



Drayton Parish Council

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**Minutes of the Drayton Parish Council Meeting
Held on Monday 2nd November 2015 at 7:30pm
At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF**



Present: Richard Williams (Chairman), Colin Arnold, Patricia Athawes, Laura Billington (arrived at 7:37pm), Tamsin Meredith, Graham Webb, Christine West, Matthew Lowy, Colin West, Pervin Shahin.

Not Present: Richard Wade (Vice Chairman).

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:12pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 7:37pm and left at 9:40pm), Richard Webber (OCC) (arrived at 8:46pm and left at 9:40pm).

154/2015-16 Apologies for Absence.

Richard Wade and Laura Billington (late arrival).

155/2015-16 Public Participation.

There were 3 members of the public present.

(a) DAMASCUS Youth Project. Gary Hibbins (Lead Youth Worker) thanked the Parish Council for its support and explained the DAMASCUS acronym: 'Drayton, Appleford, Milton, Sutton Courtenay and Steventon' and also explained some of the youth work and activities that DAMASCUS does.

Stuart Davenport and Laura Billington arrived at 7:37pm.

(b) P14/V2609/FUL. This planning application for the erection of a two-bedroom dwelling on land rear of 122 Abingdon Road, Drayton, OX14 4HT was granted planning permission on 17th August 2015. Daniel Scharf **noted** that since 2002 it has been a legal requirement to include 'Reasons for the Decision' on the planning decision notice. These can be in summary form but must also include the development plan policies relied on in granting permission. Daniel believes that P14/V2609/FUL was granted after the making of the Neighbourhood Development Plan (NDP) and that it should therefore be the relevant NDP policies which should be included in the notice. Stuart Davenport suggested that this might be abbreviated due to the resource implications of citing each relevant policy.

(c) P15/V2077/O. The Parish Council **objected** 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. Daniel Scharf said that an otherwise cogently argued case was spoiled by the claim that the development would be contrary to NDP policy P-LF2. Daniel suggested that repeating this claim if the Parish Council were to make a presentation to the VWHDC planning committee would be unwise as it would harm the credibility of the Parish Council objections.

(d) Illegal Signs. Daniel Scharf **noted** that this matter is still not resolved. Matter continued under 160/2015-16 Action Checklist from the Previous Meeting. (e).

(e) ACCESS (The Abingdon Centre for a Caring, Enlightened and Sustainable Society). It was **noted** that the next event is 'UN climate change summit - what can it achieve and what can we do?' and will be held on 14th November 2015 in The Old Vicarage, 11 High Street, OX14 4JL.

(f) Community Garden. Richard Seamark reported on the community garden project at Stonehill House, Stonehill Lane and asked if the project would be eligible for a grant £500.00 for fencing from the Parish Council. He was advised to apply for a grant, which would be duly considered on its merits.

156/2015-16 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.

157/2015-16 Minutes.

Minutes of the Previous Parish Council Meeting held on 5th October 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Colin West

Seconded: Colin Arnold

Resolved: Unanimously

158/2015-16 News from OCC Councillor (Richard Webber).

This item of business was deferred until Richard Webber's arrival later in the meeting.

159/2015-16 News from VWHDC Councillor (Stuart Davenport).

(a) Bin Collection, Abingdon (Private) Road. Refuse waste collection vehicles are not able to drive along this road as a resident has refused permission due to damage to his section of road. It was **noted** that in the next few years there will be some new smaller 15 ton refuse waste collection vehicles and one may be allocated to this route, which would allow for the road to be used for waste collection according to the lower vehicle weight stipulations of the objecting resident.

(b) Examination of Part 1 of the Local Plan. The Inspector had reported 'no opinion', and the Local Plan Examination could now proceed to stage 2, in the New Year.

160/2015-16 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) Millennium Green Trust (MGT). A meeting was held on 28th October 2015 between the Parish Council and the MGT to discuss the grant application for £2,000.00 for grass cutting. MGT attendees were: Jane McWhirter (Chairperson), Keith Clough (Vice Chairman), Victoria Griffiths (Treasurer) and Therese Webster (Secretary). Drayton Parish Council attendees were: Richard Williams, Graham Webb, Christine West and Christopher Price. It was **noted** the 'Drayton MGT Deed' has restrictions regarding play equipment. It is planned to plant and create willow structures (like at Earth Trust, Long Wittenham) and install bird boxes with web cameras. It was **agreed** that the Clerk should contact the MGT to discuss costings and locations of these and possible further children's attractions. It was **noted** that the new noticeboard is to be located at the Millennium Green end of the footpath leading from Henleys lane. The Parish Council wondered if it could include a map of all the footpaths within Drayton?

ACTION: Clerk to contact the Millennium Green Trust to discuss costings and locations of children's attractions.

(b) Lyford Close BMX Track. Richard Williams presented a draft leaflet to be circulated to local residents asking for ideas on how to utilise this land.

(c) Dog Excrement. More dog excrement is appearing at the rear school gate.

ACTION: Laura Billington to report dog excrement on www.fixmystreet.com for Biffa to remove.

(d) Footpath Survey. On 6th October 2015 the Deputy Clerk sent an email to the Council with the Footpath Survey report attached.

ACTION: Deputy Clerk to ask Steven Sadler (Village Caretaker) to action required work.

(e) For Sale Signs. The Deputy Clerk is still waiting for OCC to respond to his letter sent 14th September 2015 requesting permission for the Parish Council to remove illegal signs from their land.

ACTION: Richard Webber to chase response from OCC.

(f) Moveable Vehicle Activated Signs. Linda Martin (Clerk, Sutton Courtenay Parish Council) sent an email on 28th October 2015 to the Clerk with a quotation to the sum of £2,242.45 ex VAT for a Moveable Vehicle Activated Sign from Swarco Traffic Ltd (STL) attached. It was **noted** that the current minimum rate for an STL engineer to visit a site is £418.00 ex VAT. It was **agreed not** to proceed with the project on the basis of the information currently provided. Matter continued under 158/2015-16 News from OCC Councillor. (a).

161/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker's Invoice	*£75.00	nil
Open Spaces Act	Lee Collins – Grass Cutting Invoice (2 months: Sept &	*£1,180.00	nil

1906 s10	Oct cuts)		
LGA 1972 s112	Clerk's Salary PC: £152.84 (5 hrs per week); D2020 £267.47 including 35 hrs o/t	*£420.31	nil
LGA 1972 s112	Deputy Clerk's Salary (10 hrs per week)	*£295.74	nil
LGA 1972 s111	HMRC – Tax and NI PC: £112.18 D2020: £66.82	*£179.00	nil
Contract/ Pensions Act 2014	Deputy Clerk's pension (employee 5.5 % £21.52; Employer 16.6% £64.95)	*£86.47	nil
LGA FP 1963 s5	Clerk's Expenses	*£69.95	nil
LGA FP 1963 s5	Deputy Clerk's Expenses	*£39.25	nil
LGA (1972) s114	Microshade. Quarterly invoice for data hosting	*£158.40	£26.40
LGA 1972 s137 (4)	Home Start Grant subject to approval	£200.00	nil
	Total payments this month	£2,704.12	£26.40
	Receipts		
	Burial fees/reservations		£165.00
	Total Receipts last month		£165.00

(a) Bank Reconciliation. Current account: £55,836.16; Deposit Account: £19,673.85; Undrawn cheques: None; Payments not yet credited: None. **Total funds = £75,510.01 excluding payments above.**

(b) Grant Applications.

Home Start. £200.00 **Approved.**

(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 Colin West. Patricia Athawes and Colin West signed the cheques for the remaining (unstarred) payments.

(d) Lockway Playground Refurbishment Procurement. It was **noted** that the Clerk has applied for a £10,000.00 grant from WREN.

(e) Lockway Playground floor surface. It was **noted** that the wetpour surfacing under the Mizzenmast Netscape unit is collapsing and needs repair. The Clerk received an email on 27th October 2015 from Jason Lee (Area Sales Manager, Wicksteed) stating that surfacing base-works carry a 12 month guarantee and would therefore need to charge approximately £1,000.00 plus VAT for the repair work. It was **agreed** that the Clerk should respond to Jason Lee stating that if Wicksteed do not repair the wetpour surface for free, the Parish Council will **not** place any future contracts for play equipment with them.

ACTION: Clerk to respond to Jason Lee.

Richard Webber arrived at 8:46pm.

162/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Agreement to transfer land at Barrow Road from Caudwell & Sons to Parish Council ownership.

It was **resolved** to authorise Richard Williams and Patricia Athawes to sign the agreement for the transfer of land ownership from Miller Homes to the Parish Council.

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimously

It was **noted** that the agreement circulated to the Parish Council had now been updated and it was **resolved** to agree an amendment to the agreement so that 9.3 says: *'The Seller will ensure the Sports Pitch Land will be levelled prior to the transfer to the Buyer and in carrying out such levelling will co-operate with the Buyer and its agents to facilitate cost effective application of the playing surfaces by the Buyer following completion of the transfer.'*

Proposed: Richard Williams

Seconded: Tamsin Meredith

Resolved: Unanimously

(b) Implementation Director Interviews. 2 people are interested in volunteering for the Implementation Director role. It was **agreed** that Richard Williams, Tom Shebbeare, Pervin Shahin and Colin West (if available) should be on the interview committee in November.

David Perrow left at 9:12pm.

163/2015-16 Sutton Wick Lane.

(a) Memorial. The Deputy Clerk received an email on 9th October 2015 from Iain Henderson (Founder, The Memorial 'Mob') regarding permission to check Parish Council land for items from the crash. The holes for metal detecting are usually only very small, and as such you don't make a hole, you cut several slots peel back the turf, look, probe and then replace, leaving little sign of disturbance and growth is unaffected. The Parish Council **refused** permission.

ACTION: Deputy Clerk to respond to Iain Henderson.

Item of business continued later in the meeting.

158/2015-16 News from OCC Councillor (Richard Webber) (continued).

Moveable Vehicle Activated Signs (continued). Richard Webber provided additional information about the VAS and is keen to pursue this project. It was **agreed** to reconsider it and put it on the December agenda subject to further information on the costs and feasibility.

ACTION: All Councillors to think about it. Deputy Clerk to put item on the December agenda.

164/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

There were no items to discuss.

165/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Allotments. The Clerk has sent 5 letters to uncultivated allotment plots holders asking them to provide a valid reason or relinquish their plots. 3 allotment plots holders have relinquished their plots. 2 allotment plots holders have not responded to the letter. It was **resolved** to authorise the Clerk to serve termination notices to the uncultivated allotment plot holders that have not responded to the letter.

Proposed: Colin West

Seconded: Matthew Lowy

Resolved: Unanimously

ACTION: Clerk to serve termination notices.

Richard Webber and Stuart Davenport left at 9:40pm.

163/2015-16 Sutton Wick Lane (continued).

(b) Green trailer in Sutton Wick Lane. It was **noted** that the Millennium Green Trust does not want to file a registration with the land registry for the land on which the trailer stands. The Parish Council **agreed not** to file a registration with the Land Registry for the land on which the trailer stands.

166/2015-16 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
P15/V19 47/HH	15-17 High Street Drayton Abingdon Oxfordshire OX14 4JW	Demolition of single storey rear extensions and erection of two storey rear extensions.	None	Planning Permission on 7 th October 2015
P15/V20 68/HH	2 Steventon Road Drayton OX14 4LE	Proposed first floor extension and dropped kerb.(as amplified by access and parking plan received 16 October 2015)	Objection	Pending
P15/V20 77/O	10 Halls Close Drayton Abingdon OX14 4LU	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.	Objection	Pending
P15/V22 35/HH	56 Whitehorns Way Drayton Abingdon OX14 4LJ	First floor extension to existing bedroom 3. First floor extension over existing garage to create bedroom with ensuite	None	Pending

(a) Minutes of the Previous Parish Council Planning Meeting held on 29th September 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimously

(b) P15/V2447/FUL (late planning application). Description: Erection of 140 new dwellings, extension of the existing access with High Street, creation of new pedestrian and cycle routes, formation of public open space, construction of internal access roads, surface water attenuation, landscaping features and ancillary development. Location: Land to the south of High Street Drayton. Deadline: 27th November 2015. It was **agreed** to hold a (public) Planning Committee meeting on 16th November 2015.

ACTION: Clerk to book venue.

(c) 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 4th September 2015 and the site has been a mess and an eyesore for the last 3 years. It was **noted** that the VWHDC may be able to force the land owner to tidy the site under the 'Town and Country Planning Act 1990', Section 105: Power to require proper maintenance of land. And Section 106: Penalty for non-compliance with s. 215 notice.

ACTION: Richard Williams to draft letter to be sent to VWHDC.

167/2014-15 Correspondence.

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

168/2015-16 Items to be noted from Parish Councillors.

(a) Wooden White Gates, Steventon Road. It was **noted** that the grass needs cutting on the Steventon side of the wooden white gates, Steventon Road, to make them more obvious.

ACTION: Deputy Clerk to ask Steve Sadler (Village Caretaker) to cut grass.

(b) Talking Oxfordshire PTC. OCC are asking Parish and Town Councillors to attend a specific meeting on the 9th November 2015 at the Matthew Arnold School to discuss OCC's budget 2016/17 - 2019/20.

Matthew Lowy will attend.

169/2015-16 The Date of the next Parish Council Meetings.

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

(b) The Date of the next Finance and Personnel Meeting was confirmed as 9th November 2015, at 7:00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

(c) The Date of the next Planning Meeting was confirmed as 16th November 2015, at 7:00pm, in the Caudwell Day Centre TBC, Gravel Lane, Drayton.

The meeting concluded at 9:56pm

Signed:

Date: 2nd November 2015

Name: Richard Williams (Chairman, Drayton Parish Council)