



Drayton Parish Council

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Minutes of the Drayton Parish Council Meeting Held on Monday 3rd August 2015 at 7:30pm At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman), Richard Wade (Vice Chairman), Colin Arnold, Patricia Athawes, Laura Billington, Tamsin Meredith, Graham Webb, Matthew Lowy, Colin West, Christine West, Pervin Shahin (Co-opted item 097/2015-16).

Not Present: All Councillors were present.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:45pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (left at 9:11pm), Richard Webber (OCC) (arrived at 7:35pm and left at 9:11pm).

091/2015-16 Apologies for Absence.

None.

092/2015-16 Public Participation.

There were 4 members of the public present.

(a) Sutton Wick Lane Memorial. Iain Henderson (founder of The Memorial 'Mob') thanked the Parish Council for retrospectively accepting and approving the plaque (see April 2015 minutes) that was erected on 7th March 2015 along Sutton Wick Lane to remember the people killed on 5th March 1957 when a Blackburn Beverley C Mk 1 heavy transport aircraft crashed in the Village of Sutton Wick. Ian explained that the plaque was temporary and next year the 'The Memorial 'Mob'' would like to return to install a more lasting memorial at the site.

ACTION: Clerk to send Ian contact details for the Millennium Green and obtain details of the proposed memorial.

Richard Webber arrived at 7:35pm.

(b) Implementation Committee (IC). Daniel Scharf attended its first meeting held on 31st July 2015 and is concerned over its assigned responsibilities including liaison with developers, which might involve discussions over site layouts. Daniel would prefer that the IC have its terms of reference limited to managing projects and contributions through s106/CIL. Unlike in the preparation of the NDP, the Parish Council (or its Planning Committee) should now be capable of conducting any pre-application enquiries from potential developers. If this is done by the IC (or its working groups) then it should be made clear (and minuted) that the meeting is being held 'without prejudice' to avoid what Daniel asserted happened at Barrow Road where the Parish Council expressly supported the layout because it had been subject to pre-application discussions.

NB. With reference to the above comments, a correction needs to be made to the minutes of the previous Parish Council meeting (6th July) where it was inadvertently (and mistakenly) stated that Richard Williams spoke at the VWHDC Planning Committee 'in support of' the Barrow Rd application. For the record, the Parish Council's own Planning Committee held a public meeting in the Village Hall on 17th March specifically to discuss this application. After lengthy consideration, the Committee determined that it had 'no objection' to the application, but wished a number of comments to be taken into account. These were duly set out and explained in the Planning Committee's 'official' response (an 8 page document) to VWHDC, submitted on 25th March, and viewable on the Vale's website (see consultation list ref. Application No. P14/V2504/FUL). At the VWHDC Planning meeting on 10th June, Richard Williams did no more than summarise some of the arguments in that document, to the extent this was possible in the short time (3 minutes) allocated to speakers. Although the distinction between 'no objection' and 'support' might appear to be academic (and is the probable reason why no one picked up the mistake earlier), it is important to make clear that due process **was** observed, and that nothing was said at the VWHDC meeting that departed from what was agreed at the Drayton Planning Committee meeting.

093/2015-16 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. The Clerk reported authorising DFest to display advertising banners on Council land. The Clerk had also responded to enquiries from VWHDC and WYG/Millers concerning Drayton2020 NDP s106 matters.

094/2015-16 Minutes.

Minutes of the Previous Parish Council Meeting held on 6th July 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Colin West

Seconded: Patricia Athawes

Resolved: Unanimously

095/2015-16 News from OCC Councillor (Richard Webber).

(a) Bus service reviews. OCC is currently reviewing its subsidised bus services and Dial-a-Ride. The council needs to save more than £6,000,000.00 on supported transport services and can save money by running existing services more efficiently, however that is not enough. Savings will also have to come from reducing the current £4,000,000.00 a year the council pays in bus subsidies and to run the Dial-a-Ride service. It was **noted** that the X1 and X2 bus service is likely to be reduced.

(b) Youth Services. OCC have cut funding for youth services. Richard **noted** the importance and success of DAMASCUS and reminded the Parish Council the importance of supporting it financially. It was **noted** that the Parish Council has approved grants to the sum of £3,000.00 for DAMASCUS for a number of years.

096/2015-16 News from VWHDC Councillor (Stuart Davenport).

The VWHDC has a legal obligation to cooperate with neighbouring councils to ensure that regional housing targets are met. In practice, a consequence of this requirement is that VWHDC may need to accept additional housing because neighbouring councils claim they cannot accommodate more housing units. Oxford City Council's inability to meet projected housing needs has resulted in mounting pressure for this district to take even more housing, over and above the large housing target already accepted by the Vale. At the last full meeting of the Council Stuart supported a successful motion which called on Oxford City Council to review its own Local Plan to ensure that it maximises the use of land within their City boundaries. This should happen, he believed, before looking to rural districts to take the strain. The motion recognised the need to cooperate with other Councils and set out the way in which it intends to tackle what is known as Oxford's 'unmet need', including proper public consultation on the options available. Here in the Drayton, as with the wider Vale, we have faced the tough reality of future housing needs with realism and determination. It is time that other councils show they have taken the same tough decisions before they expect us to increase the building on fields around our villages.

097/2015-16 Co-option of new Councillor.

It was **resolved** to co-opt Pervin Shahin onto the Parish Council.

Proposed: Colin Arnold

Seconded: Patricia Athawes

Resolved: Unanimously

ACTION: Deputy Clerk to update contacts list.

Drayton is entitled to 11 Parish Councillors so there are currently no vacancies.

Pervin Shahin signed her acceptance of office.

098/2015-16 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) Executive Project Manager Post (p/t voluntary, unpaid). It was **noted** that this was discussed at the Implementation Committee meeting held on 31st July 2015 and that Tom Shebbeare will circulate by email to the Implementation Committee ideas of people/organisations (e.g. BMW/MEPC/David Buckle) that might be approached, and will make some initial approaches. If this form of advertising does not produce sufficient suitable candidates then more formal advertising may follow. It is understood that if the post could not be filled by secondment/sponsorship/an unpaid volunteer, then the post may have to be paid, and the job description recast after a discussion by the Parish Council of the salary etc.

(b) Lock Way Playground. The Clerk has forwarded the specification to four suppliers provided by Oxfordshire Playing Fields Association: Wicksteed, Proludic, Playdale, Kompan. Two meetings have been arranged: Playdale Playgrounds Ltd on 6th August 2015 and Proludic Ltd on 12th August 2015.

(c) Footpath Survey. It was **noted** that BW7 is overgrown.

ACTION: Deputy Clerk to photograph and report BW7.

(d) Lyford Close BMX Track. The Deputy Clerk received an email on 14th July 2015 from Tim Atkins (Allotment Warden) stating that he does not think this is a particularly good site for allotments considering both its size and the work that would be needed to change its use and maintain the area in an acceptable condition for growing produce. The conifer hedge along the back of the gardens overshadows the land and will be drawing any water out from that side of the plot. Even if plot holders erected sheds on the house side the problem would be only slightly reduced. The mature trees on the west side not only provide a considerable amount of shade but would also be taking any water from the soil. A number of alternative usages were suggested and discussed: Community orchard, Wildlife area, Memorial garden, Smallholding, Paddock, Self-build / Starter house.

ACTION: Richard Williams to consult local residents with a questionnaire and mention it in his Chronicle report.

(e) Speeding Traffic, Abingdon Road. It was **agreed** to look into the possibility of procuring a speed gun.

ACTION: Deputy Clerk to obtain cost and details for a speed gun.

(f) Parking Issue along Henley's Lane and Church Lane. Graham Webb proposed a 20mph speed limit along Henley's Lane and Church Lane. A view was expressed that speed was not a problem, and that given the existing speed bumps, narrowness and corners etc, 20mph was not usually an attained speed. The danger arose from people driving too fast but below 20mph. It was **noted** that there is a trailer with no insurance blocking the pavement and causing an obstruction / hazard in Church Lane..

099/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker's Invoice	*£462.50	nil
Open Spaces Act 1906 s10	Lee Collins – Grass Cutting Invoice	*£590.00	nil
LGA 1972 s112	Clerk's Salary PC: 20 hrs (5 hrs per week); D2020 25 hrs	*£343.80	nil
LGA 1972 s112	Deputy Clerk's Salary 10 hrs per week	*£244.18	nil
LGA 1972 s111	HMRC – Tax and NI	*£147.00	nil
	Deputy Clerk's pension (employee £86.08; Employer £259.80) – Current month + 3 mths arrears	*£345.88	nil
LGA FP 1963 s5	Clerk's Expenses	*£14.94	nil
LGA FP 1963 s5	Deputy Clerk's Expenses	*£28.59	£0.73
	OALC – Roles and Responsibilities Course (x 2)	*£156.00	£26.00
	Microshade – Quarterly Hosting Fee (July-Aug-Sept)	*£158.40	£26.40
Local Govt (MP) Act 1976 s19	Grant application, Drayton Football Club – Lawn mower repair. Subject to approval.	£760.00	nil
Local Govt (MP) Act 1976 s19	Grant application, Drayton Football Club – New lawn mower. Subject to approval.	£4,319.00	nil
	Grant application / donation request. Drayton Pre School Subject to approval	£50.00	nil
	Grant application / donation request. Drayton Toddler Group Subject to approval	£50.00	nil
	Total payments this month	£7,670.29	£53.13
	Receipts		
	Allotments		£131.00
	Burial and Memorial fees		£235.00
	Total Receipts last month		£366.00

(a) **Bank Reconciliation.** Current account £47,243.01 Deposit Account £19,673.85, Undrawn cheques: None, Payments not yet credited: None. **Total funds = £66,916.86 excluding payments above.**

(b) **Grant Applications.** It was **noted** that the S19 Grant Budget is £12,000.00 this year. £3,000.00 already spent on DAMASCUS, Village Hall application for circa £4,000.00 is due soon.

- **Drayton Football Club, £760.00 for Lawn Mower Repair.** It was **resolved** to authorise this payment.
Proposed: Laura Billington **Seconded:** Matthew Lowy **Resolved: Unanimously**
- **Drayton Football Club, £4,319.00 for New Lawn Mower.** It was **agreed** to defer this grant application to the Finance and Personnel Committee meeting on 7th September 2015.

Stuart Davenport and Richard Webber left at 9:11pm.

- **Drayton Preschool, £50.00 for Ice Creams for their Stalls at DFEST on 8th August 2015.** It was **resolved** to increase this grant to £100.00 and authorise this payment.
Proposed: Colin Arnold **Seconded:** Patricia Athawes **Resolved: Unanimously**
 - **Drayton Toddler Group, £50.00 for 'Hook a Duck' for their stalls at DFEST on 8th August 2015.** It was **resolved** to increase this grant to £100.00 and authorise this payment.
Proposed: Colin Arnold **Seconded:** Patricia 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: Patricia Athawes and Graham Webb. Patricia Athawes and Graham Webb signed the cheques for the remaining (unstarred) payments.

100/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

Implementation Committee held its first meeting on 31st July 2015. The Terms of Reference (ToRs) passed by the Parish Council were read and accepted. It was **agreed** to amend the ToRs to specify that the quorum should include at least one Parish Councillor.

ACTION: Clerk to amend the ToRs to include at least one Parish Councillor in the required quorum. The date of the next meeting of the Implementation Committee is agreed for 4th September 2015.

099/2015-16 Finance & Personnel Committee (continued)

(d) **Bulb Planting.** It was **agreed** to authorise the Clerk to spend circa £50.00 on bulbs/wildflower seeds to allow Drayton School pupils to be plant on or around the area of the Millennium Green.

101/2015-16 Village Green Land Registry (Clerk).

OCC now claim the two parcels of land (at the north end of the Village Green) to be highway except for the area of the former pond that has been filled in.



From OCC, Extract of record map 4794 showing the amendment made on 27 May 2015.

It was **agreed not** to challenge OCC's claim to the land (as it will still be in public ownership), but register the area of land where the former pond once stood for Drayton Parish Council. It was **agreed** that our grass cutter should cut the whole parcel of land in front of the Stables (not just the former pond area). If the land ever ceases to be OCC Highways, the Parish Council will expect ownership of the land to revert to Drayton Parish Council so that the ancient Drayton village green can be reconstituted. It was **noted** that the £10.00

the Parish Council incorrectly charged Kerry Dearden (owners of 'The Stables') to erect scaffolding on the land needs to be refunded. See March 2015 minutes:

220/2014-15 Action Checklist from the Previous Meeting.

(f) Village Green. 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.

ACTION: Clerk to register former pond area with the Land Registry, and refund Mr & Mrs Dearden £10.00.

102/2015-16 Lockway Play Area (Patricia Athawes).

This item of business had been discussed earlier in the meeting under 098/2015-16 Action Checklist from the Previous Meeting. (b) Lock Way Playground.

103/2015-16 Lyford Close BMX Track (Graham Webb).

This item of business had been discussed earlier in the meeting under 098/2015-16 Action Checklist from the Previous Meeting. (d) Lyford Close BMX Track.

104/2015-16 For Sale Signs.

The Deputy Clerk received an email on 21st July 2015 from Daniel Scharf commenting on a spate of illegal signs appearing in the Village and enquired about a legal agreement that the Parish Council and OCC entered into about 10 years ago to share the responsibility for removing illegal signs from the highway. The Clerk cannot find any record of this legal agreement.

ACTION: Deputy Clerk to ask permission from OCC and VWHDC for the Parish Council to remove illegal signs from their land and road signs.

David Perrow left at 9:45pm.

105/2015-16 New Noticeboards.

(a) Sutton Wick Lane (Christine West). It was **noted** that a new memorial will be installed (see 092/2015-16 Public Participation. (a) Sutton Wick Lane Memorial.) and it was **agreed** to put on hold the installation of the new noticeboard until we know more about the new memorial.

ACTION: Deputy Clerk to ask Stephen Sadler (Village Caretaker) to put on hold the installation of the new noticeboard.

(b) Steventon Road (Patricia Athawes). The Deputy Clerk received an email on 22nd July 2015 from Lee Turner (Environment & Economy, OCC) giving authorisation for the new notice board to be installed on OCC Highway land next to the bus stop. It was **noted** that OCC would charge £244.96 incl. VAT to install the new notice board.

ACTION: Deputy Clerk to select a noticeboard and ask Steven Sadler if he is able to install the new noticeboard.

106/2015-16 Drayton Community Primary School (Patricia Athawes).

Investigating funding for future extension is being looked at and once the school is back from summer holidays, a meeting needs to be arranged between, headmaster, OCC, governors plus Patricia Athawes and maybe another Parish Council member.

107/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

Allotment, Stolen produce. The Clerk received an email on 1st August 2015 reporting stolen produce from the allotment. It was **noted** that the footpath that runs along the west side of the allotment is not well

signposted and is subsiding and walkers are therefor walking across the allotment to get to the burial ground via an unofficial hole in the hedge.

ACTION: Deputy Clerk to report FP11 to VWHDC and consult Tim Atkins (Allotment Warden) about closing the hole in the hedge.

108/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

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

109/2015-16 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
P14/V1196 /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/V2609 /FUL	Land rear of 122 Abingdon Road Drayton OX14 4HT	Erection of a two-bedroom dwelling.	Response with comment	Pending
P15/V1007 /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	Objection	Pending
P15/V1162 /HH	31 Abingdon Road Drayton OX14 4HW	Erection of a spiral staircase at the rear of building.	None	Planning Perm on 2 nd July 2015
P15/V1238 /HH	49 Sutton Wick Lane Drayton Abingdon Oxfordshire OX14 4HH	Proposed single storey rear extension and internal re-ordering.	Support	Planning Permission on 21 st July 2015
P15/V1269 /FUL	Land adj to 17 High Street Drayton OX14 4JW	Variation of conditions 2 (approved plan numbers) and 4 (car parking spaces) of planning permission P15/V0635/FUL. Removal of existing detached garage building. Erection of new detached 3-bed dwelling, provision of parking and amenity space (retention of existing vehicular access)	Support	Planning Permission on 13 th July 2015
P15/V1282 /FUL	Land adj to 37 Lockway Drayton	Demolition of existing flat roof double garage and single storey extension to no. 37 Lockway. Erection of 2 x 2 bed dwellings.	Objection	Withdrawn 20 th July
P15/V1418 /FUL	65 Hilliat Fields Drayton Abingdon OX14 4JF	Sub-division of existing 3-bed dwelling to create a 2-bed dwelling and a 1-bed dwelling.	None	Pending
P15/V0989 /HH	17 Hilliat Fields Drayton OX14 4JQ	Two storey side and rear extension. Single storey side extension and construction of a front porch. The extension incorporates a w.c., hallway, study and kitchen/family room, fourth bedroom.	None	Pending
P15/V1475 /HH	38 Church Lane Drayton Abingdon OX14 4JS	Detached Two Bay Garage	None	Pending
P15/V1595 /LDE	31 Abingdon Road Drayton OX14 4HW	Certificate of Lawful Development	None	Pending
P15/V1354 /FUL	7 Abingdon Road Drayton Abingdon Oxfordshire OX14 4JB	Partial conversion of rented accommodation into a dwelling home.	None	Pending
P15/V1538 /HH	The Grange 13 Gravel Lane Drayton OX14 4HY	Erection of Porch to Office conversion of outbuildings	Pending 12 th Aug	Pending

110/2014-15 Henleys Lane / Church Lane (Graham Webb).

This item of business had been discussed earlier in the meeting under 098/2015-16 Action Checklist from the Previous Meeting. (f) Parking Issue along Henley's Lane and Church Lane.

111/2014-15 Defibrillator. The Clerk received an email on 14th July 2015 from Laurence Zipson stating that he no longer wishes to continue the weekly, monthly and annual checks for the defibrillator. Tamsin Meredith **agreed** to take over from Laurence.

ACTION: Tamsin Meredith to take over defibrillator weekly, monthly and annual checks.

112/2014-15 Sutton Wick Lane Memorial.

This item of business had been discussed earlier in the meeting under 092/2015-16 Public Participation.

(a) Sutton Wick Lane Memorial.

113/2014-15 Green trailer in Sutton Wick Lane.

The Clerk received an email on 8th June 2015 complaining about a large green covered trailer that has been parked along Sutton Wick Lane for at least seven years, if not longer. It was **noted** that the land on which the trailer stands belongs to the Millennium Green Trust. It was **agreed** to report the matter to the Millennium Green Trust.

ACTION: Deputy Clerk to report trailer to the Millennium Green Trust.

114/2014-15 Correspondence.

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

Vehicles For Sale Around the Village Green. The Clerk received an email on 12th July 2015 and a telephone call on 15th July 2015 both complaining about vehicles for sale around the Village Green in particular a large horsebox lorry that was parked partly on the grass and blocking a footpath. This was reported to the police who spoke to the owner. The police have put a request to those parking here to do so with consideration in their August newsletter to residents.

115/2015-16 Items to be noted from Parish Councillors.

(a) **CCTV.** It was **noted** that CCTV cameras were put up facing the Red Lion public house and Wheatsheaf public house on 17th July 2015 at around 4:30am and were taken down at around 10:30pm. It is unknown who is responsible.

(b) **Advertising Posters.** It was **noted** that there are a number of advertising posters on signposts that are blighting the Village. It was **agreed** to ask the owner of the signs to remove them and use the Village noticeboards.

ACTION: Colin West to ask the owner of the signs to remove them and use the Village noticeboards.

(c) **Dog Excrement.** It was suggested to place a bin for dog excrement next to the rear School gate.

116/2015-16 The Date of the next Parish Council Meetings.

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

The meeting concluded at 10:12pm

Signed:

Date: 7th September 2015

Name: Richard Williams (Chairman, Drayton Parish Council)