council". On 1st September 2014, the Clerk had a meeting with Simon Escreet (Managing Director at Land & Property Registration) to initiate registration of land for the Parish Council. It was **agreed** to send Mr & Mrs Dearden another letter.

ACTION: Clerk to send a letter to Mr & Mrs Dearden's solicitors informing them that they should remove the row of small beech trees that have been planted outside their boundary wall within 30 days. If this is not done the Parish Council will remove them as this area is public land, and part of the historic Drayton Village Green.

(c) Millennium Green footpath improvement/restoration. On 21st August 2014, the Clerk sent an email to Nicholas Hamilton (Chairman, Millennium Green Trust) with a list of maintenance issues regarding the Millennium Green. On 23rd August 2014, the Clerk received an email from Nicholas Hamilton thanking the Parish Council for its observations and explained that the management plan that Mike Habermehl (Landscape Architect, Adams Habermehl) drew up is expensive. The Trustees will be meeting shortly and will be submitting a grant application to the Parish Council for financial support.

ACTION: Clerk and Graham Webb to have a meeting with Richard Seabrook (Millennium Green Trust) to discuss maintenance plan and cost.

111/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Village Caretaker	*£137.50	nil
OSA 1906 s10	Lee Collins – Grass Cutting Invoice	*£590.00	nil
LGA 1972 s112	Clerk's Salary PC: £185.29 Drayton2020: £321.61	*£506.90	nil
LGA 1972 s112	Deputy Clerk's Salary	*£334.56	nil
LGA 1972 s111	HM R&C Tax and NI PC: £141.74 Drayton2020: £68.32	*£210.06	nil
LGA FP 1963 s5	Clerk's Expenses	*£97.04	£13.72
OSA 1906 s10	Jenks (Oxford) – Tree Surgery Work	*£1,170.00	£195.00
LGA 1972 s143	SLCC Annual Membership	*£147.00	nil
LGA 1972 s112	Three Spires Acoustics – Noise Survey	*£1,200.00	£200.00
LGA 1972 s142	Rainbow Colour – Drayton2020 Banners	£66.00	£10.00
	Total payments this month	£4459.06	£418.72
	Receipts		
	Allotments (Water Charges)		£15.00
	Drayton2020 Exhibition Costs Contribution		£500.00
	Total Receipts last month		£515.00

(a) Bank Reconciliation. Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end July 2014. Current account £32,447.16, Deposit Account £19,527.39, Undrawn cheques £201.65, Unbanked payments NIL.

Total funds £51,772.90 excluding payments above.

(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) Heritage Lottery Fund (HLF) sustains and transforms a wide range of heritage through innovative investment in projects with a lasting impact on people and places. As the largest dedicated funder of the UK's heritage, with around £375million a year to invest in new projects and a considerable body of knowledge, HLF are also a leading advocate for the value of heritage to modern life. From museums, parks and historic places to archaeology, natural environment and cultural traditions, HLF invest in every part of our heritage. Since 1994, HLF has supported over 36,500 projects allocating more than £6billion across the UK. First World War: Then and Now provides grants of £3,000.00 to £10,000.00 for communities to mark the centenary of the First World War. They also provide grants of more than £10,000.00 for First World War projects. It was **agreed** to apply for funding.

ACTION: Deputy Clerk to apply for funding to mark the centenary of the First World War in conjunction with the unveiling of the Victoria Cross Commemorative Paving Stone for Edward John Mott VC DCM on the 100th anniversary of the action for which the VC was awarded, 27th January 2017.

(d) Internal and External Auditor's Reports. The Finance and Personnel Committee Meeting was held prior to the Parish Council meeting where the Internal and External Auditor's Reports were received at the meeting and this was **noted**.

ACTION: Clerk to circulate audit reports and Deputy Clerk to add item to next month's agenda.

(e) Funds. The Parish Council has specific reserve funds of £17,000.00 which had been set aside for Drayton2020 projects. It was **agreed** to look into the option of upgrading the LockWay Playground, and the footpath work on/around the Millennium Green.

ACTION: Clerk to obtain a new quotation from Wicksteed for upgrading the LockWay Playground.

112/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

This item was expedited at Jennifer Pooley's (Footpath Warden) request.

(a) Access around the Golf Course. On 6th August 2014, Laurence Zipson sent an email requesting clarification on the footpath around the golf course as there are contradicting signs making it unclear if one is allowed to walk round it or not. On 9th August 2014, Jennifer Pooley sent an email explaining that the footpath is **not** a permissive one. It was **agreed** that the Parish Council should write to the Golf Course asking if the path could be turned into a permissive one, as it would be a great asset to the village.

ACTION: Deputy Clerk to draft and circulate a letter to be sent to the Golf Course manager.

113/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) David Mercer. It was **noted** that David Mercer has done a sterling effort on the Neighbourhood Development Plan despite being in the process of moving to a new house out of Drayton. It was **agreed** to send David Mercer a thank you letter and gift.

ACTION: Richard Williams to send David Mercer a thank you letter and gift.

Richard Webber left at 9:07pm

(b) Drayton Neighbourhood Development Plan 2014-2031 Submission Copy, Version 1, September 2014 and its appendices (NDP). On 29th August 2014, the Drayton2020 Steering Group approved the NDP at its meeting. It was **agreed** to insert some text on page 28, paragraph 134, explaining the history of the road through Drayton. After some discussion, it was **resolved** to submit the NDP, including its Annexes and supporting documents, to VWHDC for examination.

ACTION: Clerk to insert text explaining the history of the road through Drayton and submit the NDP to VWHDC for Examination.

114/2014-15 New Beech Hedge on the Green, The Stables.

This item of business was discussed earlier in the meeting under item 110/2014-15 Action Checklist from the Previous Meeting.

115/2014-15 Councillor Vacancies / Co-options. It was noted that Drayton has 9 Parish Councillors and is entitled to 11 so there are currently 2 vacancies. It was agreed to submit an advert in the Chronicle and for Richard Williams to note the vacancies in his Chronicle Parish Council report.

ACTION: Clerk to submit an advert in the Chronicle and Richard Williams to note the vacancies in his Chronicle Parish Council report.

Stuart Davenport left at 9:50pm.

112/2014-15 Rights of Way & Conservation Working Group (continued).

(b) Overgrown Willow Tree, Sutton Wick Lane, next to pond. On 17th August 2014, the Clerk received an email from Tom Shebbeare who forwarded an email from Donald Bruce. Donald Bruce deems the Willow trees around the pond to be a liability and suggests that one of them be considered for removal or at the very least be pollard. Donald Bruce reports that the trees have been hazardous in the past when large branches have broken off and fallen onto the grassed area next to the pond which is a favourite area for parents and young children to feed the ducks. It was noted that Jenks Group (Arboricultural Contractors) inspected the trees on 13th May 2014 and did not recommend any action. It was agreed to ask Jenks Group to return in November for another inspection and ask for their further advice.

ACTION: Clerk to ask Jenks Group to return in November for another inspection and ask for advice and inform Donald Bruce.

(c) Overgrown Hedge. Where East Way meets Binning Close. On 2nd August 2014, the Clerk received an email from Steven Sadler (Village Caretaker) reporting 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. On 6th August 2014, Laurence Zipson inspected the hedge and deemed it to be an acceptable height. It was noted that the hedge is the responsibility of OCC. It was agreed to inform the home owner that she should contact OCC.

ACTION: Deputy Clerk to inform the home owner that she should contact OCC.

(d) Bulb Planting. The proposal from Drayton2020 to work with Drayton Community School to plant bulbs etc. on Parish and other public land in the village this Autumn, and to fund the purchase of bulbs/seeds for this was considered and agreed.

ACTION: Clerk to inform Drayton2020 and the School that the Parish Council agree in principle.

(e) FP14. Railway sleepers need putting back. On 5th August 2014, the Deputy Clerk emailed Mark Sumner (OCC, Environment and Economy Countryside Service) and reminded him that the railway sleepers along this path still need putting back and that path is starting to subside. It was noted that Mark Sumner has not responded to the Deputy Clerk's email.

116/2013-14 Leisure & General Purposes Working Group (Richard Williams).

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

117/2014-15 Press & Public Relations Working Group (Laurence Zipson).

There were no items to discuss.

118/2014-15 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	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	Response with comment.	Pending.

32/FUL		boundary wall.		
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.	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 TPOd Lime Trees), engineering works, infrastructure works, car parking and lighting.	Objection with comment.	Pending.
P14/V13 63/FUL	9 Corneville Road Drayton OX14 4HN	1 new two storey 3-bedroom dwelling.	Objection with comment.	Pending.
P14/V16 36/LB	3 Church Lane Drayton Abingdon OX14 4JS	Replace existing pebble dash render with lime mortar render.	No Objection.	Pending.
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.	Pending.	Pending.
P14/V17 90/LB	The Stables The Green Drayton Abingdon OX14 4JA	Proposed internal alterations.	Pending.	Pending.

(a) **Proposed Pelican Crossings, A415 Marcham Road and Ock Street, Abingdon.** It was **agreed** that Richard Williams should comment on behalf of the Parish Council. Deadline to comment is 26th September 2014.

ACTION: Richard Williams to comment on behalf of the Parish Council.

(b) **Speed Limit on Rural Roads to Rise to 50mph.** The speed limit for lorries on rural roads will rise from 40mph to 50mph to reduce tailbacks and the risk of people dying in dangerous overtaking manoeuvres. The government will also consult on increasing the speed limit for lorries on dual carriageways from 50mph to 60mph. It was **agreed** that Richard Williams should comment on behalf of the Parish Council. Deadline to comment is 5th September 2014.

ACTION: Richard Williams to comment on behalf of the Parish Council.

(c) **P13/V1429/FUL. Milton Garden Machinery Milton Road Drayton OX14 4EZ. Proposed addition of domestic accommodation to existing business premises.** On 29th August 2014, the Clerk received an email from Paul Manthorpe (Milton Garden Machinery) explaining his current circumstances and that he is in the process of applying for planning permission for the wooden cabin he has built.

(d) **Tree preservation 10/2014. 3 Maples at East end of Lyford Close.** The Planning Committee **support** this tree preservation order.

119/2014-15 News from District & County Councillor (Richard Webber).

Richard Webber had left the meeting to fulfil other Council duties.

Estate Agent Boards. On 4th August 2014, Laurence Zipson sent an email reporting 2 'For Sale' signs that have been illegally erected on OCC highway land. It was **noted** that Richard Webber is in the process of having them removed.

120/2014-15 Speed Limit on Rural Roads to Rise to 50mph.

This item of business was discussed earlier in the meeting under item 118/2014-15 Planning Committee Business (b).

121/2014-15 Correspondence.

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

(a) Parking outside of Maces. On 31st August 2014, the Clerk received an email from Shirley Thomas expressing her concerns over viability when exiting from Henley's Lane into Abingdon Road. Lorries regularly park in front of the shop making it virtually impossible to have any vision of traffic approaching from the Abingdon direction. It was **agreed** to raise the matter with the local Police Community Support Officer, apply for concrete bollards with Richard Webber's 'Area Stewardship Grant' and talk to the owner of the shop.

ACTION: Clerk to raise the matter with the local Police Community Support Officer and ask her to talk to the owner of the shop.

(b) Annual Community Emergency Planning Survey: 2014/2015. Every year OCC conduct a Parish Survey collating information that would be of use during an incident/emergency.

ACTION: Deputy Clerk to fill in the form and return it.

122/2014-15 Items to be noted from Parish Councillors.

There were no items to be noted.

123/2014-15 The Date of the next Parish Council Meeting.

The Date of the next Parish Council Meeting was confirmed as Monday 6th October 2014, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:10pm

Signed:

Date: 6th October 2014

Name: Richard Williams

Role: Chairman, Drayton Parish Council