



Drayton Parish Council

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Minutes

Minutes of the Drayton Parish Council Meeting

Held on Monday 7th March 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 (arrived at 7:54pm), Laura Billington, Tamsin Meredith (left at 8:52pm), Graham Webb, Pervin Shahin (left at 9:05pm).

Not Present: Colin West, Christine West, Matthew Lowy.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:57pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (left at 8:25pm), Richard Webber (arrived at 8:43pm and left at 9:07pm).

221/2015-16 Apologies for Absence.

Colin West, Christine West, Patricia Athawes (late arrival), Richard Webber (late arrival), Pervin Shahin (early departure), Tamsin Meredith (early departure).

222/2015-16 Variations of Business.

There were no changes to the order of business at this stage of the meeting, other than the delay in 'News from OCC Councillor' pending the arrival of Cllr Richard Webber. Later the item on the Blue Plaque installation event and 'News from VWHDC Councillor' business were moved up the Agenda (see below).

223/2015-16 Public Participation.

There were 4 members of the public present.

(a) P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF. Allen Allstone requested an update on his request to have this site tidied up. Minutes from 7th September 2015 state:

118/2015-16 Public Participation.

(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 4th 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.

The Deputy Clerk sent an email on 14th September 2015 to the VWHDC planning department asking that the site is tidied up and sent another email on 14th December 2015 to Emily Strange (Registration Team, VWHDC) with a letter attached 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 received an email on 11th February 2016 from the VWHDC Enforcement Clerk acknowledging our letter (Ref: VE16/70).

ACTION: Deputy Clerk to send an email to the VWHDC planning department asking for a progress report.

(b) Blue Plaque this item of business was expedited. Alison Bone (Warden, St Peters Church) spoke about the unveiling ceremony that will be held on 22nd May 2016 to commemorate Rev Robinson's contribution to the world of bell ringing. It is estimated that there will be 150 to 200 people attending. Alison Bone asked if the Parish Council would help with stewarding and refreshments.

ACTION: Richard Williams to email Councillors asking for their availability.

(c) Drayton Football Club. Richard Seamark presented a quotation for a new lawnmower to the Clerk.

Richard Seamark then stated that Drayton Football Club folded last week, however the under 15s team will continue for another 8 to 10 weeks. The Football Club committee will meet in July and decide if there is a way forward. It was **agreed** that Richard Seamark should attend the Drayton2020 Implementation meeting on 11th March 2016.

(d) Illegal Sign Removal. Daniel Scharf is disappointed with OCCs lack of action and response in addressing the issue of illegal 'For Sale' signs that are blighting the village. Minutes from 3rd August 2015 state:

104/2015-16 For Sale Signs.

The Deputy Clerk received an email on 21st July 2015 from Daniel Scharf commenting on a spate of illegal signs appearing in the Village and enquired about a legal agreement that the Parish Council and OCC entered into about 10 years ago to share the responsibility for removing illegal signs from the highway. The Clerk cannot find any record of this legal agreement.

ACTION: Deputy Clerk to ask permission from OCC and VWHDC for the Parish Council to remove illegal signs from their land and road signs.

The Deputy Clerk sent an email on 10th December 2015 to Tim Shickle (Operational Development Manager, OCC) requesting an update to his email sent 4th November 2015 that states: *[I am ever so sorry that I have not come back to you. I thought I had but having checked my emails I can see I did not. Anyway we are more than happy for you to assist the Authority with the removal of illegal signs. I have attached the policy that we currently follow and we would ask that you do the same to protect you from any potential challenges made by the sign owners. I will add this service to the Oxfordshire Together package and we can formalise the agreement once the local agency agreements have been signed off by our legal team.]* Matter continued under 227/2015-16 News from OCC Councillor (b).

224/2015-16 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.

225/2015-16 News from VWHDC Councillor (Stuart Davenport) this item of business was expedited.

(a) Oxford Mail Article. It was **noted** that the Oxford Mail printed a negative article relating to the planning application P15/V2447/FUL Land to the South of High Street Drayton, titled: *Village homes plan 'will make traffic even worse'*. [Clerk's note: Later clarified as the Oxfordshire Guardian].

(b) Devolution. As local authorities face reduced funding it has been necessary to look at creative ideas for improving efficiency. OCC has agreed to investigate the prospect for Oxfordshire adopting what is called 'unitary status'. Unitary status would involve the merger of the County Council with the five district councils in Oxfordshire. The District Councils have also put forward an alternative model involving a merger to form four authorities in Oxfordshire, and to include parts of Northamptonshire and Gloucestershire and other agencies (PCCs/HCCGs etc.). In this model the county functions will be carried out by a 'shadow' authority.

(c) European Union Referendum on whether Britain should remain in the European Union will be held on 23rd June 2016.

Stuart Davenport left at 8:25pm.

226/2015-16 Minutes / Matters Arising.

(a) Sutton Wick Lane Memorial. Around 50 to 60 people attended the unveiling of the memorial on 5th March 2016 to remember the 15 members of the RAF, 2 civilians and 8 police dogs that were killed.

(b) Lockway Play Area. The VWHDC have awarded £7,500.00 and WREN have awarded £17,485.00 [Clerks note: Drayton Parish Council have set aside £20,000.00] to go towards the Lockway Play Area upgrade. Matter continued under 230/2015-16 Reserved Business (c).

(c) High Sheriff of Oxfordshire Awards. Gary Hibbins collected his award on 29th February 2016 for his work with the Abingdon DAMASCUS Youth Project.

(d) Traffic Calming Workshop. A 2nd Workshop to discuss the proposed traffic calming was held on 20th February 2016 and about 60 people attended.

(e) Minutes of the Previous Parish Council Meeting held on 1st February 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Graham Webb

Seconded: Tamsin Meredith

Resolved: Unanimously

227/2015-16 News from OCC Councillor (Richard Webber).

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

228/2015-16 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) S106 Management Committee. The Clerk sent an email on 14th February 2016 to all the Councillors with an attachment that lists the VWHDCs S106 Management Company obligations for Barrow Road. The South of High Street would be similar. The Clerk has asked Savills/Bloors for a draft of the actual Management Committee terms, but has not yet heard back from them. It was **agreed** to proceed with the VWHDC proposal S106 Management Committee for the South of High Street development, with only the play areas under Praish Council ownership/management.

Richard Webber arrived at 8:43pm.

(b) Lyford Close BMX Track. It was **noted** that a self-builder has expressed an interest in using the site for a self build house.

(c) 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.

The deputy Clerk sent emails on 13th July 2015, 29th October 2015 and 5th February 2016 to Laura Tresidder (Waste Management executive, Biffa) asking for the new litter bins and is still waiting for a formal reply.

ACTION: Clerk to request litter bins again from VWHDC.

(d) Lyford Close to Cornville Road Footpath. Laura Billington sent an email on 1st March 2016 to the Council with a photo montage attached showing a yellow line and the word 'STOP' at the end of the footpath.

ACTION: Deputy Clerk to request approval from OCC and ask if they will paint a yellow line and the word 'STOP'.

227/2015-16 News from OCC Councillor (Richard Webber) item of business continued.

(a) B4016 Drayton/Sutton Courtenay Road safety improvements. It was **noted** that there was another accident along this road last week. The Clerk received an email on 1st March 2016 from Christian Mauz (Data Analysis & Systems Officer, OCC) regarding a consultation on Milton & Sutton Road (Milton) Proposed 30mph & 40mph Speed Limits. It was **agreed** that the Parish Council should respond in support of the reduced speed limits and draw attention to the required B4016 Drayton/Sutton Courtenay Road safety improvements.

ACTION: Clerk to respond to the consultation.

(b) Illegal Sign Removal continued. It was **agreed** that Richard Webber should chase Tim Shickle (Operational Development Manager, OCC) for the legal agreement so that the Parish Council can remove illegal signs from OCC land.

ACTION: Richard Webber to chase Tim Shickle for the legal agreement.

Tamsin Meredith left at 8:52pm.

(c) Best Kept Front Garden Competition. Richard Webber suggested that the Parish Council hold a best kept garden competition.

(d) Welcome New Residents. Richard Webber suggested that the Parish Council welcome new residents.

(e) Apologies. It was **noted** that Richard Webber will not be able to attend the April and May PC meetings.

Pervin Shahin left at 9:05pm.

Richard Webber left at 9:07pm.

229/2015-16 Finance & Personnel Committee (Richard Williams).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£226.39	£10.65
LGA 1972 s112	Clerk’s Salary PC: £190.98 (10 hrs per week); D2020 £190.97 including 30hrs o/t	*£381.95	Nil
LGA 1972 s112	Deputy Clerk’s Salary (10 hrs per week)	*£295.74	Nil
LGA 1972 s111	HMRC – Tax and NI	*£169.60	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	*£284.79	£1.20
LGA FP 1963 s5	Deputy Clerk’s Expenses	*£81.72	£13.62
LGA (1972) s137	Community Heartbeat Trust – 2 Defibrillator Electrodes	*£53.00	Nil
LGA 1972 s.142	Rainbow Colour – Adverts for Traffic Event	*£198.00	£33.00
LGA (1972) s143	Oxfordshire Association of Local Councils Annual Subscription	*£429.10	£71.52
LGA (1972) s143	Oxfordshire Playing Fields Association Annual Subscription	£50.00	Nil
OSA 1906 s10	Jenks – tree surgery work	*£2,106.00	£351.00
LGA 1972 s134 (4)	Caudwell Day Centre Room Hire Jan/Feb/March 2016	£40.00	Nil
LGA 1972 s134 (4)	Drayton Village Hall Hire PC £43.50 D2020 £235.00	£278.50	Nil
War Memorials Act 1923, as extended by LG Act 1948 & LG Act 1972	Brian Eastoe - Materials for Sutton Wick Air crash memorial	£200.00	Nil
LGA 1972 s.142	Andrew Bax = D2020 Traffic Event – cable ties	£8.70	Nil
LGA 1972 s.142	Drayton Chronicle – Advert for grass cutting contract	£12.00	Nil
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£226.39	£10.65
Total payments this month		£4901.96	£480.99
Receipts			
Burial fees/reservations			Nil
VAT refund			£792.42
Total Receipts last month			£792.42

(a) Bank Reconciliation. Current account £45,563.38, Deposit Account £19,821.40, Undrawn cheques None, Payments not yet credited None. Total funds = £65,384.78 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.

230/2015-16 Reserved Business this item of business was expedited.

It was **resolved** to exclude press and public so that reserved business could be conducted.

Proposed: Graham Webb **Seconded:** Colin Arnold **Resolved: Unanimously**

(a) Grass Contractor Bids. On 29th February 2016 the Finance and Personnel Committee held a meeting to discuss the Grass Contractor Bids and recommends the 'Landscape Group'. It was **noted** that though the Landscape Group is not the lowest bid, they are already experienced with cutting the Parish Council grass and the Parish Council is satisfied with their work over the last 3 years. The administrative costs of inducting and supervising a new supplier would outweigh the saving between the Landscape Group and the cheapest supplier. It was **resolved** to appoint the Landscape Group for the next 3 years.

Proposed: Richard Williams **Seconded:** Colin Arnold **Resolved: 5 For and 1 Abstention**

(b) Lockway Playground Contractors. The 4 quotations are range from £36k to £40k, though equipment and designs are not strictly comparable. It was **resolved** to give the Leisure & General Purposes Working Group authorisation to select the contractor at a contract price of up to £45,000.00 plus vat.

Proposed: Richard Wade **Seconded:** Graham Webb **Resolved: Unanimously**

(c) Appraisals. On 8th January 2016 the Clerk and Deputy Clerk held their appraisals with Richard Williams, Patricia Athawes and Graham Webb. It was **resolved** that the Clerk and Deputy Clerk should both be moved up one increment on the NJC salary scales (backdated to 1st April 2015), and in addition the Clerk's official contracted hours be increased from 5 per week to 10 per week.

Proposed: Richard Williams **Seconded:** Richard Wade **Resolved: Unanimously**

David Perrow left at 9:57pm.

231/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Drayton2020 Implementation meeting. It was **noted** that the next Drayton2020 Implementation meeting will be on 11th March 2016.

(b) S106 Cash Flow. Richard Williams will be meeting Beth Elkins (Community Infrastructure Support Officer, VWHDC) to discuss how S106 monies are paid from the VWHDC to the PC and to discuss how the various Drayton2020 projects can be progressed.

232/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

(a) Lyford Close to Corneville Road Footpath (Laura Billington). This item of business had been discussed earlier in the meeting under 228/2015-16 Action Checklist from the Previous Meeting (d).

(b) FP15 Collapsed Wall. It was **noted** that a wall has collapsed along FP15 and OCC have closed the footpath.

233/2015-16 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Lockway Play Area. This item of business had been discussed earlier in the meeting under 230/2015-16 Reserved Business (b)

234/2015-16 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	Refusal of Outline Planning Permission on 27 th Jan 2016
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.	Support	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/V28 28/FUL	Close End House 19 East Way Drayton Abingdon OX14 4JZ	Development of 8 dwellings and new access road	Objection	Pending
P15/V29 89/HH	79 Abingdon Road Drayton Abingdon OX14 4HL	Erect first floor side extension	No Objection	Pending
P15/V29 99/HH	116 Whitehorns Way Drayton OX14 4LQ	Demolition of existing porch and erection of single story front extension.	None	Planning Permission on 10 th Feb 2016
P15/V30 27/FUL	Brook Farm Milton Road Drayton Abingdon OX14 4EZ	Erection of cottage to replace a lawful mobile home	Supports with a couple of	Planning Permission on

			reservations.	25 th Feb 2016
P16/V00 39/FUL	Land at rear of 21 Corneville Road Drayon Abingdon OX144HN	Proposed erection of 2 no. 4 bedroom detached dwellings. Attached garages and associated works.	None	Pending
P16/V00 30/HH P16/V00 31/LB	3 Church Lane Drayton Abingdon OX14 4JS	Demolition of the existing garage, proposed new rear extension and new double garage.	Objection	Pending
P16/V00 09/A	Land at Abingdon Road Drayton Abingdon OX14 4SU	Erection of 2 x single sided pole mounted advertisements	None	Pending
P16/V02 99/FUL	37 Lockway Drayton Abingdon Oxfordshire OX14 4LF	Proposed new single 3 bed detached dwelling on land adjacent to no.37 Lockway	Pending 7 th March	Pending
P16/V03 45/FUL	41 Sutton Wick Lane Drayton Abingdon OX14 4HH	Demolition of existing garage, workshop and ancillary accommodation, replacement with a 2 bedroom dwelling.	Pending 10 th March	Pending
P16/V03 75/HH	31 Binning Close Drayton Abingdon OX14 4LN	Single storey rear extension	Pending 14 th March	Pending

P16/V0009/A Land at Abingdon Road. It was **noted** that the advertisement sign has been erected even though the VWHDC has not approved this planning application.

ACTION: Deputy Clerk to inform the VWHDC that the advertisement sign has been erected.

235/2015-16 Blue Plaque. This item of business had been discussed earlier in the meeting under 223/2015-16 Public Participation (b).

236/2014-15 Correspondence.

(a) East Way Noticeboard. The Deputy Clerk received an email on 29th February 2016 from Jennifer Pooley reporting that she took down 6 out-of-date notices from the East Way noticeboard. It was **noted** that it is everybody's responsibility to keep notice boards tidy.

(b) Litter. The Clerk received an email on 2nd March from Tony Holmes regarding an email sent to the Chronicle from a resident (who wishes his name to be withheld). The resident is unhappy about the amount of litter around the village, especially along the A34 [Clerks note: The A34 litter is the responsibility of the Highways Agency/OCC to clear. No one would be authorised/insured to clear litter along the A34 embankments themselves] and would like the village to hold a clean up day. It was **noted** that the Parish Council organises regular communal litter picks. The last two have been on Monday evenings when the DAMASCUS Youth Club meets, starting at Lockway. The events were advertised in the Chronicle and on Facebook etc, but only the DAMASCUS young people, their staff and Parish Councillors (and their family members) turned up. It was **noted** that 'Keep Britain Tidy' is promoting 'Pick for the Queen' event to celebrate the Queen's 90th official birthday.

237/2015-16 Items to be noted from Parish Councillors.

There were no items to be noted.

238/2015-16 The Date of the next Parish Council Meetings.

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

(b) The Date of the Annual Parish Council Meeting was confirmed as 4th April 2016, at 7:00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:10pm.

Signed:

Date: 4th April 2016

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