



Drayton Parish Council

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Minutes

Minutes of the Drayton Parish Council Meeting

Held on Monday 1st February 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, Graham Webb, Pervin Shahin (arrived at 7:50pm), Christine West.

Not Present: Colin West.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 8:49pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 7:36pm), Richard Webber (arrived at 8:34pm).

203/2015-16 Apologies for Absence.

Colin West, Richard Webber (late arrival), Pervin Shahin (late arrival).

204/2015-16 Variations of Business.

There were no changes to the order of business at this stage of the meeting, other than the delay in County Councillor's business pending the arrival of Cllr Richard Webber.

Stuart Davenport (VWHDC) arrived at 7:36pm.

205/2015-16 Public Participation.

There were 3 members of the public present.

(a) Sutton Wick Lane Memorial. Brian Eastoe presented the finished 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 includes the number of RAF Police dogs that were also killed (though their names are not now known). Brian Eastoe also presented one of the two stainless steel poles that need to be concreted 3 feet deep in the ground. It was **noted** that 'sheepshank fencing' may help make the holes for the posts with their boar hole tool. Minutes from 5th October 2015 state:

146/2015-16 Sutton Wick Lane.

(a) Memorial. The Deputy Clerk received an email on 23rd September 2015 from Iain Henderson (The Memorial 'Mob', Founder) asking some questions regarding the new memorial unveiling that will be held on 5th March 2016. 1. Permission to check Parish Council land for items from the crash. The Parish Council **refused** permission for the digging of holes on Parish Council land. 2. Permission to plant snowdrops. The Parish Council **approved** permission. 3. Preparing holes for the new memorial. The Parish Council **agreed** to prepare holes for the new memorial. 4. Supply chairs for the memorial unveiling. It was **agreed** to refer Iain to Drayton Village Hall.

ACTION: Deputy Clerk to respond to Iain Henderson.

Minutes from 7th December 2015 state:

171/2015-16 Public Participation.

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. 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

Matter continued under 219/2015-16 Items to be noted from Parish Councillors (b).

ACTION: Deputy Clerk and Richard Williams to meet on site with Brian Eastoe and agree on the exact location as to where the memorial is to go.

(b) P15/V2077/O 10 Halls Close Drayton Abingdon OX14 4LU (see 215/2015-16 Planning Committee Business for details). Mr Coster expressed an interest in the VWHDC planning committee meeting held on 28th January 2016 where this planning application was discussed. It was **noted** that the VWHDC planning committee **refused** this planning application with 9 votes to 2. Matter continued under 212/2015-16 Drayton2020 Neighbourhood Plan (e).

Pervin Shahin arrived at 7:50pm.

206/2015-16 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.

207/2015-16 Minutes.

(a) Minutes of the Previous Parish Council Meeting held on 4th January 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

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

(b) Minutes of the Previous Parish Council Planning Committee Meeting held on 11th January 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

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

208/2015-16 News from OCC Councillor (Richard Webber).

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

209/2015-16 News from VWHDC Councillor (Stuart Davenport).

(a) Lockway Play Area. The VWHDC have awarded Drayton Parish Council £7,500.00 to go towards the Lockway Play Area upgrade. Matter continued under 214/2015-16 Leisure & General Purposes Working Group (b).

(b) Illegal Sign Removal. The 'Advertisement Act' gives the VWHDC the power to remove illegal signs. After 48 hours notice the sign can be removed but not the post (if it has one). It was **noted** that the Parish Council is currently seeking permission from OCC to remove illegal signs from their land. It was **noted** that there is currently an illegal 'For Sale' sign attached to the 'Hilliat Fields' road name sign.

210/2015-16 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. Gary Hibbins has been successfully nominated for the awards ceremony that will be held on 29th February 2016 for his work with the Abingdon DAMASCUS Youth Project.

(b) P15/V1007/FUL Ashby Court, Marcham Road, Drayton, OX14 4FF. This planning application to construct a pair of semi-detached open market houses, with new access to highway and off-street parking was refused planning permission on 4th September 2015 and the site has been a mess and an eyesore for the last 3 years. The Deputy Clerk sent an email to Emily Strange (Registration Team, VWHDC) on 14th December 2015 asking that the VWHDC force the land owner to tidy the site under the 'Town and Country Planning Act 1990', Section 215: Power to require proper maintenance of land. And Section 216: Penalty for non-compliance with s. 215 notice. The Deputy Clerk has not received a response.

ACTION: Deputy Clerk to chase response.

211/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
Open Spaces Act	Steve Sadler – Caretaker’s Invoice	*£250.00	nil

1906 s10			
LGA 1972 s112	Clerk's Salary PC: £267.47 (5 hrs per week); D2020 £152.84 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: £113.05 D2020: £65.95	*£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	*£73.60	nil
LGA FP 1963 s5	Deputy Clerk's Expenses	*£39.25	nil
LGA (1972) s114	Microshade – Quarterly Hosting Fee	*£166.50	£27.75
LGA (1972) s114	Rialtas – Cemetery Software annual maintenance fee	£212.40	£35.40
LGA 1972 s134 (4)	Caudwell Day Centre Room Hire Oct/Nov/Dec 2015 - PC	£65.00	nil
LGA 1972 s134 (4)	St Peter Church – Room Hire – D2020	£15.00	nil
	Total payments this month	£1,803.27	£63.15
	Receipts		
	Burial fees/reservations		£220.00
	Deposit Account Interest		£147.55
	Total Receipts last month		£367.55

(a) Bank Reconciliation. Current account £48,236.81 Deposit Account £19,821.40 Undrawn cheques: £1,662.58 (VWHDC D/D); Payments not yet credited: None. **Total funds = £68,058.21 excluding payments above.**

(b) Grant Applications. None.

(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 Graham Webb. Patricia Athawes and Graham Webb signed the cheques for the remaining (unstarred) payments.

(d) Appraisals. On 8th January 2016 the Clerk and Deputy Clerk held their appraisals with Richard Williams, Patricia Athawes and Graham Webb. It was **noted** that there are no problems. It was **noted** that the Clerk was only on a formal contract of 5 hours per week but that the variation of Drayton2020 work meant that overtime hours each month were variable but often considerable. It had been **decided** to keep this arrangement since the flexibility was mutually agreeable to the Clerk and the Council.

ACTION: Richard Williams to write a report with recommendations for the Parish Council that includes whether the appraisal committee recommends 'pass/fail', and a pay increment for the current year (backdated to 1st April 2015) and whether to recommend changing the Clerks contract from 5 hours to 10 hours per week.

212/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Traffic Calming Workshop. A 2nd Workshop to discuss the proposed traffic calming scheme is to be held on Saturday 20th February 2016 from 10:00am in the Drayton Village Hall. Public are welcome to attend.

(b) P14/V2504/FUL Land west of Abingdon Road Drayton. Erection of 73 dwellings with associated access, parking, open space, sports pitches, new footpath connection to Corneville Road (full) and pavilion. It was **noted** that construction work has started.

(c) P15/V2447/FUL South of High Street (see 199/2015-16 Planning Committee Business for details). On 27th November 2015 the Parish Council responded to this planning application with: [Supports development, Objects on a number of reservations]. On 13th January 2016 an amendment to this planning application was received. The drainage issue has now been resolved. On transport, Bloors/Savills have met with OCC Highways and the junction to High Street has now been re-designed. The alternative entry for emergency vehicles has been agreed with OCC (onto High Street). OCC Highways/Transport has no objection to the planning application. The issue of the alternative access via East Way has been resolved in that it is not

feasible from this development (given the legal issues). It was **resolved** to now respond **support** to this planning application.

Proposed: Colin Arnold

Seconded: Patricia Athawes

Resolved: Unanimously

ACTION: Clerk to respond **support** to this planning application.

(d) Management Committee. It was **agreed** in principle that it might be preferable if the Parish Council agreed that the developers set up a Management Committee to manage the public open space (POS) on this site rather than the Parish Council assuming direct ownership and responsibility for maintenance of the grass, paths, trees etc. The Parish Council would still manage the play equipment and play areas.

ACTION: Clerk to ask VWHDC/the developers about the Management Committee set up and to circulate details.

(e) S106 Schedule for South of High Street. This was reviewed and a number of suggested amendments were **agreed** for the Clerk to feed back to VWHDC.

Richard Webber arrived at 8:34pm.

(f) Tree Planting. The Drayton2020 NDP has as one of its projects extra tree planting in the village. The prime site for this was identified as Hilliat Fields. The plan is to replace the existing trees on Hilliat Fields with improved species and specimens, and to provide extra – about 60 semi-mature trees in total, planted in phases over the next few years (starting in 2016). The Drayton2020 Trees Working Group met with Mike Habermehl (Landscape Architect). Mike Habermehl's proposal is including costs which amount to £960.00 plus VAT, for 3 days work at £40.00 per hour. There may be about £100.00 of additional costs for OS mapping. It was **resolved** to **accept** the proposal.

Proposed: Richard Wade

Seconded: Colin Arnold

Resolved: 9 For and 1 Abstention

David Perrow left at 8:49pm.

(g) P15/V2077/O 10 Halls Close (Blue Cedar) development. Continued (see 215/2015-16 Planning Committee Business for details). It was **noted** that the developer might appeal the VWHDC's refusal. It was **noted** that this planning application is not one of the three Drayton2020 allocated site, will undermine the NDP and set a precedents. It was **noted** that Richard Williams and Sir Tom Shebbeare (Drayton2020, Chairman) both made brilliant speeches at the VWHDC's planning committee meeting.

213/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

(a) Lyford Close to Corneville Road Footpath (Laura Billington). The alleyway that links Lyford Close to Corneville Road is used by families to get to and from school and preschool. The end of the alley that comes out on to Corneville Road has high fences on either side and ends on a narrow path that slopes to the road. Children run, scoot and cycle along this path and lots of kids, despite skidding to a halt at the last minute, ending up on the road, with at least one near miss with a car. The Deputy Clerk sent an email on 11th January 2016 to OCC Highway asking for advice but OCC Highways are yet to respond. The Clerk received an email on 31st January 2016 with a letter attached from Mandy Biddle (Chair of Governors, Drayton C. P. School) supporting the installation of a barrier. It was **noted** that there was once a barrier, but it has been removed, possibly to improve access. It was **noted** that a white line or pimpled paving may be a solution to the problem.

ACTION: Laura Billington to propose barrier design.

(b) East Way Bridle Way (BW1). Minutes from 5th October 2015 state:

147/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

East Way BW1. The Clerk received an email via the website on 30th September 2015 from Trudy Murray complaining about the stony surface along this bridleway that makes it unsuitable for horses to use.

ACTION: Deputy Clerk to raise matter with OCC.

The Deputy Clerk received an email on 26th January 2016 from Arthur McEwan-James (Field Officer, OCC) stating that the Countryside Access Team (CAT) have made a number of inquiries with both Thames Water and local landowners but are unable to find anybody who will admit to surfacing the track. They are

monitoring the situation and are hopeful that the worst of the stone will disperse or be compacted with vehicular use of the route. Failing that CAT will look to take action in the spring.

(c) Bridleway between the A34 and Marcham (BW3). The bridge linking Drayton to Marcham via BW3 had an emergency closure by notice on 22nd July 2013. Unfortunately the closure has been extended to 21st January 2017.

214/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Lockway Play Area. There will be a meeting with Tom Cooper (Area Sales Executive, Proludic Ltd) on 8th February 2016 to discuss his proposal for Lockway Play Area upgrade.

215/2015-16 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	Refused
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 (As amended by plans received 13 January 2016).	Supports	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/V27 12/HH	9A High Street Drayton OX14 4JL	Part demolition, remodelling and construction of 2 storey extension to existing property	Support	Planning Permission 6 th Jan 2016
P15/V28 28/FUL	Development of 8 dwellings and new access road	Close End House 19 East Way Drayton Abingdon OX14 4JZ	Objection	Pending
P15/V29 89/HH	Erect first floor side extension	79 Abingdon Road Drayton Abingdon OX14 4HL	None	Pending
P15/V29 99/HH	Demolition of existing porch and erection of single story front extension.	116 Whitehorns Way Drayton OX14 4LQ	None	Pending
P15/V30 27/FUL	Erection of cottage to replace a lawful mobile home	Brook Farm Milton Road Drayton Abingdon OX14 4EZ	Supports with a couple of reservations.	Pending
P16/V00 39/FUL	Proposed erection of 2 no. 4 bedroom detached dwellings. Attached garages and associated works.	Land at rear of 21 Corneville Road Drayton Abingdon OX144HN	Pending (2 nd Feb)	Pending
P16/V00 31/LB	Demolition of the existing garage, proposed new rear extension and new double garage.	3 Church Lane Drayton Abingdon OX14 4JS	Pending (10 th Feb)	Pending
P16/V00 09/A	Erection of 2 x single sided pole mounted advertisements	Land at Abingdon Road Drayton Abingdon OX14 4SU	Pending (5 th Feb)	Pending

208/2015-16 News from OCC Councillor Continued (Richard Webber).

(a) B4016 Drayton/Sutton Courtenay Road safety improvements. Richard Webber is meeting Sutton Courtenay Parish Council on 2nd February 2016. It was **noted** that a footpath and cycle track next to a single lane road with traffic lights might be a solution.

(b) Budget. Once the full implications of the Autumn Statement became clear, the required savings calculated to enable OCC to form a balanced budget went up from £50m to £70m. OCC are still waiting for the final settlement from Government.

216/2015-16 High Visibility Jackets with Parish Council Logo.

It was **noted** that it might be prudent of the Parish Council to purchase some high visibility jackets.

217/2015-16 Blue Plaque. It was **noted** that the unveiling ceremony to commemorate Rev Robinson's contribution to the world of bell ringing will be on 22nd May 2016.

218/2014-15 Correspondence.

Was **noted**.

219/2015-16 Items to be noted from Parish Councillors.

(a) NAG. The next meeting will be on 14th April 2016.

(b) Memorial Continued. It was **noted** that the memorial will need to added to the Parish Council's asset list and the PC will need to maintain it.

(c) New Notice Board (Patricia Athawes). It was **noted** that the new notice board along Steventon Road has been installed and is fully operational.

(d) New Litter Bins. Minutes from 6th July 2015 state:

084/2015-16 New Litter Bin (Richard Wade).

*Richard Wade has had a request from a local resident for a litter bin at the bus stop on Abingdon Rd, adjacent to Newman Lane. It was **agreed** to request litter bins for both bus stops at the north end of the Village.*

ACTION: Deputy Clerk to request litter bins from OCC.

It was **noted** that the Deputy Clerk is still waiting for a formal response.

ACTION: Deputy Clerk to chase formal response.

220/2015-16 The Date of the next Parish Council Meetings.

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

The meeting concluded at 10:02pm.

Signed:

Date: 7th March 2016

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