



# 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 **objections** 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 eyesore 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 **noted** that the public footpath that runs along the west edge of the allotment is uneven and needs levelling. It was **resolved** 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

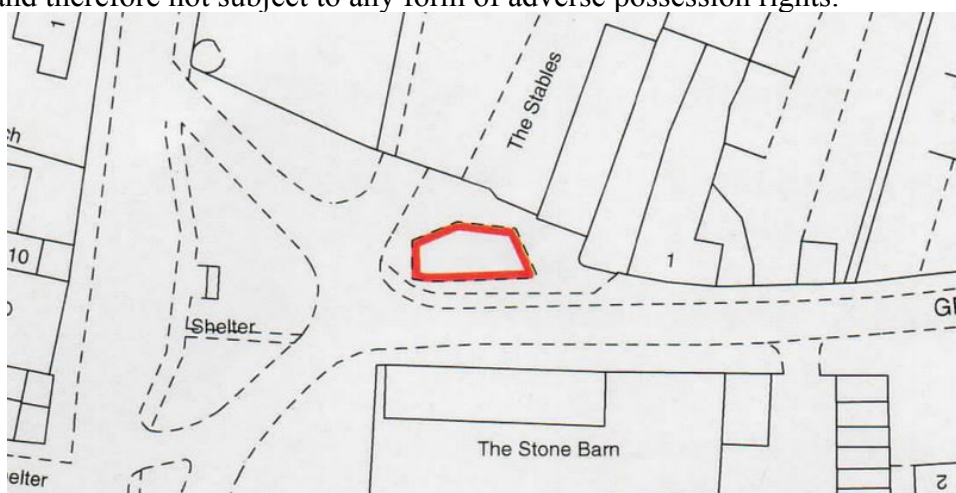


**Stuart Davenport left at 8:50pm.**

**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 20<sup>th</sup> 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 **agreed** 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 17<sup>th</sup> 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 Amount	Including VAT
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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); £191.00 D2020 25 hrs	*£343.80	nil
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 Act 2014	Deputy Clerk’s pension (employee £21.52; Employer £64.95)	*£86.47	nil
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 S19	PlaySafety Ltd – Annual RoSPa Report on the Lockway Playground	*£92.40	£15.40
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 1976 s19	Grant application, Drayton Village Hall. Car-park repair, Kitchen/Fire-doors/Windows and Wi-Fi.	£3,500.00	nil
	<b>Total payments this month</b>	£6104.63	£102.76
	<b>Receipts</b>		£55.00
	<b>Total Receipts last month</b>		<b>£55.00</b>

**(a) Bank Reconciliation.** Current account £43,912.22 Deposit Account £19,673.85, Undrawn cheques: £10.00, Payments not yet credited: nil. **Total funds = £63,576.07 excluding payments above.**

**(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 **resolved** 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 **agreed** 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 **agreed** 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 **agreed** 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 is 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 **noted**. 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 **noted** 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 /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	Planning Permission 17 <sup>th</sup> Aug
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/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	Planning Perm 10 <sup>th</sup> Aug
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	Planning Permission on 12th August 2015
P15/V1475 /HH	38 Church Lane Drayton Abingdon OX14 4JS	Detached Two Bay Garage	None	Planning Perm 12 <sup>th</sup> Aug
P15/V1595 /LDE	31 Abingdon Road Drayton OX14 4HW	Certificate of Lawful Development	None	Pending
P15/V1354	7 Abingdon Road Drayton	Partial conversion of rented accommodation into	None	Pending

/FUL	Abingdon Oxfordshire OX14 4JB	a dwelling home.		
P15/V1538 /HH	The Grange 13 Gravel Lane Drayton OX14 4HY	Erection of Porch to Office conversion of outbuildings	None	Pending
P15/V1713 /HH	4 Steventon Road Drayton OX14 4LE	Erection of two storey extension to semi detached cottage. Replacing existing extension.	None	Pending
P15/V1849 /HH	44 Whitehorns Way Drayton Abingdon OX14 4LJ	Single storey extension to rear aspect.	None	Pending
P15/V1947 /HH	15-17 High Street Drayton Abingdon Oxfordshire OX14 4JW	Demolition of single storey rear extensions and erection of two storey rear extensions.	16 <sup>th</sup> Sep	Pending
P15/V1827 /HH	18 Hilliat Fields Drayton 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 14<sup>th</sup> September 2015.

**(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 5<sup>th</sup> October 2015, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

### **The meeting concluded at 10:06pm**

**Signed:**

**Date: 5<sup>th</sup> October 2015**

**Name: Richard Williams (Chairman, Drayton Parish Council)**