



# Drayton Parish Council

[www.DraytonPC.org](http://www.DraytonPC.org)

## Minutes

held on Monday 4<sup>th</sup> April 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, Graham Webb, Pervin Shahin, Christine West, Matthew Lowy.

**Not Present:** Tamsin Meredith, Colin West.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

**The meeting started at 8:49pm due to late finish of the proceeding Annual Parish Assembly Meeting.**

### 11/2016-17 Apologies for Absence.

Colin West, Tamsin Meredith, Stuart Davenport (VWHDC), Richard Webber (OCC).

### 12/2016-17 Variations of Business.

There were no changes to the order of business at this stage of the meeting.

### 13/2016-17 Public Participation.

There were 2 members of the public present.

### 14/2016-17 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.

### 15/2016-17 Minutes.

The minutes of the previous Parish Council Meeting held on 7<sup>th</sup> March 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

**Proposed:** Richard Wade

**Seconded:** Colin Arnold

**Resolved:** Unanimously

### 16/2016-17 News from OCC Councillor (Richard Webber).

Richard Webber was unable to attend the meeting.

### 17/2016-17 News from VWHDC Councillor (Stuart Davenport).

Stuart Davenport was unable to attend the meeting.

### 18/2016-17 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) New Litter Bins.** Still no formal response from the Clerks email sent 11<sup>th</sup> March 2016 to Louise Brown (Waste Business Support Team Leader, VWHDC).

**ACTION:** Clerk to chase Louise Brown.

**(b) P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF, Mess.** The Deputy Clerk received an email on 29<sup>th</sup> March 2016 from Tom Crowe (Enforcement Officer (Planning), VWHDC) stating: *[A letter was sent to the owner of the land asking them to make improvements at the land on the 23<sup>rd</sup> March 2016. Included with this letter was a section 330 notice which requires the land owner to provide me with names of details of any other person or organisation that has an interest in the land. Should the land owner not undertake improvement work voluntarily, then we will consider serving a 215 notice which will legally require the land owner to improve the condition of the land.]*

(c) **Lyford Close to Cornville Road Footpath.** Still no formal response from the Deputy Clerk's email sent 16<sup>th</sup> March 2016 to OCC Highways.

**ACTION:** Clerk to chase OCC Highways.

(d) **Illegal Sign Removal.** Still no formal response from the Deputy Clerk's email sent 10<sup>th</sup> December 2016 to Tim Shickle (Operational Development Manager, OCC) asking if the local agency agreements have been signed off by his legal team. It was **agreed** that David Perrow should chase Tim Shickle for the legal agreement so that the Parish Council can remove illegal signs from OCC land.

**ACTION:** Clerk to chase Tim Shickle for the legal agreement.

**19/2016-17 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	*£519.88	£2.49
LGA 1972 s112	Clerk's Salary PC: £429.00 (10 hrs per week); D2020 £247.61 including 50 hrs o/t	*£676.61	Nil
LGA 1972 s112	Deputy Clerk's Salary (10 hrs per week)	*£359.91	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £189.86 D2020: £99.86	*£289.72	Nil
Contract/ Pensions Act 2014	Deputy Clerk's pension (employee 5.5% £26.19; Employer 16.6% £79.03)	*£105.22	Nil
LGA FP 1963 s5	Clerk's Expenses	*£36.36	Nil
S&A Act 1908 s26	Thames Water – Water Supply 21/12/15 – 09/03/16 (D/D)	*£7.66	Nil
LGA 1972 s142	Drayton Chronicle – Adverts x 2	£18.00	Nil
LGA 1972 s137	Janet Manning D2020 Traffic Workshop catering	£17.79	Nil
Local Govt (MP) Act 1976 s19	FODSA Fete subject to approval of grant	£200.00	Nil
<b>Total payments</b>		£2,231.15	£2.49
<b>Receipts</b>			
Burial fees/reservations			£690.00
VWHDC Capital Grant (1 <sup>st</sup> half – Lockway Playground project)			£3,750.00
Current Account Interest to 31 <sup>st</sup> March 2016			£20.61
<b>Total Receipts</b>			<b>£4,460.61</b>

(a) **Bank Reconciliation.** Current account £45,126.37, Deposit Account £19,821.40, Undrawn cheques £12.00, Payments not yet credited None. Total funds = £64,935.77 excluding payments above.

Note: £27,750.00 of balance committed to Lockway Playground refurb, plus WREN & VWHDC grant still to receive (total contract value £45k plus vat).

(b) **Grant Applications.** Friends of Drayton School Association. £200.00. Laura Billington declared an interest in this item of business and abstained from the following vote. It was **resolved** to approve this grant application.

**Proposed:** Richard Wade                      **Seconded:** Graham Webb                      **Resolved:** 7 For and 2 Abstentions

(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.

[Clerks note: *Additional payment - HM Revenue & Customs the NI employer's contribution of £27.64 for Clerk's back pay/overtime in March*].

(d) **Unity Trust Bank.** It was **noted** that with effect from 4<sup>th</sup> June 2016 Unity Trust Bank will no longer pay interest on our current account and that a £6.00 pcm fee will apply.

**20/2016-17 Burial Ground (David Perrow).**

It was **noted** that there has been a spurt of grave reservations and that we now have only about 20 grave spaces and about 10 cremation plots left. We bury about 10-12 people a year, so we need new spaces allocated by 2017-18. It was **agreed** that the David Perrow should suspended pre-purchase of graves, obtain legal advice on unconsecrated / consecrated ground policy, take out membership of the 'Institute of Cemetery and Crematorium Management' and survey / layout unconsecrated area of burial ground. **ACTION:** Clerk to obtain advice and Deputy Clerk and Graham Webb to survey / layout unconsecrated area of the burial ground.

#### **21/2016-17 Community Litter Pick/Queens 90<sup>th</sup> Birthday Celebrations.**

It was **noted** that we need to organise a litter pick.

#### **22/2016-17 Drayton2020 Neighbourhood Plan** (Richard Williams).

**(a) P16/V0675/O, 10 Halls Close.** This new planning application is identical to P15/V2077/O that was refused planning permission on 27<sup>th</sup> January 2016 with the exception that one survey document has been submitted in revised form. Since nothing had changed since the previous application it was agreed that a Planning Meeting was not required to consider this application Clerk would prepare a response based on the previous response and additional comments approved by email by Planning Committee members. A meeting has been arranged with Ed Vaizey MP to ask if he will approach the 'Secretary of State' and ask him to 'call in' this application. It was agreed to write to Adrian Duffield (Head of Planning, VWHDC) and Peter Brampton (Case Officer, VWHDC) asking for a copy of the 'Blue Cedar Homes' letter." It was also reported that Blue Cedar had separately lodged an Appeal on the first (refused application). Richard Williams will prepare the Parish Council's written submission to the Inspector, based on the previous documentation, and will present the Parish Council's case at the hearing, if the S of S does not 'call in' the application by then.

**(b) P15/V2828/FUL Amendment 1, Close End House 19 East Way.** An amendment to this planning application has been received. It was **agreed** to **object** to the amendment as it does nothing to address the PC's concerns expressed in our initial response.

**ACTION:** Deputy Clerk to respond (deadline 11<sup>th</sup> April 2016).

**(c) Street Names.** The 7 names for new streets for the South of High Street development had been discussed before the meeting via email.

**ACTION:** Clerk to submit the 7 names to Sally Worsley (Data Monitoring Officer & Street Naming and Numbering Officer, VWHDC).

[Clerks notes: *The South of High Street site, to be developed by Bloor Homes, is at the heart of the old village of Drayton, with the High Street to the north. This is the Drayton Conservation Area, which contains St Peters Church, The Grange, The Manor House, the Old School House, etc. It was also the site of the village pond (long gone) and water pumps (still there and listed historic monuments). The development site itself contains an historic barn and is the original Drayton pre-enclosure strip field system. For this reason Drayton Parish Council feel it would be appropriate to use road names containing historic agricultural terminology. The seven most favoured terms are: Fallow, Furlong, Sickle, Harrow, Scythe, Furrows, Virgate. Reserve names in case there are problems with any of the above are: Lammas [Note: Lammas rights entitled commoners to pasture following the harvest, between Lammas day, 12 August (N.S.), to 6 April, even if they did not have other rights to the land.], Plough.]*

**(d) Barrow Road Development, Drainage.** There are concerns with drainage.

**ACTION:** Clerk to seek advice and quotation for pitch layout work from 'White Horse Contractors'.

**(e) Drayton2020 Implementation meeting.** It was **noted** that the next Drayton2020 Implementation meeting will be held on 15<sup>th</sup> April 2016.

#### **23/2016-17 Rights of Way & Conservation Working Group** (Graham Webb).

**Lyford Close to Corneville Road Footpath** (Laura Billington). This item of business had been discussed earlier in the meeting under 18/2016-17 Action Checklist from the Previous Meeting (c).

#### **24/2015-16 Leisure & General Purposes Working Group** (Patricia Athawes).

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

**(b) Lockway Play Area** phase 2 upgrade has been awarded to Proludic.

**25/2016-17 Planning Committee Business (Richard Williams).**

<b>Ref</b>	<b>Address</b>	<b>Details</b>	<b>Parish</b>	<b>VWHDC</b>
P15/V2 447/FU L	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/V2 268/FU L	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/V2 828/FU L	Close End House 19 East Way Drayton Abingdon OX14 4JZ	Development of 8 dwellings and new access road	Objection	Pending
P15/V2 989/HH	79 Abingdon Road Drayton Abingdon OX14 4HL	Erect first floor side extension	No Objection	Planning Perm 3 <sup>rd</sup> March 2016
P16/V0 039/FU L	Land at rear of 21 Corneville Road Drayton Abingdon OX144HN	Proposed erection of 2 no. 4 bedroom detached dwellings. Attached garages and associated works.	Objection	Refusal of Planning Perm 2 <sup>nd</sup> March 2016
P16/V0 030/HH P16/V0 031/LB	3 Church Lane Drayton Abingdon OX14 4JS	Demolition of the existing garage, proposed new rear extension and new double garage.	Objection	Pending
P16/V0 009/A	Land at Abingdon Road Drayton Abingdon OX14 4SU	Erection of 2 x single sided pole mounted advertisements	Objection	Consent 23 <sup>rd</sup> March 2016
P16/V0 299/FU L	37 Lockway Drayton Abingdon Oxfordshire OX14 4LF	Proposed new single 3 bed detached dwelling on land adjacent to no.37 Lockway	Objection	Pending
P16/V0 345/FU L	41 Sutton Wick Lane Drayton Abingdon OX14 4HH	Demolition of existing garage, workshop and ancillary accommodation, replacement with a 2 bedroom dwelling.	Objection	Pending
P16/V0 375/HH	31 Binning Close Drayton Abingdon OX14 4LN	Single storey rear extension	None	Pending
P16/V0 429/FU L	9A High Street Drayton Abingdon OX14 4JL	Minor amendments to previously approved scheme P15/V2712/HH Fenestration adjustments. Articulation of rear wall to west extension by 450 mm. Change of cladding / brickwork on part front elevation.	No Objection	Pending
P16/V0 031/LB	3 Church Lane Drayton Abingdon OX14 4JS	Demolition of the existing garage, proposed new rear extension and new double garage. Amendment 1	Objection	Pending
P16/V0 536/HH	244 Steventon Road Drayton Oxon OX13 6RN	Single storey rear and side extension.	None	Pending

P16/V0 578/LB P16/V0 576/HH	The Old Farm House 44 High Street Drayton Abingdon OX14 4JW	The erection of a stone wall at the front of the property, as a boundary to the road (High Street) to replace a wooden fence.	Pending (13 <sup>th</sup> Apr)	Pending
P16/V0 668/HH	Hollies Barrow Road Drayton Oxfordshire OX14 4SU	Proposed new front porch.	Pending (8 <sup>th</sup> Apr)	Pending
P16/V0 675/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.	Pending (29 <sup>th</sup> Apr)	Pending

**(a) P16/V0675/O, 10 Halls Close.** This application had been discussed earlier in the meeting under 22/2016-17 Drayton2020 Neighbourhood Plan (a).

**(b) P15/V2828/FUL Amendment 1, Close End House 19 East Way.** This amendment had been discussed earlier in the meeting under 22/2016-17 Drayton2020 Neighbourhood Plan (b)

### **26/2016-17 Best Kept Front Garden Competition.**

Laura Billington is looking into it.

### **27/2016-17 Drayton School Summer Fete.**

Will be held on 12<sup>th</sup> June 2016.

**ACTION:** Clerk to organise a stall for Drayton2020.

### **28/2016-17 Correspondence.**

**Car Accident on B4016.** The Clerk received an email on 25<sup>th</sup> March 2016 from Chris Farr stating: *[Once again there has been a Car related incident On the B4016 this time outside my house this time involving a drink driver; Hopefully no one was injured or killed but when I was talking to the officer to see if there was any help required I noticed there was a small child involved who was very upset, luckily the police outside my house had everything under control. As a concerned resident its about time there were speed restriction put in place EG cameras speed humps ect ect ect. It beggars belief that since me and my partner have lived in this area for nearly 2 years now there have been a number of incidents on the stretch of the B4016 involving mainly speeding but also abuse to horse riders, Cyclists getting stick, driver not giving way, My partner has also been the victim of abuse when reversing her car onto our drive.]* It was **noted** that roads are an OCC Highways responsibility.

**ACTION:** Richard Williams to forward email to OCC Highways.

### **29/2015-16 Items to be noted from Parish Councillors.**

**Red Lion Public House.** It was **noted** that this building should be listed with heritage preservation to preserve, conserve and protect this building.

**ACTION:** Clerk to consult English Heritage.

### **30/2015-16 The Date of the next Parish Council Meetings.**

**(a) The Date of the next Annual Parish Council Meeting** was confirmed as 9<sup>th</sup> May 2016, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

**(b) The Date of the next Finance and Personnel Committee Meeting** was confirmed as 9<sup>th</sup> May 2016, at 7:00pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

### **The meeting concluded at 10:07pm.**

**Signed:**

**Date:** 9<sup>th</sup> May 2016

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