

# **Drayton Parish Council**

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Minutes of the Drayton Parish Council Meeting Held on Monday 7<sup>th</sup> September 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, Christine West (left at 9:15pm).

Not Present: Matthew Lowy, Colin West, Pervin Shahin.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:39pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 8:19pm and left at 8:50pm).

# 117/2015-16 Apologies for Absence.

Richard Webber (OCC), Stuart Davenport (VWHDC) (late arrival), Matthew Lowy, Colin West, Pervin Shahin, Christine West (early departure).

# 118/2015-16 Public Participation.

There were 11 members of the public present.

(a) P15/V2077/O. A number of Draytonian Parishioners expressed <u>objections</u> to this outline application on land to the Rear of 10 Halls Close, Drayton to provide up to 28 no. dwellings with all matters reserved except access. Matter continued under 122/2015-16 News from VWHDC Councillor (Stuart Davenport). (b) P15/V2077/O.

**ACTION:** Clerk to keep local residents informed.

**(b) School bus services.** Clare Holyoke from Binning Close questioned OCC's school bus service. Charges 2015/16 travelling < 3 miles = £304.92pa and > 3 miles = £568.26pa. It was **noted** that parents from the north of the village will be charged the lower rate and parents from the south of the village will be charged the higher rate despite the same bus stop being used by the school children. Is this fair?

**ACTION:** Richard Williams to draft a letter to be sent to OCC and Ed Vaizey (MP).

**(c) Millennium Green Trust.** Victoria Griffiths (Millennium Green Trust, Treasurer) answered questions on the Millennium Green Trust grant application to the sum of £2,000.00 for grass cutting. It was **noted** that the Millennium Green Trust has funds of circa £8,000.00 in the bank and that the grass will not need cutting until next year, though they had already paid a considerable sum this year for grass cutting.

**ACTION:** Clerk to arrange a meeting between the Parish Council and Millennium Green Trust to discuss their grant application.

**(d) P15/V1007/FUL.** This planning application to construct a pair of semi-detached open market houses, with new access to highway and off-street parking on Ashby Court, Marcham Road, Drayton, OX14 4FF was refused planning permission on 4<sup>th</sup> September 2015. It was **noted** that the site has been a mess and an evesore for the last 3 years.

**ACTION:** Deputy Clerk to send an email to the VWHDC planning department asking that the site is tidied up.

**(e) Footpath 11.** It was <u>noted</u> that the public footpath that runs along the west edge of the allotment is uneven and needs levelling. It was <u>resolved</u> to form a volunteer working party to carry out this task. Matter continued under 123/2015-16 Action Checklist from the Previous Meeting. (a) Footpath 11.

Proposed: Colin Arnold Seconded: Tamsin Meredith Resolved: Unanimously

**ACTION:** Deputy Clerk to organise a working party and write a risk assessment. Volunteers need to be identified, organised by a leader (Graham Webb) and instructed/trained in the work and risks.

### 119/2015-16 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 has referred a draft agreement for a transfer of land to the Parish Council from Caudwell & Sons to the PC's solicitor. It was <u>resolved</u> to discuss the draft agreement for transfer of land in more detail at a special meeting of the Finance and Personnel meeting.

**Proposed:** Tamsin Meredith **Seconded:** Patricia Athawes **Resolved: Unanimously ACTION:** Clerk to call a special meeting of the Finance and Personne Meeting, when appropriate, to discuss the 'draft agreement for transfer of land at Barrow Road', so that the Committee can advise the Parish Council.

Stuart Davenport (VWHDC) arrived at 8:19pm.

#### 120/2015-16 Minutes.

**Minutes of the Previous Parish Council Meeting** held on 3<sup>rd</sup> August 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Graham Webb Seconded: Colin Arnold Resolved: Unanimously

# 121/2015-16 News from OCC Councillor (Richard Webber).

Richard Webber was unable to attend and had submitted his report prior to the meeting.

- (a) The Challenges of Austerity, Many millions of pounds cut from budget. Road Markings/Signage Total budget £2000 pcm for the whole Vale. Children's Centres due for budget cut from £16m pa to £10m pa. Proposal to close all 41 and make 6 "supercentres" around the county in areas of greatest need. Waste/Recycling centres proposal to halve number to three. We can all take part in consultations. S106 road maintenance/improvement contributions these are needed to maintain the most used roads. There is now no more fat to cut away further cuts will inevitably mean cuts to front-line services. We all need to get this message through to our MPs. There is little point in blaming Council officers. We voted for austerity in May.
- **(b) Air Quality and the threat to health.** Evidence is piling up that we cannot continue to ignore this. Air Quality Action Plans are all very well, but the costs of implementation fall on Councils with no budgets to pay for them. Another dilemma to pass on to our MPs.
- (c) Visit to Freeland Village Hall. I spent a happy hour touring around. It is, in effect 2 very attractive buildings half brick/ half timber and I reckon it looks great. Before dismissing timber you should visit it.

# 122/2015-16 News from VWHDC Councillor (Stuart Davenport).

(a) VWHDC Chairman's Community Awards. The VWHDC Chairman, Councillor Mike Badcock, will be presenting his Community Awards on 28<sup>th</sup> November 2015. It was <u>agreed</u> to nominate Jennifer Pooley (Ex Councillor and Footpath Warden) and Gary Hibbins (DAMASCUS).

**ACTION:** Deputy Clerk to ask Jennifer Pooley and Laura Billington to ask Gary Hibbins and submit forms. (b) P15/V2077/O (continued). Stuart Davenport is open minded about this application. This ensures he can adjudicate on the decision as a member of the VWHDC Planning Committee. The application for outline planning permission on a site not designated within Drayton's Neighbourhood Plan represents the first challenge to the Drayton2020 document. Whilst the NDP has been "made" and therefore sits as part of the local development plan, recent high court cases show developers challenging the validity of NDPs in districts where the LPA cannot demonstrate a five year housing land supply. Were the planning officer to agree with the developers assertion that the NDP should be deemed "out of date" because of the 2014 figure that the Vale only has a housing land supply of 3.1 years, then the decision would be judged principally against the NPPF. This document states development should be approved unless the development would result in significant and demonstrable harm to the local area. This application is an important decision for not only the village, but also the whole concept of neighbourhood planning. It is important that the village presents a considered defence of the NDP, which was three years in the making. However eventually this decision may hinge on VWHDC council officer advice to their Planning Committee on the weight given to NDPs in districts without a demonstrable housing land supply, assuming that the VWHDC is in this position. It was <u>noted</u> that the Drayton PC's Planning Committee will need to hold a special meeting to discuss this outline application.

**ACTION:** Clerk to request an extension to the deadline 30<sup>th</sup> September 2015 and arrange a special Planning Committee meeting.

# Stuart Davenport left at 8:50pm.

# 123/2015-16 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) Village Green Land Registry. The Parish Council's interest in this land (the former pond area) on the old Drayton Green has now been resolved with the Land Registry, and the registration deed has been received from the Land Registry (Gloucester Office). The area surrounding the old pond is in the public ownership of OCC Highways, as is the area the other side of the Stables gateway, outside the Manor House. Both areas are part of the historic Drayton Green, granted to the village as public land as part of the 1815 Enclosure Award. If they ever cease to be OCC Highways land, they should revert to the ownership and management of the Parish Council. The whole of the grass area outside the Stables is being cut by the Parish Council's grass contractor, alongside the other areas of the Drayton Green already in the PC's ownership. The small grass area outside the Manor House is being maintained by the Earl of Plymouth Estates, who own the Manor House. This does not give them any ownership or rights to modify the land, since it is OCC

highways land, and therefore not subject to any form of adverse possession rights.



Title number: ON315203 issued on 20th August 2015.

(b) Footpath Survey has been completed.

**ACTION:** Graham Webb to circulate the Footpath report.

- (c) Footpath 11 (continued). On 12<sup>th</sup> August 2015 the Deputy Clerk met with Arthur McEwan-James (Acting Field Officer (South West), Countryside Access Team, OCC) and discussed FP11. OCC consider the path to be low priority and would have to do any restoration work along original route of the path (slightly in from the edge). It has been decided to keep the unofficial hole in the hedge between the burial ground and allotments for allotment access only, but to allow it to grow over rather than cut back the hedges on either side. Signage for the public footpath and a map has been provided to guide users.
- (d) Green trailer in Sutton Wick Lane. It was <u>agreed</u> to send a letter to the owner of the green trailer along Sutton Wick Lane asking them to remove it.

**ACTION:** Clerk to send a letter to the owner of the green trailer along Sutton Wick Lane asking them to remove it.

(e) Speeding Traffic, Abingdon Road. A speed gun would cost circa £100.00. The Deputy Clerk will attend the next NAG meeting on 17th September 2015, NAG does a lot of work in speed enforcement and education for the villages and is looking into purchasing mobile flashing speed signs that can be used in various places to monitor and warn motorists.

# Christine West left at 9:15pm.

124/2015-16 Finance & Personnel Committee (Richard Williams).

| Payments | Invoice | Including |
|----------|---------|-----------|
|          | Amount  | VAT       |

| OSA 1906 s10        | Steve Sadler – Caretaker's Invoice *£437.50               |           | nil     |
|---------------------|---|-----------|---------|
| OSA 1906 s10        | Lee Collins – Grass Cutting Invoice                       | *£590.00  | nil     |
| LGA 1972 s112       | Clerk's Salary PC: £152.36 20 hrs (5 hrs per week);       | *£343.80  | nil     |
|                     | £191.00 D2020 25 hrs                                      |           |         |
| LGA 1972 s112       | Deputy Clerk's Salary 10 hrs per week                     | *£298.74  | nil     |
| LGA 1972 s111       | HMRC – Tax and NI PC: £112.22 D2020: £47.78               | *£160.00  | nil     |
| Contract/ Pensions  | Deputy Clerk's pension (employee \$21.32, Employer        |           | nil     |
| Act 2014            | £64.95)   |           |         |
| LGA FP 1963 s5      | Clerk's Expenses  | *£34.56   | nil     |
| LGA FP 1963 s5      | Deputy Clerk's Expenses                                   | *£47.16   | £8.36   |
| LG (MP) Act 1976    | PlaySafety Ltd – Annual RoSPa Report on the Lockway       | *£92.40   | £15.40  |
| S19                 | Playground  |           |         |
| LGA 1972 s143       | SLCC Annual Subscription                                  | *£40.00   | nil     |
| SI 2003/533 s4      | BDO Annual Audit Fee                                      | *£240.00  | £40.00  |
| LGA (1972) s111     | OALC Training 2 x Finance 1 x R&R                         | *£234.00  | £39.00  |
| Local Govt (MP) Act | Grant application, Drayton Village Hall. Car-park repair, | £3,500.00 | nil     |
| 1976 s19            | Kitchen/Fire-doors/Windows and Wi-Fi.                     |           |         |
|                     | Total payments this month                                 | £6104.63  | £102.76 |
|                     | Receipts  |           | £55.00  |
|                     | Total Receipts last month                                 | £55.00    |         |

- (a) Bank Reconciliation. Current account £43,912.22 Deposit Account £19,673.85, Undrawn cheques: £10.00, Payments not yet credited: nil. <u>Total funds = £63,576.07 excluding payments above.</u>
  (b) Grant Applications.
- **Drayton Millennium Green Trust.** Grass cutting. £2,000.00. Withheld pending further discussion. This had been discussed earlier in the meeting under 118/2015-16 Public Participation. (c) Millennium Green Trust.
- **Drayton Football Club.** New lawn mower. £4,319.00 inc VAT. Withheld. The Parish Council wish to investigate purchasing its own lawn mower for wider use, and leasing it to the football club.
- **Drayton Village Hall.** Car-park repair, Fire-doors and Wi-Fi. £3,500.00. This grant application had been **approved** at the Finance and Personnel meeting held on 2<sup>nd</sup> September 2015.
- **(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 Tamsin Meredith. Patricia Athawes and Richard Williams signed the cheque for the remaining (unstarred) payment.
- **(c) External Audit Report** had been circulated prior to the meeting. It was <u>resolved</u> to formally receive the report from the External Auditor. There were no points to note

Proposed: Patricia Athawes Seconded: Graham Webb Resolved: Unanimously

- (d) **Dog Excrement.** It was <u>agreed</u> to procure 1 can of fluorescent chalk spray paint at a cost of £11.99 for 400ml.
- **ACTION:** Deputy Clerk to order spray paint and Richard Williams to explain in his Chronicle report.
- **(e) Finance and Personnel Committee Report.** It was reported that the F&P Committee had considered the Risk Assessment, and that Richard Williams was working on the additional risks identified from the scale of the Drayton2020 NDP Plan Implementation. It was also noted that the F&P Committee had recommended re-appointment of the existing Internal Auditor, Arrow Accounting, for the current year.

#### 125/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

**Neighbourhood Development Plan.** It was <u>agreed</u> to order 10 copies of the Neighbourhood Development Plan and 5 copied of Drayton's Planning guide up to a maximum cost of £200.00.

**ACTION:** Clerk to order 10 copies of the Neighbourhood Development Plan and 5 copied of Drayton's Planning guide.

126/2015-16 VWHDC Open Space, Playing Pitch and Sports Facilities Audit (Clerk).

The Clerk received an email on 4<sup>th</sup> August 2015 from the VWHDC (Planning Policy). The Clerk responded on 11<sup>th</sup> August 2015.

#### 127/2014-15 Sutton Wick Lane Memorial.

It was <u>agreed</u> to position the new memorial between the 3 trees slightly further up Sutton Wick Lane.

**ACTION:** Deputy Clerk to inform Iain Henderson (Founder, The Memorial 'Mob').

# David Perrow left at 9:39pm.

#### 128/2015-16 **New Noticeboards**.

- (a) Sutton Wick Lane. Christine West was unable to attend the meeting.
- **(b) Steventon Road** (Patricia Athawes). It was **agreed** to purchase and install a new notice board at a cost of circa £851.26 plus vat (recoverable)

**ACTION:** Clerk to order and request an invoice from Greenbarnes Ltd for a new notice board.

# 129/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

**Representative, Footpath Warden.** On 10<sup>th</sup> August 2015 Jennifer Pooley resigned as Footpath Warden Representative and the position in now vacant.

# 130/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

- (a) The Village Caretaker's report was received and noted.
- **(b) Lockway Play Area Upgrade.** 4 play area suppliers have visited the Lockway Play Area and Kompan would like to meet to discuss their proposal.
- (c) Lockway Playground RosPA annual safety report was <u>noted</u>. Risks identified were low and repeated issues in previous reports which would now be dealt with in the refurbishment later this year.
- **(d) Allotment Hedge.** It was <u>noted</u> that Steven Sadler (Village Caretaker) was asked to cut the allotment hedge on 2<sup>nd</sup> April 2015 and the work is yet to be completed. The Parish Council have received a number of complaints from allotment holders.
- **(e) Allotment Waiting List.** It was **noted** that there are a number of allotment plots that show no obvious signs of activity or cultivating and that there are several people on the waiting list. It was **agreed** to send uncultivated plot holders a letter asking them to relinquish their plot.

**ACTION:** Clerk to send letter to uncultivated plot holders.

131/2015-16 Planning Committee Business (Richard Williams).

| Ref       | Address                   | Details  | Parish    | VWHDC                |
|-----------|---------------------------|--|-----------|----------------------|
| P14/V1196 | Land East of Drayton      | 158 residential dwellings, open space, a new       | Objector  | Pending              |
| /FUL      | Road Abingdon             | access off Drayton Road (to include the removal    | with      |                      |
|           |                           | of 7 TPO'd Lime Trees), engineering works,         | comment   |                      |
|           |                           | infrastructure works, car parking and lighting.(as |           |                      |
|           |                           | amended by drawings received 13 October 2014)      |           |                      |
| P14/V2609 | Land rear of 122 Abingdon | Erection of a two-bedroom dwelling.                | Response  | Planning             |
| /FUL      | Road Drayton OX14 4HT     |  | with      | Permission           |
|           |                           |  | comment   | 17 <sup>th</sup> Aug |
| P15/V1007 | Ashby Court Marcham       | Construct a pair of semi-detached open market      | Objection | Pending              |
| /FUL      | Road Drayton OX14 4FF     | houses, with new access to highway and off-street  |           |                      |
|           |                           | parking  |           |                      |
| P15/V1418 | 65 Hilliat Fields Drayton | Sub-division of existing 3-bed dwelling to create  | None      | Planning Perm        |
| /FUL      | Abingdon OX14 4JF         | a 2-bed dwelling and a 1-bed dwelling.             |           | 10 <sup>th</sup> Aug |
| P15/V0989 | 17 Hilliat Fields Drayton | Two storey side and rear extension. Single storey  | None      | Planning             |
| /HH       | OX14 4JQ                  | side extension and construction of a front porch.  |           | Permission on        |
|           |                           | The extension incorporates a w.c., hallway, study  |           | 12th August          |
|           |                           | and kitchen/family room, fourth bedroom.           |           | 2015                 |
| P15/V1475 | 38 Church Lane Drayton    | Detached Two Bay Garage                            | None      | Planning Perm        |
| /HH       | Abingdon OX14 4JS         |  |           | 12 <sup>th</sup> Aug |
| P15/V1595 | 31 Abingdon Road          | Certificate of Lawful Development                  | None      | Pending              |
| /LDE      | Drayton OX14 4HW          |  |           |                      |
| P15/V1354 | 7 Abingdon Road Drayton   | Partial conversion of rented accommodation into    | None      | Pending              |

| /FUL             | Abingdon Oxfordshire<br>OX14 4JB                              | a dwelling home.  |                      |         |
|------------------|---|---|----------------------|---------|
| P15/V1538<br>/HH | The Grange 13 Gravel<br>Lane Drayton OX14 4HY                 | Erection of Porch to Office conversion of outbuildings  | None                 | Pending |
| P15/V1713<br>/HH | 4 Steventon Road Drayton<br>OX14 4LE                          | Erection of two storey extension to semi detached cottage. Replacing existing extension.  | None                 | Pending |
| P15/V1849<br>/HH | 44 Whitehorns Way<br>Drayton Abingdon OX14<br>4LJ             | Single storey extension to rear aspect.   | None                 | Pending |
| P15/V1947<br>/HH | 15-17 High Street Drayton<br>Abingdon Oxfordshire<br>OX14 4JW | Demolition of single storey rear extensions and erection of two storey rear extensions.   | 16 <sup>th</sup> Sep | Pending |
| P15/V1827<br>/HH | 18 Hilliat Fields Drayton<br>OX14 4JQ                         | Demolition of existing rear single storey extension, conservatory and outbuilding; replacement with a new two storey rear extension, forming additional and extended bedroom accommodation at first floor and lounge/dining/kitchen accommodation at ground floor levels. | 11 <sup>th</sup> Sep | Pending |

132/2014-15 School bus services (Laura Billington). This had been discussed earlier in the meeting under 118/2015-16 Public Participation. (b) School bus services.

# 133/2014-15 Correspondence.

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

- (a) Vale EiP meeting at Chilton Village Hall. Richard Williams may attend this meeting on 14th September
- (b) Caudwell Day Centre Car Park. The Clerk received a complaint from users of the Caudwell Day Centre about a resident of Caudwell Close who is parking 2 vehicles outside the Caudwell Day Centre, sometimes across the entrance pathway. It was **agreed** to send the resident a letter.

**ACTION:** Clerk to send resident a letter asking him/her to park more considerately.

#### 134/2015-16 Items to be noted from Parish Councillors.

- (a) Rubber Surface. Richard Williams presented a rubber surface sample that can be used for playgrounds.
- (b) Company Vehicles. It was **noted** that there are a number of company vehicles that regularly park dangerously around the village. Vehicles details need to be recorded and reported to the Clerk.

# 135/2015-16 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as Monday 5th October 2015, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

# The meeting concluded at 10:06pm

Date: 5th October 2015 Signed:

Name: Richard Williams (Chairman, Drayton Parish Council)