

## DRAYTON PARISH COUNCIL

### Minutes of the Parish Meeting of Drayton Parish Council

Held on Monday 6<sup>th</sup> February 2012 at 7.30pm at the Caudwell Day Centre, Gravel Lane

**Present:** Daniel Scharf (Chairman); Naomi Broomfield; Julian Fowler; Richard Webber; Richard Williams; Laurence Zipson    **Not Present:** Heather Morrison; Jenny Pooley.    **In attendance:** David Perrow (Clerk)

#### 1/02/12 APOLOGIES FOR ABSENCE

Heather Morrison and Jenny Pooley had notified the Clerk of their apologies for absence and these apologies were **noted** by the meeting

#### 2/02/12 PUBLIC PARTICIPATION

Three members of the public were present. The following issues were raised:

- (a) **Village Hall/Football Club.** Ann Webb reported that she was still awaiting information from the Football Club about the Pavilion before insurance cover could be reviewed. It was **agreed** that the Clerk should contact the football club again to remind them that the information was required.

**ACTION:** Clerk to contact the Football Club about need for details of the Pavilion to revise the insurance cover.

Ann Webb also reported that it had been agreed that fees for using the Village Hall would rise slightly this year. Prices would be removed from the Village Hall website to save on the annual updating fee which had to be paid when prices changed.

- (b) **Burial Ground/beechn leaves.** A member of the public reported that leaves from the beech hedge were blowing over the graves in the burial ground. It was **agreed** that the Clerk would ask the Village Caretaker to remove these.

**ACTION:** Clerk to contact the Village Caretaker to ask him to clear the beech leaves from the burial ground

- (c) **School bus.** Ann Webb gave the Council some preliminary details of costs of running a school bus privately, should OCC reduce capacity on the free bus to those parents who are now facing daily charges.

#### 3/02/12 DECLARATIONS OF INTERESTS

There were no Declarations of Interest

#### 4/02/12 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 9<sup>th</sup> January 2012 were **confirmed** and Daniel Scharf (Chairman), signed the Minutes as a correct record.

**Proposed:** Richard Williams

**Seconded:** Laurence Zipson

**Agreed**

#### 5/02/12 ACTION POINT REVIEW FROM LAST MEETING

The Action Point Review was **received and noted**

#### 6/02/12 NEWS FROM COUNTY COUNCILLORS (Marilyn & Mike Badcock)

Neither Marilyn nor Mike Badcock was able to be present.

**OCC Equality Policy.** The publication of this draft policy was **noted.** The parish Council **decided** that it did not wish to submit any comments on the policy.

#### 7/02/12 NEWS FROM DISTRICT COUNCILLOR (Richard Webber)

- (a) **IHSP.** Richard Webber reported that under the Interim Housing Supply Policy there had been approx.. 180 submissions from developers/landowners to be considered for screening. After initially dealing with these on a case by case basis, the VWHDC Planning Authority had now realised that the volume of land offered far exceeded that required, and had decided to take a more strategic approach to vetting. This would involve a delay in publication of information on the process, now expected to be in early March. It was **noted** that the Parish Council had been informed by CPRE that they had filed a FoI request with VWHDC asking for the publication of the information. It was also **noted** that if the Grove housing scheme resumed this would make the IHSP unnecessary, and that there was a possibility it might be withdrawn entirely.

(b) **Caravan Storage.** There had still been no response from VHDC Planning Enforcement. Richard Webber agreed to contact them again this week.

### **8/02/12 SCHOOL TRANSPORT**

It was **resolved** that Daniel Scharf should represent the Parish Council at the parent's appeal hearing with OCC. It was **noted** that the Parish Council had submitted an agreed statement to OCC in support of the parents' appeal.

**Proposed:** Laurence Zipson                      **Seconded:** Julian Fowler      **Agreed**

### **9/02/12 HOUSING SUPPLY**

**Meeting with ORCC.** Daniel Scharf reported on a meeting with Margaret Eaglestone (ORCC), Helen Nouvelle (VWHDC) and others at the VWHDC offices. ORCC were offering a free survey to Drayton on affordable housing need. It was **resolved** that ORCC should be invited to undertake their free survey in Drayton during April.

**Proposed:** Naomi Broomfield                      **Seconded:** Daniel Scharf      **Agreed**

**ACTION:** Clerk to contact ORCC to make arrangements for the Housing Needs Survey on Affordable Housing to be undertaken during April

The following further **ACTIONS** were **agreed**:

- The Drayton Chronicle team would be asked to distribute the questionnaire
- Daniel Scharf would draft an article for the Drayton Chronicle and the covering letter to go with the survey
- Laurence Zipson would devise some posters to go up around the village

It was **resolved** that 20p per returned questionnaire would be given to Help for Heroes from Parish funds, in order to encourage a high rate of return.

**Proposed:** Lawrence Zipson                      **Seconded:** Naomi Broomfield      **Agreed**

### **10/02/11 VILLAGE HALL/FOOTBALL CLUB**

Laurence Zipson and Richard Webber had attended the last Village Hall Management Committee (VHMC) meeting on behalf of the Council. It was reported that village hall maintenance had previously been funded from bar profits, but the bar income was now low. The current bar arrangements, which were outsourced, would be changed from Easter 2012. Laurence Zipson had agreed to look at marketing Saturday nights at the village hall as an entertainment venue. Fees were being raised this year by 2-3%. In order to attract e.g. business meetings, the hall would need wi-fi and other improvements, so investment would be needed, perhaps with a strategic/business plan to forecast future income against investment costs. The next meeting of the VHMC was due on March 16<sup>th</sup>.

### **11/02/11 QUEEN'S DIAMOND JUBILEE CELEBRATIONS**

It was **noted** that Richard Webber was meeting with Rev. Rebecca Peters later in the week to discuss the idea of and timing of a community picnic on the Green. The Clerk was asked to obtain information and outline quotes for the re-inscription of the diamond jubilee memorial on the Green, originally erected by public subscription for Queen Victoria's diamond jubilee in 1897.

**ACTION:** Clerk to ask for quotes for re-inscription of the Diamond Jubilee memorial on the Green.

### **12/02/11 ANNUAL PARISH MEETING**

It was **resolved** that £150 would be allowed for catering at the Annual Parish Meeting on Monday 2<sup>nd</sup> April, and that DAMASCUS would be asked to cater for around 40 people.

**Proposed:** Richard Williams                      **Seconded:** Julian Fowler      **Agreed**

The following **ACTIONS** were **agreed**:

- Daniel Scharf would arrange to meet Gary Hibbins on Sat 18<sup>th</sup> Feb at 2pm to discuss catering
- Richard Webber would invite Paul Mayhew-Archer as a speaker for a 30 minute spot. The large hall would be booked if he agreed, the small hall if he declined
- Clerk will place the usual advert in the Chronicle and invite village organisations by email

### **13/02/12 RECORDS MANAGEMENT**

It was **noted** that under the Council's agreed Records Management Policy the Clerk would be arranging for the deposit of minutes, finance records etc. for the period 2000-2005 with the County Record Office (OXHIST). The last 6 years records would be retained in the Clerk's office. The Clerk would also be submitting computerized records for archiving under OXHIST's trial e-archiving project.

**14/02/12 FINANCE/ADMIN COMMITTEE BUSINESS**

**Finance/Admin Committee Business**

**A. Payments**

		<b>Invoice Amount</b>	<b>Incl. VAT of:</b>
<b>Power</b>			
Open Spaces Act 1906 s10	(i) Village Caretaker – January 2012	£227.76	£2.54
LGA (1972) s112	(ii) Clerk’s Salary – January 2012	£510.41	zero
LGA (1972) s111	(iii) HM R&C Tax and NI – January 2012 [£45.00 PAYE deducted, but not due to HM R&C due to previous month tax refund already paid]		zero
LG (FP) A 1963 s5	(iv) Clerk’s Expenses – January 2012	£32.40	£3.80
LG(MP) Act 1953 s4	(v) Bus Shelters Ltd	£1800.00	£300.00
Litter Act 1983 s5(2)	(vi) VWHDC – Dog Bins Servicing Oct-Dec 2011	£97.60	£16.27
LGA 1972 S137	(viii) Ryder-Cheshire Volunteers – Grant <b><u>subject to approval</u></b>	£350.00	zero
Small Holdings & allotment Act 1908 s26/SI 1977/204 s 3	(ix) Julian Cook – Trimming Hedges (Burial Ground/Allotments)	£150.00	zero
Local Authorities Cemetery Order SI 1977/204	(x) Robin Butler 15 x£2.99 4-5ft beech trees for burial ground	£44.85	zero
	<b>Total payments this month <u>subject to grants approval</u></b>	<b>£3213.02</b>	<b>£322.61</b>
<b><u>B. Receipts</u></b>	<b>January 2012 Receipts</b>	<b>None</b>	
	<b>Total Receipts this month</b>	<b>Nil</b>	

**C. Other Finance business**

**(i) Bank Reconciliation for January.** The Clerk reported that the bank reconciliation to 6<sup>th</sup> February 2012 had been agreed at the Finance and Personnel Committee preceding the PC meeting.. This showed cash at bank as £25,519.00 (£6331.85 current account plus £19,187.15 deposit account). This was balanced in the accounts by receipts of £75,651.01(including balances b/f from 2010-11) and payments of £50,132.01).

**(ii) Grant applications.** A grant application from Ryder-Cheshire Volunteers (Oxfordshire) for £350 had been recommended by the Finance and Personnel Committee. The £1k grant application from the Drayton Millennium Green Trust (MGT) had been deferred further whilst the MGT clarified the state of its reserves.

**(iii) UNITY Trust Bank Account.** Julian Fowler reported that the Finance and Personnel Committee had recommended to the Council that a Unity Trust current bank account be opened ready for the next financial year so that e-banking could be enabled.

**Resolved:** that the Council establish a Unity Trust bank account to supersede the existing Lloyds Bank Account

**Proposed:** Julian Fowler      **Seconded:** Daniel Scharf      **Agreed**

**(iv) Annual Risk Assessment and Asset Review.** Julian Fowler reported that the Finance and Personnel (F&P) Committee was now undertaking the Annual Risk Assessment. It was **agreed** that Naomi Broomfield would organise the annual asset inspection on a Saturday during March. It was reported that F&P Committee had agreed the disposal of three items of old IT kit.

**ACTION:** Naomi Broomfield to agree date for the Annual Parish Inspection.

**15/02/12 PLANNING COMMITTEE BUSINESS**

**A:** The following Planning Applications in Progress were **noted**

NO	ADDRESS	DETAILS	PARISH	DISTRICT
<b>2012-01</b>	3 Hilliat Fields, Drayton, OX14 4JE	Outline application for the erection of 3 bedroom 2 storey dwelling with integral garage and off street parking (re-submission)	<b>No objection</b>	<b>Pending</b>
<b>2012-02</b>	14 High Street, Drayton, OX14 4JL	Removal of 15 conifers	<b>No objection</b>	<b>Pending</b>

## **B Other Planning Business**

- (i) **Caravan etc. Storage – Milton Road.** See above No reply had been received from VWHDC Planning Enforcement on this issue. It was agreed that Richard Webber, as District Councillor would investigate what enforcement action was being taken.  
**ACTION:** Richard Webber to contact VWHDC Planning Enforcement re: caravans at AcreMead Kennels

## **16/02/12 RIGHTS OF WAY & CONSERVATION WORKING GROUP**

- a. **Condition of Rooks Nest Path Steps.** It was believed that the contractor had not undertaken the corrective work requested. The Clerk would ask the Village Caretaker to take a look at the flagstones.  
**ACTION:** Clerk to ask the village caretaker to take a look at the flagstones at the Rooks Nest path steps
- b. **Horse Chestnut at entrance to Sutton Wick Lane.** It was reported that there was a low branch overhanging the footpath at the entrance to Sutton Wick Lane. The Clerk would ask the Village Caretaker to remove this  
**ACTION:** Clerk to ask the village caretaker to remove the damaged branch on the horse chestnut at the entrance to Sutton Wick Lane.

## **17/02/12 LEISURE & GENERAL PURPOSES WORKING GROUP**

- a. **Village Caretaker and Grass Cutting contractors:** These reports were received.
- b. **St Peter's Church Roof.** A report back from the PCC was still awaited
- c. **Footpath on the Green.** The state of this footpath would be looked at during the Annual Parish inspection in March.

## **18/02/12 PRESS AND PUBLIC RELATIONS WORKING GROUP**

- (a) **Website.** Laurence Zipson reported that the website was now operational again and that permissions were now held by himself, the Clerk and Julian Fowler to make changes. However, it was felt that too high a degree of expertise was needed with WordPress to sustain the current website, and it was recommended that the site be migrated to a commercial provider who would provide a more off-the-shelf content management system and file backup.

**ACTION:** Laurence Zipson to contact Andrew Bax to suggest migrating the website to new software using a commercial supplier

- (b) **Blue Plaque.** Correspondence had been received relating to the siting of a blue plaque on the Church, if one is approved for Rev F E Robinson. It was felt that the Church was the best location, and if not on the tower then on the adjacent modern hall building was appropriate. However it was noted that the PCC had agreed to the plaque being on the tower if approved, and it was assumed the Diocese would agree too. Laurence Zipson was asked to correspond further with the Church wardens and the VWHDC Blue Plaque secretary on this matter.

**ACTION:** Laurence Zipson to discuss location of the Blue Plaque with St Peter's Church wardens and VWHDC.

## **19/02/12 CORRESPONDENCE**

The List of Correspondence from the Clerk was noted. The Clerk handed out various items of correspondence.

## **20/02/12 ITEMS TO BE NOTED FROM PARISH COUNCILLORS**

- (a) Daniel Scharf asked that Public Transport be added to the next agenda in March for him to report  
**ACTION:** Clerk to put Public Transport on March Agenda
- (b) **Kiln Lane.** It was noted that the Kiln Lane residents seem to be satisfied with the effectiveness of the new signage to deter motor vehicles from using the Bridleway. The Clerk was asked to contact Mark Sumner, OCC Countryside Services to not this and ask him to conduct his 6 month review on the project  
**ACTION:** Clerk to contact Mark Sumner re: 6 month review of Kiln Lane project

**21/02/12 DATE OF NEXT MEETING** was confirmed as Monday 5<sup>th</sup> March 2012, at 19.30, to be held in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HY

**The meeting concluded at 9.30 p.m**

**Signed:**  
**Name: Daniel Scharf**

**Date: 5<sup>th</sup> March 2012**  
**Role: Chairman, Drayton Parish Council**