



Drayton Parish Council

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Minutes of the Annual Parish Meeting of Drayton Parish Council Held on Monday 18th May 2015 at 7:30pm At the Village Hall, Lockway, Drayton, OX14 4LF



Present: Richard Williams (Chairman), Colin Arnold, Patricia Athawes, Laura Billington, Tamsin Meredith, Graham Webb, Christine West, Colin West, Matthew Lowy, Richard Webber (OCC) (resigned from Parish Council and left at 7:45pm).

Not Present: Richard Wade

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

The meeting started at 7:35pm.

025/2015-16 Election of Chairperson for the year 2015-16.

Richard Williams indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman. It was **Resolved** that Richard Williams be re-elected Chairman of the Parish Council for 2015-16.

Proposed: Richard Webber

Seconded: Patricia Athawes

Resolved: Unanimously

Richard Williams signed his Declaration of Acceptance of Office as Chairman for 2015-16.

026/2015-16 Election of Vice-Chairperson for the year 2015-16.

Richard Wade had indicated his willingness to stand as Vice-Chairperson prior to the meeting. No other Councillor wished to stand as Vice-Chairperson. It was **Resolved** that Richard Wade be elected Vice-Chairman of the Parish Council for 2015-16.

Proposed: Richard Williams

Seconded: Richard Webber

Resolved: Unanimously

027/2015-16 Election Results held on 7th May 2015.

(a) Parish Council. Richard Webber: 879, Laura Billington: 584, Tamsin Meredith: 549, Richard Wade: 507, Colin Arnold: 497, Christine West: 478, Graham Webb: 460, Richard Williams: 458, Patricia Athawes: 440, Colin West: 417, Matthew Lowy: 395. Not elected: Pervin Shahin: 377.

(b) VWHDC. Drayton Ward Stuart Davenport (Conservative): 654. Not elected: Richard Webber (Liberal Democrats): 614, John Ayres (UK Independence Party): 210, Chris Lynch (Labour): 172, Gerald Day (Rural Oxfordshire Action Rally): 79.

028/2015-16 Apologies for Absence.

Apologies for absence had been received from Richard Wade and were **noted**.

029/2015-16 Public Participation.

There were no members of the public present.

030/2015-16 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.

031/2015-16 News from OCC Councillor (Richard Webber). This item of business was brought forward on the Agenda with the agreement of the Chairman and the meeting.

Richard Webber is the longest serving Parish Councillor and joined in 2005 to make up numbers as there were only 7 councillors at the time. He is delighted that Drayton had a contested election and now has a full complement of 11 councillors. Though not elected as VWHDC councillor, Richard is still the OCC

councillor and has just been elected as leader of the Liberal Democrats group on the County Council. In order to focus on this new role, Richard Webber had decided to resign as a Parish Councillor.

Richard Webber resigned from the Parish Council and left the meeting at 7:45pm.

Drayton is entitled to 11 Parish Councillors so there is currently one vacancy.

ACTION: Richard Williams to ask Pervin Shahin, who stood and received 377 votes, if she would be willing to be co-opted to this new vacancy on the Parish Council, subject to the proper notices being served and procedures followed..

032/2015-16 News from VWHDC Councillor (Stuart Davenport). This item of business also brought forward on the Agenda with the agreement of the Chairman and the meeting.

Stuart was impressed at the turnout at the Drayton elections and pleased to have been elected as District Councillor. He assured the Parish Council that he is committed and behind the Drayton 2020 Neighbourhood Development Plan, which would shortly be going to VWHDC Cabinet and Council to be 'made' following the March Referendum.

033/2015-16 Appointment of Committees/Representatives for the year 2015-16.

The following representation on Committees and Working Groups was **agreed** unanimously by the Council.

(a) Committees.

- **Finance & Personnel:** Richard Williams (Chairman), Patricia Athawes, Graham Webb, Colin West, Tamsin Meredith.
- **Planning:** Richard Williams (Chairman), Patricia Athawes, Colin Arnold, Matthew Lowy, Richard Wade.
- **Drayton 2020 Implementation Committee.** To be decided at the next meeting on 1st June.

ACTION: Clerk to draft terms of reference.

(b) Working Groups.

- **Leisure & General Purposes:** Patricia Athawes (Chairperson), Richard Williams, Laura Billington, Tamsin Meredith.
- **Rights of Way & Conservation:** Graham Webb (Chairman). Richard Williams, Christine West, Matthew Lowy.
- **Website/publicity reps:** Matthew Lowy, Colin West.

034/2015-16 Standing Orders and Terms of Reference.

The existing Standing Orders and Financial Regulations 2014-15 had been circulated to Councillors previously with the papers for the meeting. It was **resolved** to re-adopt the Standing Orders and Financial Regulations 2014-15 for Drayton Parish Council for 2015-16.

Proposed: Colin Arnold

Seconded: Graham Webb

Resolved: Unanimously

It was **agreed** to disband the Press & Public Relations Working Group.

035/2015-16 Minutes.

(a) Minutes of the Previous Parish Council Meeting held on 13th April 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Patricia Athawes

Seconded: Richard Williams

Resolved: Unanimously

036/2015-16 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) Lock Way Playground. Patricia Athawes (Drayton Community Primary School Representative) and Naomi Broomfield (DAMASCUS Project Representative) are collating information and will report at the next meeting.

(b) Footpath Survey. Graham Webb reported on Millennium Green Trust Working Day that was held on 4th May 2015. It was well attended and well organised, including refreshments, cakes, etc. The focus was to make a start and get it looking as if something's being done. Work included chopping back the encroachment of grass on some paths (good progress, but not to the full 2m).

(c) Parking on the Green. The Deputy Clerk circulated details of plastic paving driveway grid turf grass protector drainage mat.

ACTION: Deputy Clerk to circulate details of plastic paving driveway grid turf grass protector drainage mat to the councillors via email. Item to be discussed at the next meeting.

037/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Steven Sadler - Village Caretaker Invoice	*£142.64	£7.10
OSA 1906 s10	Lee Collins – April 2013 Grass Cutting Invoice	+*£590.00	nil
LGA 1972 s112	Clerk’s Salary PC: including 25 hrs O/T at plain rates; £321.39 Drayton2020: £200.86	*£522.25	nil
LGA 1972 s112	Deputy Clerk’s Salary	*£313.06	nil
LGA 1972 s111	HM R&C Tax and NI PC: £158.45 Drayton2020: £50.15	*£208.60	nil
LGA FP 1963 s5	Clerk’s Expenses	*£30.75	£3.99
LGA (1972) s114	Rialtas – Alpha Accounts software annual fee	*£133.20	£22.20
LGA 1972 s111	Zurich - Insurance Premium 2015-16	*£639.79	nil
LGA (1972) s111	OCVA – Dep Clerk’s Health & safety Training Course	£65.00	nil
LGA (1972) s143	LCR Magazine Annual Subscription (NALC)	£17.00	nil
	Total payments this month	£3,761.09	£33.29
	Receipts		
	VWHDC Precept (1 st half year)		£20,000.00
	VWHDC CTRS grant 2015-16		£1,410.00
	Allotment Rents and water charges		£439.50
	Burial and Memorial fees		£50.00
	Total Receipts last month		£21,899.50

(a) Bank Reconciliation. Current account £55,849.74 Deposit Account £19,673.85, Undrawn cheques: £342.00, Unbanked payments: None. **Total funds = £75,181.59 excluding payments above.**

(b) Grant Applications. None.

(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: Richard Williams and Patricia Athawes. Richard Williams and Patricia Athawes signed the cheques for the remaining (unstarred) payments.

+ This invoice not received, so payment withheld this month [Clerk].

(d) End of Year Accounts:

(i) To receive, accept and sign off the Annual Accounts 2014-15. The Accounts for 2014-15 had been reviewed with the Clerk by the Finance and Personnel Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** that the Accounts for 2014-15 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts.

Proposed: Richard Williams **Seconded:** Patricia Athawes **Resolved: Unanimously**

(ii) To sign the Annual Return 2014-15 for the External Audit. The Annual Return for 2014-15 had been reviewed with the Clerk by the Finance and Personnel Committee, and copies had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** that the Annual Return 2014-15 be accepted as a true and accurate record for submission to the External Auditor (BDO), and the Chairman and Clerk be asked to sign the return on behalf of the Council.

▪ **Section 1 Accounts**

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

▪ **Section 2 Governance Statement**

Proposed: Richard Williams **Seconded:** Colin Arnold **Resolved: Unanimously**

(iii) To receive the Internal Auditors Report 2014-15. The Internal Auditor Report for 2014-15 had been reviewed with the Clerk by the Finance and Personnel Committee, and copies had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** that the Internal Auditor Report for 2014-15 be accepted. There were no recommendations to be noted.

Proposed: Richard Williams **Seconded:** Patricia Athawes **Resolved: Unanimously**

038/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

Ownership and Management of Public Land on New Housing Estate. Planning application P14/V2504/FUL (see 044/2015-16 Planning Committee Business for details) includes open space, sports pitches and pavilion. The Parish Council needs to decide how to manage and maintain/fund these recreational facilities. This will be discussed further at the next meeting and with VWHDC in relation to the s106 agreement.

Stuart Davenport left at 9:00pm.

039/2015-16 Village Green.

(a) Land Registry. Michael Lawley (Chairman, Cooke & Arkwright (Chartered Surveyors, representatives of Earl of Plymouth Estates) have asked for an easement for pedestrian access to 12 Gravel Lane over the Green, and a 10 year licence for the Earl of Plymouth estates (E of P) to maintain the area of grass outside 12 Gravel Lane. The grass licence would be for E of P to cut the grass fortnightly in season (between 1st April and 30th September); the grass to be kept in good condition; no trees, fences or other physical impediments to be erected or placed on the grass; the area to be available to the general public to walk across without restraint; an annual fee of £1.00 p.a. to be paid to the Parish Council in consideration, rolled into a £10.00 payment made at the start of the 10 year licence; termination to be 1 month notice by E of P to the Parish Council, or 3 months' notice by the Parish Council. The Parish Council right to terminate after 2 written warnings if the conditions of the licence are not adhered to and no remedy made; no ownership or other rights to accrue to E of P as a result of the licence; right to renew at the end of the licence at discretion of the Parish Council; termination automatic if no renewal offered or sought; licence fee on any renewal to be determined by the Parish Council.

(b) Works at The Stables, The Green. The work outside 'The Stables' on the Green has finished and the scaffolding has been removed. The Parish Council's grass cutting contractor has cut the Village Green grass that abuts the south flanking wall of the 'The Stables'. It was **noted** that the Hollyhock plants may have been removed. It was **agreed** to ask the Village Caretaker to tidy this area, and that the hollyhocks be re-instated
ACTION: Deputy Clerk to ask Steve Sadler (Village Caretaker) to tidy the area of Village Green next to 'The Stables'.

040/2015-16 Lockway Play Area (Patricia Athawes).

This item of business had been discussed earlier in the meeting under 036/2015-16 Action Checklist from the Previous Meeting. (a) Lock Way Playground.

041/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

Millennium Green. This item of business had been discussed earlier in the meeting under 036/2015-16 Action Checklist from the Previous Meeting. (b) Footpath Survey.

042/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Steve Sadler (Village Caretaker). It was **noted** that the Caretaker had not been able to complete his usual level of work on litter clearance and cutting back this month due to bad weather on the days he had allocated for this work..

(c) Lee Collins (Grass cutting contractor). It was **noted** that he has not submitted his invoice or report this month.

043/2015-16 Press & Public Relations Working Group.

This Working Group has been disbanded.

044/2015-16 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
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	Objection with	Pending.

		TPO'd Lime Trees), engineering works, infrastructure works, car parking and lighting.	comment	
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.(as per updated transport plan received on 29 January 2015 and as amended by agents email dated 16/02/2015 and revised landscape proposal Fig 6A landscape Proposal REV A)	Response with comment.	Pending.
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 (full) and pavilion (outline element all matters reserved).	Response with comment.	Pending.
P15/V01 69/FUL	Land near Chadwick's Farm Garford Abingdon OX13 5PH	Construction of solar photovoltaic park with associated infrastructure	Supporter.	Refusal of Planning Perm on 29 th Apr
P15/V05 14/HH	6 Crabtree Lane Drayton Abingdon Oxfordshire OX14 4HS	Two storey and single storey rear extensions. Remodelling of existing layout to incorporate additional living accommodation for elderly relative.	None.	Planning Perm on 23 rd Apr
P15/V06 35/FUL	Land adjacent to no.'s 15-17 High Street Drayton OX14 4JW	Removal of existing detached garage building. Erection of new detached 3-bed dwelling house, provision of parking and amenity space (retention of existing vehicular access).	None.	Pending.
P15/V06 94/HH	72 Steventon Road Drayton OX14 4LD	Erection of two-storey extension to flank with single-storey 'link' to existing, detached garage.	None.	Pending.
P15/V07 00/HH	76 Steventon Road Drayton OX14 4LD	Hip to Gable loft conversion and dormer in rear roof slope.	None.	Pending.
P15/V07 66/HH	5 Lockway Drayton Abingdon Oxfordshire OX14 4LG	Proposed porch to front with new wc - replacing existing canopy	None.	Pending.
P15/V08 03/HH	The Grange Gravel Lane Drayton Abingdon OX14 4HX	Replace a cart shed with an oak framed garage and store.	Pending. 13 th May.	Pending.
P15/V08 97/HH	44 Steventon Road Drayton Abingdon OX14 4LD	Proposed single storey rear extension	Pending. 14 th May.	Pending.
P15/V10 07/FUL	Ashby Court Marcham Road Drayton OX14 4FF	Construct a pair of semi-detached open market houses, with new access to highway and off-street parking	Pending. 28 th May.	Pending.

045/2014-15 Correspondence.

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

(a) Litter. Andrew Cattell sent an email on 9th May 2015 to the Deputy Clerk asking if it was possible to set up a group to deal with litter and/or encourage residents to pick up litter when they are out walking and perhaps start a Keep Drayton tidy campaign. The Deputy Clerk sent an email on 14th May 2015 to Keep Britain Tidy asking for help and advice.

ACTION: Clerk to ask DEMASCUS if they can hold regular litter picking events, involving the villagers at large as well as youngsters in their group..

It was also **noted** that there is a lot of litter in the ditch running alongside the Recycling Centre.

ACTION: Deputy Clerk to photograph litter in the ditch running alongside the Recycling Centre.

(b) Mobile Library. Jillian Southwell (Library Service Manager, OCC) sent an email on 18th May 2015 to the Clerk with the new mobile library timetables and routes from 6th July 2015. It was **noted** that Drayton's current 4 stops will be reduced to 1 per month - The Cross, Tuesday, Week 1, 14:20 to 14:40. All Drayton residents will only have just 20 minutes in future each month to change their books [OCC have now clarified that this will be a fortnightly 20 min service – Clerk]. The Parish Council felt that this was an inadequate service level, making it impossible for Drayton residents to use the service in any meaningful way, and that this will deter use and eventually lead to the withdrawal of the entire mobile library service from the village. **ACTION:** Richard Webber to be asked to question this change with OCC and ask how the entire user community be expected to both return and chose new books in this time slot.

046/2015-16 Items to be noted from Parish Councillors.

New Notice Board, Sutton Wick Lane. Christine West requested a notice board for Sutton Wick Lane. **ACTION:** Deputy Clerk to add item to next month's agenda. Clerk to collect the old St Peters Church notice board from Colin Arnold.

047/2015-16 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as Monday 1st June 2015, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:45pm

Signed:

Date: 1st June 2015

Name: Richard Williams (Chairman, Drayton Parish Council)