



Drayton Parish Council

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**Minutes of the Drayton Parish Council Meeting
Held on Monday 7th December 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, Pervin Shahin (arrived at 7:45pm and left at 9:58pm).

Not Present: Colin West, Christine West.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 8:44pm and left at 9:55pm), Richard Webber (OCC) (arrived at 7:34pm and left at 9:09pm).

170/2015-16 Apologies for Absence.

Colin West, Christine West.

171/2015-16 Public Participation.

There was 1 member of the public present.

Sutton Wick Lane Memorial. Brian Eastoe presented a full scale drawing and specification for the memorial 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. It was **noted** that it would be nice to include the number of RAF Police dogs that were also killed (though their names were not now known). The exact location of the memorial is TBC.

Richard Webber arrived at 7:34pm.

Pervin Shahin arrived at 7:45pm.

It was **resolved** to approve the overall size of the memorial, text and £200.00 to go towards materials.

Proposed: Laura Billington

Seconded: Colin Arnold

Resolved: 8 For and 1 Against

172/2015-16 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.

173/2015-16 Minutes.

(a) Minutes of the Previous Parish Council Meeting held on 2nd November 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Colin West

Seconded: Patricia Athawes

Resolved: Unanimously

(b) Minutes of the Previous Planning Meeting held on 16th November 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Richard Wade

Seconded: Matthew Lowy

Resolved: Unanimously

It was **noted** that the Chronicle report needs to report a true and accurate account of meetings, but that brevity required that they be a précis of the meeting, and that such press reports did not constitute the official record of meetings.

174/2015-16 News from OCC Councillor (Richard Webber).

(a) Sutton Courtenay Parish Council has resolved to write their own NDP with 5 votes to 4.

(b) Children Centres. Richard Webber is working hard to try and keep Children Centres open.

(c) Moveable Vehicle Activated Signs. It was **agreed not** to proceed with this project to purchase a Moveable Vehicle Activated Sign. It was **noted** that a fixed sign, white lines, cats eyes, footpath or road straightening may be a more effective solutions to making the B4016 safer.

ACTION: Richard Webber to discuss matter with OCC highways. Deputy Clerk to inform Linda Martin (Clerk, Sutton Courtenay Parish Council).

Stuart Davenport arrived at 8:44pm.

175/2015-16 News from VWHDC Councillor (Stuart Davenport).

(a) Land Supply. VWHDC cabinet is hoping to clarify the state of the district's housing land supply over the next month.

(b) Examination of Part 2 of the Local Plan will begin in early February at The Beacon in Wantage.

(c) Corporate Services Contract. Vale will be making a decision about a new corporate services contract in the New Year. This will be an expanded contract.

176/2015-16 2016 Parish Council Meeting Dates (this item of business was expedited).

It was **noted** that Drayton Parish Council meetings clashes with Milton Parish Council meetings.

ACTION: Deputy Clerk to arrange agenda so that Stuart Davenport (VWHDC) Richard Webber (OCC) are present for matters concerning them.

Richard Webber left at 9:09pm.

177/2015-16 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) Lockway Playground Floor Surface. On 3rd December 2015, Wicksteed repaired the wetpour surfacing under the Mizzenmast Netscape unit. The invoice is pending.

(b) Allotments. The Clerk has sent 2 letters serving notices to quit to the uncultivated allotment plot holders that did not respond to his letter.

(c) Dog Excrement. Laura Billington reported the dog excrement at the rear school gate via www.fixmystreet.com and it was swiftly removed. Unfortunately 4 new piles of dog excrement have since appeared.

178/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£43.75	nil
LGA 1972 s112	Clerk’s Salary PC: £191.02 (5 hrs per week); D2020 £334.29 35 hrs o/t	*£420.11	nil
LGA 1972 s112	Deputy Clerk’s Salary (10 hrs per week)	*£295.94	nil
LGA 1972 s111	HMRC – Tax and NI: £112.05 D2020: £66.95	*£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	*£41.32	nil
LGA FP 1963 s5	Deputy Clerk’s Expenses	*£10.20	£2.00
Litter Act 1983 s5	Oxfordshire County Council – fit n/board Steventon Rd	£244.96	£40.83
	Total payments this month	£1,321.75	£42.83
	Receipts		
	Burial fees/reservations		£55.00
	Total Receipts last month		£55.00

(a) Bank Reconciliation. Current account £53,132.04; Deposit Account £19,673.85; Undrawn cheques: none; Payments not yet credited: £55.00. **Total funds = £72,805.89 excluding payments above.**

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

(c) Village Caretaker. It was **noted** that Steven Sadler (Village Caretaker) has only done 3.5 hours for November and there is a backlog of winter tasks building up.

ACTION: Clerk to ask Steven Sadler when he will be able to return to his normal hours.

(d) Budget Setting and Precept 2016-17. It was **resolved** to accept the recommendations from the November Finance and Personnel Committee and **approve**:

- **The Parish Council Budget for 2016-17:** A budget of £62,170, drawing on £19,000.00 from the Reserves to remain in balance.

Proposed: Graham Webb **Seconded:** Patricia Athawes **Resolved: Unanimously**

- **The level of charges for 2016-17:** No change in charges except for previously agreed increase in allotment rents from March/April 2016.

Proposed: Tamsin Meredith **Seconded:** Patricia Athawes **Resolved: Unanimously**

- **The Precept for 2016-17:** Unchanged at £40,000.00.

Proposed: Patricia Athawes **Seconded:** Graham Webb **Resolved: Unanimously**

(e) Risk Assessment and Audit. It was **resolved** to accept the recommendations from the November Finance and Personnel Committee and **approve**:

- **The Risk Assessment for 2015-16.**

Proposed: Tamsin Meredith **Seconded:** Patricia Athawes **Resolved: Unanimously**

- **The Review of Effectiveness of Audit for 2015-16.**

Proposed: Patricia Athawes **Seconded:** Pervin Shahin **Resolved: Unanimously**

It was **noted** that Tamsin Meredith's name was spelt wrong in the 'Statement of Internal Control' document and was corrected. Richard Williams signed the documents.

(f) Grant Applications. The following grant applications had been **approved** by the Finance and Personnel Committee and were **agreed** by the Parish Council (to be paid in April 2016):

- **Drayton Football Club (2016-17).** £2,000.00.

- **DAMASCUS Youth Project (2016-17).** To increase this grant from £3,000.00 to £4,000.00.

- **Millennium Green Trust (2016-17).** Up to £2,000.00 for grass cutting.

(g) Tree Maintenance. It was **resolved** to approve the quotation from Jenks & Co for tree maintenance to the sum of £1,755.00 plus vat.

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

(h) Election Fee. It was **noted** that the VWHDC election fee will be £1,662.58 (invoice not yet received).

(i) Lockway Playground Repair. It was **noted** that the Wicksteed playground repair will be £1,000.00 plus VAT (invoice not yet received).

179/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Implementation Director Role. It was **resolved** to approve the appointment of Nigel Porter to the role of Drayton2020 Plan Implementation Director (Technical), on the recommendation of the interview panel.

Proposed: Pervin Shahin **Seconded:** Matthew Lowy **Resolved: Unanimously**

(b) Drayton2020 Implementation Meeting. The next meeting is on 11th December 2015.

(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. The Clerk circulated **in confidence** a printed version of the Blue Cedar Homes' legal opinion and also the legal opinion of the VWHDC from Simon Bird QC, both for sight of Parish Councillors only.

180/2015-16 Sutton Wick Lane Memorial.

This item of business had been discussed earlier in the meeting under 171/2015-16 Public Participation.

Stuart Davenport left at 9:55pm.

176/2015-16 2016 Parish Council Meeting Dates (continued).

It was **resolved** to accept the 2016 Parish Council Meeting dates.

Proposed: Tamsin Meredith **Seconded:** Patricia Athawes **Resolved: Unanimously**

ACTION: Deputy Clerk to publish meeting dates.

181/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

There were no items to discuss.

182/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

Village Caretaker's report was received and **noted** and had been discussed earlier in the meeting under 178/2015-16 Finance & Personnel Committee (c) Village Caretaker.

Pervin Shahin left at 9:58pm.

183/2015-16 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
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)	Response	Granted
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 en suite	None	Planning Permission on 5 th Nov
P15/V24 47/FUL	Land to the south of High Street Drayton	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.	Supports the principle of development, OBJECTS to this application based on a number of reservations	Pending
P15/V22 68/FUL	The Stables Drayton Mill Drayton OX14 4EF	Retrospective planning permission for the erection of a barn with residential accommodation above including ancillary sheds and other associated works. (Completed 2013)	No Objection	Pending
P15/V26 25/HH	The Hollies Barrow Road Drayton Abingdon OX14 4SU	Proposed single storey extension and internal alterations	Pending 8 th Dec	Pending
P15/V27 12/HH	9A High Street Drayton OX14 4JL	Part demolition, remodelling and construction of 2 storey extension to existing property	Pending 16 th Dec	Pending

P14/V2504/FUL. 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) on land west of Abingdon Road Drayton. The Clerk received an email on 24th November 2015 from Sally Worsley (Data Monitoring Manager & Street Naming and Numbering Officer, VWHDC) requesting that the Parish Council propose 4 names for new streets.

ACTION: Patricia Athawes to circulate suggested names from Drayton2020. Clerk to seek an extension to the deadline for the response on suggested street names.

184/2014-15 Correspondence.

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

(a) St Peter's Church, Removal of Pews. The Clerk received an email on 5th November 2015 from Sue Harris (PCC, St Peter's Church) asking if the Parish Council support their bid to remove the last 5 rows of pews in the church as they want the church to be used as a community space as well as a place of worship. It was **resolved** to support the removal of pews.

Proposed: Colin Arnold **Seconded:** Laura Billington

Resolved: 6 For and 2 Abstentions

ACTION: Clerk to respond to Sue Harris.

(b) High Sheriff of Oxfordshire Awards Nominations. The Clerk received an email on 30th November 2015 from Ella Pickard (On behalf of Tom Birch Reynardson (High Sheriff of Oxfordshire 2015-2016)) asking for nominations for High Sheriff's Awards for the year 2015/2016. The purpose of these awards is to recognise people in Oxfordshire who have made outstanding contributions to the communities in which they live and work. Nominees will usually have had a high impact on the lives of others over a sustained period of time and will be recognised by other people working in the nominee's area as inspirational and as setting an example for others to follow. Deadline to nominate is 15th January 2016.

ACTION: All Councillors to think of nominations.

(c) East Way Bridleway. The Clerk received an email on 30th November 2015 from Janet White reporting that the entrance to East Way Bridleway is in very poor condition and that the potholes are getting dangerously deep. Janet White asked if the Parish Council could do anything to make the entrance to bridleway safer. It was **noted** that this issue has been discussed before and that OCC Highways will take no action to repair East Way (since it is not a highway) and that OCC Countryside Services has advised that since East Way is a bridleway the surface will only be maintained to bridleway standard. The Parish Council is neither a highways authority nor responsible for bridleways, so has no powers/monies to spend to repair the surface of East Way. The Parish Council has requested to both VWHDC and OCC that East Way be upgraded to a road and adopted by OCC, but this suggestion has been declined.

ACTION: Clerk to respond to Janet White.

185/2015-16 Items to be noted from Parish Councillors.

There were **no** items to be **noted**.

186/2015-16 The Date of the next Parish Council Meetings.

(a) The Date of the next Parish Council Meeting was confirmed as 4th January 2016, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

(b) The Date of the next Finance and Personnel Meeting was confirmed as 4th January 2016, at 7:00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:10pm.

Signed:

Date: 4th January 2016

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