



# Drayton Parish Council

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## Minutes

### Minutes of the Drayton Parish Council Meeting

Held on Monday 4<sup>th</sup> January 2016 at 7:30pm

In 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, Matthew Lowy, Colin West.

**Not Present:** Graham Webb, Pervin Shahin, Christine West.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:44pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (left at 8:28pm).

#### 187/2015-16 Apologies for Absence.

Graham Webb, Pervin Shahin, Christine West, Richard Webber.

#### 188/2015-16 Public Participation.

There was 1 member of the public present.

**Drayton Football Club.** Richard Seamark reported that the lawnmower is broken (again) and reported that it will cost about £800.00 to fix. It was **noted** that the grass is still growing due to the mild weather. Julian Cook will be asked to cut the grass for £40.00 to £50.00 per cut. The minutes of the Finance and Personnel Committee from 2<sup>nd</sup> September 2015 state:

##### **Grants - To consider applications for grants**

**(a) Drayton Football Club.** The request for a grant to purchase a new mower for the Football Club was discussed. It was **decided** that this would not be granted at the present time and that alternatives would be explored for next Spring including: (a) The PC owning the mower and leasing it to the Football Club and others; (b) using the mower for PC areas/Millennium Green

**Proposed:** Colin West      **Seconded:** Graham Webb      **Agreed Unanimously**

The minutes of the Parish Council minutes from 7<sup>th</sup> September 2015 state:

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

###### **(b) Grant Applications.**

▪ **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.

**ACTION:** Clerk to include the football pitch on the Parish Council's grass cutting invitation to tender & map (the current 3 year contract is now ended and a tender is required) and add item to the next Finance and Personnel Committee meeting agenda (to be held at end February). Richard Seamark to get more quotations for a new lawnmower with trade in value of old lawnmower and submit a grant application for grass cutting by Julian Cook.

#### 189/2015-16 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.

#### 190/2015-16 Minutes.

**Minutes of the Previous Parish Council Meeting** held on 7<sup>th</sup> December 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

**Proposed:** Colin Arnold

**Seconded:** Matthew Lowy

**Resolved: Unanimously**

#### 191/2015-16 News from OCC Councillor (Richard Webber).

Richard Webber was unable to attend the meeting.

### **192/2015-16 News from VWHDC Councillor (Stuart Davenport).**

**(a) P15/V2077/O** (see 199/2015-16 Planning Committee Business details). Stuart Davenport has been in contact with Peter Brampton, the planning officer dealing with the Hall's Close Application. He has confirmed that the final recommendation on this application will be finalised this week. If the recommendation is for approval, the application will probably go before the VWHDC planning committee on the 27<sup>th</sup> January 2016.

**(b) P15/V2828/FUL** (see 199/2015-16 Planning Committee Business details). Stuart Davenport has called this application in to the VWHDC Planning Committee. There is question over ownership of the East Way Bridle Way and who will maintain it.

**(c) Council Tax Base.** The increase in Band D equivalent properties in Drayton alongside the Parish Council's proposal to freeze their precept means the Parish Council aspect of the CT bill will be a 1/2% cut to a Band D property. OCC, VWHDC and police precept are not yet decided.

**(d) Drayton Post Office Changes** (see '193/2015-16 Drayton Post Office Changes' for details). Stuart Davenport has responded and commented that the longer opening hours are welcome but the removal of 'Payment by Cheque' may be concerning for a certain Village demographic.

**(e) Overall OCC and VWHDC Budget.** These will be decided in February. Autumn statement by Chancellor means these will be tight. Local authorities will need to move from delivery to commissioning services which should bring savings and opportunities to improve service in many cases.

### **193/2015-16 Drayton Post Office Changes.**

The Clerk received a letter dated 10<sup>th</sup> December 2015 from Alan Ridoutt (Area Manager, Post Office) regarding changes to Drayton Post Office and invited us to comment. It was **agreed** to respond:

Welcoming extending opening hours. And asking: For the fascia to be refurbished at the same time (being sought by Drayton2020 under the Drayton NDP); for a free cash machine, preferably 'through the wall'; that the cheque cashing facility be retained; that the physical changes not be to the financial or operational cost of the shop owner, or that the viability of the wider business be adversely affected; that the closure period for the refurbishment be minimised and the shop owner compensated for any loss of business. Deadline to respond is 8<sup>th</sup> January 2016.

**ACTION:** Clerk to respond.

### **194/2015-16 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) High Sheriff of Oxfordshire Awards Nominations.** The Clerk received an email on 30<sup>th</sup> 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. It was **agreed** to nominate someone (all nominations will be treated in the strictest confidence and nominees should not be informed that they have been nominated as it can be very disappointing to raise expectations which are then not met). Deadline to nominate is 15<sup>th</sup> January 2016.

**ACTION:** Deputy Clerk and Richard Williams to submit nomination.

**(b) Sutton Wick Conservation Area.** The Clerk received an email on 23<sup>rd</sup> December 2015 from Karen Claridge (VWHDC) with a letter attached dated 23<sup>rd</sup> December 2015 from Adrian Duffield (Head of Planning, VWHDC) stating that:

*Due to current capacity, workloads and priorities the Conservation and Design team are unable to devote time to undertake a specific appraisal for the Drayton Conservation Area.*

and then goes on to say:

*An appraisal can be undertaken by outside consultants, who could be commissioned by the Parish Council.*

**ACTION:** Clerk to consult 'Historic England'.

**(c) Lyford Close BMX Track.** The Parish Council has received an enquiry as to whether the Lyford Close BMX track can be used for a self build project. Richard Williams has added this option to his questionnaire.

**(d) P14/V2504/FUL Land west of Abingdon Road Drayton.** It was **noted** that the 4 names for new streets are: Chestnut Drive, Holly Lane, Willow Way and Walnut Way. It was **noted** that it would be nice if we

could specify to the developers what types of trees to plant in the green spaces, to match them to the road names or perhaps a nut orchard.

**ACTION:** Clerk to place advert in the Chronicle for more road name suggestions and ask developer if we can specify what types of trees to plant.

**(e) Parish Council Meetings.** It was **noted** that Drayton Parish Council meetings clashes with Milton Parish Council meetings which makes it awkward for Stuart Davenport (VWHDC) Richard Webber (OCC).

**ACTION:** Clerk to discuss matter with Lucy Dalby (Clerk, Milton Parish Council).

**Stuart Davenport left at 8:28pm.**

**195/2015-16 Finance & Personnel Committee (Richard Williams).**

	<b>Payments</b>	<b>Invoice Amount</b>	<b>Including VAT</b>
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£259.71	£3.70
LGA 1972 s112	Clerk’s Salary PC: £210.16 (5 hrs per week contract); D2020 £210.15 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: £126.50 D2020: £52.50	*£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	*£24.55	£2.91
LGA 1894 s45	Wicksteed – Playground surface repair	*£1,200.00	£200.00
LGA 1972 s134 (4)	St Peters Church – Room Hire D2020	£15.00	nil
S&A Act 1908 s26	Thames Water – Water Charges 19/9/15 -20/12/15 <b>DIRECT DEBIT</b>	£9.04	nil
RPA 1983 s36(5) & LGF (RCA) Regs 1991	VWHDC May Election Fee <b>DIRECT DEBIT</b>	£1,662.58	nil
LGA 1972 s142	Oxfordshire South & Vale Citizens Advice Bureau (Abingdon) Grant – <b>Subject to approval</b>	£1,000.00	nil
LGA 1972 s137 (4)	South and Vale Carers Centre Grant - <b>Subject to approval</b>	£375.00	nil
	<b>Total payments this month</b>	£5,527.40	£206.61
	<b>Receipts</b>		
	Burial fees/reservations		£55.00
	Current Account Interest		£27.34
	<b>Total Receipts last month</b>		<b>£82.34</b>

**(a) Bank Reconciliation.** Current account £52,137.59 Deposit Account £19,673.85 Undrawn cheques: None; Payments not yet credited: None. **Total funds = £71,811.44 excluding payments above.** OCC cheque for noticed board fitting still to present £244.96.

**(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 Tamsin Meredith. Patricia Athawes and Tamsin Meredith signed the cheques for the remaining (unstarred) payments.

**(c) Grant Applications.** The following grant applications had been **approved** by the Finance and Personnel Committee and were **agreed** by the Parish Council:

- **Oxfordshire South & Vale Citizens Advice Bureau (Abingdon).** £1,000.00.
- **South and Vale Carers Centre.** £375.00.

**(d) Finance Committee Meeting** held 4<sup>th</sup> Jan.

● **Grass Cutting Contract.** The Parish Council’s grass cutting contract is up for its 3 year renewal and will be advertised with a closing date of 19<sup>th</sup> February 2016.

● **Terms of Reference for the Implementation Director** were agreed (see 196/2015-16 Drayton2020 Neighbourhood Plan (b) for details).

**196/2015-16 Drayton2020 Neighbourhood Plan** (Richard Williams).

(a) **Risk Assessment.** Richard Williams has drafted the 'Drayton2020 Implementation Risk Assessment'.  
**ACTION:** Clerk to circulate.

(b) **Drayton2020 NDP Implementation Director Statement and Particulars of Voluntary Role.** This document has been approved and includes the seven principles of public life, known as the Nolan Principles, were defined by the 'Committee for Standards in Public Life'.

(c) **P15/V2447/FUL** (see 199/2015-16 Planning Committee Business for details). It was **noted** that there is an amendment to this application.

**197/2015-16 Rights of Way & Conservation Working Group** (Graham Webb).

Graham Webb was unable to attend the meeting.

**198/2015-16 Leisure & General Purposes Working Group** (Patricia Athawes).

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

(b) **Lockway Play Area.** We are waiting for funding from WREN (£10,000.00) and VWHDC (£7,500.00), and should hear about both by end January.

**David Perrow left at 8:44pm.**

**199/2015-16 Planning Committee Business** (Richard Williams).

Ref	Address	Details	Parish	VWHDC
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/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 development, Objects with 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	No Objection	Refusal of Planning Perm 10 <sup>th</sup> Dec 2015
P15/V27 12/HH	9A High Street Drayton OX14 4JL	Part demolition, remodelling and construction of 2 storey extension to existing property	Support	Pending
P15/V28 28/FUL	Development of 8 dwellings and new access road	Close End House 19 East Way Drayton Abingdon OX14 4JZ	Pending	Pending

**P14/V2504/FUL Land west of Abingdon Road Drayton.** The 4 names for new streets. This had been discussed earlier in the meeting under 194/2015-16 Action Checklist from the Previous Meeting (d).

**200/2014-15 Correspondence.**

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

**Her Majesty the Queen's 90<sup>th</sup> Birthday. Celebration in June 2016.** The Clerk received a letter dated 2<sup>nd</sup> December 2015 from Tim Stevenson (Lord-Lieutenant of Oxfordshire) with details of the celebrations that will be held on 11<sup>th</sup> and 12<sup>th</sup> June 2016.

**201/2015-16 Items to be noted from Parish Councillors.**

**(a) Free Computers.** Colin Arnold attended the DAMASCUS Youth Project Christmas Celebration on 17<sup>th</sup> December 2015 where he met a gentleman from Sovereign Housing who spoke about giving away old computers to charitable organisations.

**ACTION:** Colin Arnold to circulate details.

**(b) Community Assets Matter Training Course.** Laura Billington is attending this training course. By the end of the course participants will: Be more knowledgeable about the diversity of legal and technical aspects of managing community buildings and other community assets; Be better able to develop ideas for income generation to maintain the sustainability of your asset.

**ACTION:** Laura Billington to circulate details.

**202/2015-16 The Date of the next Parish Council Meetings.**

**The Date of the next Parish Council Meeting** was confirmed as 1<sup>st</sup> February 2016, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

**The meeting concluded at 9:05pm.**

**Signed:**

**Date:** 1<sup>st</sup> February 2016

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