



Drayton Parish Council

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Annual Parish Council Meeting Minutes

held on Monday 9th May 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, Pervin Shahin (arrived at 7:52pm), Christine West, Tamsin Meredith (left at 8:58pm), Colin West, Matthew Lowy.

Not Present: Graham Webb.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (left at 8:45pm), Stuart Davenport (VWHDC) (left at 8:45pm).

31/2016-17 Election of Chairperson for the year 2016-17.

Richard Williams indicated that he was willing to continue as Chairman for a further year. No other Councillor wished to stand as Chairman. It was **resolved** that Richard Williams be re-elected Chairman of the Parish Council for 2016-17.

Proposed: Richard Wade

Seconded: Laura Billington

Resolved: Unanimously

32/2016-17 Election of Vice-Chairperson for the year 2016-17.

Richard Wade indicated that he was willing to continue as Vice-Chairman for a further year. No other Councillor wished to stand as Vice-Chairperson. It was **resolved** that Richard Wade be re-elected Vice-Chairman of the Parish Council for 2016-17.

Proposed: Colin Arnold

Seconded: Richard Williams

Resolved: Unanimously

33/2016-17 Apologies for Absence.

Graham Webb, Tamsin Meredith (early departure).

34/2016-17 Variations of Business.

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

35/2016-17 Public Participation.

There were 2 members of the public present.

(a) Blue Plaque. Alison Bone (Church Warden) spoke about the unveiling of the Blue Plaque to commemorating Revd F. E. Robinson (Founding Master of Oxford Diocesan Guild of Bell Ringers) that will be held at St Peter's Church on 22nd May 2016. It was **noted** that the Finance & Personnel Committee have approved the grant application for the provision of food after the Blue Plaque Ceremony to the sum of £300.00.

ACTION: Deputy Clerk to print Parish Council logo and circulate details.

(b) Football Club. Richard Seamark announced that the football club will be reforming in July and asked a number of questions regarding grass cutting, grants and the new sports pavilion and pitches at Walnut Meadow (formally called Barrow Road). Richard Seamark will attend Drayton2020 Implementation Committee meetings.

Pervin Shahin arrived at 7:52pm

36/2016-17 Declarations of Interest, Dispensations and Use of Delegated Powers.

Tamsin Meredith declared an interest in the Pre School grant application and was given dispensation to remain and speak during this item of business.

Proposed: Richard Wade

Seconded: Colin Arnold

Resolved: Unanimously

37/2016-17 News from OCC Councillor (Richard Webber).

(a) **B4016 Drayton/Sutton Courtenay Road safety improvements.** OCC are considering a 30mph speed limit along this road.

(b) **Single Unity Council.** Richard Webber suggested that Drayton Parish Council meet with Marcham Parish Council, Sutton Courtney Parish Council and Milton Parish Council to discuss what powers we wish to have passed down to us.

ACTION: Clerk to arrange meeting.

38/2016-17 News from VWHDC Councillor (Stuart Davenport).

Planning Applications. The VWHDC have spent the last 6 months reviewing and changing the 'Scheme of Delegation for Planning' constitution. Training will be offered and dialogue with Parish Councils will be enhanced.

Richard Webber (OCC) and Stuart Davenport (VWHDC) left at 8:45pm

39/2016-17 Appointment of Committees/Representatives for 2016-17.

Finance & Personnel Committee. Richard Williams indicated that he wished to stand down as Chairman and Richard Wade indicated that he was willing to stand as Chairman. No other Councillor wished to stand as Chairperson. It was **resolved** that Richard Wade be elected Chairman for 2016-17.

Proposed: Colin West

Seconded: Matthew Lowy

Resolved: Unanimously

2016-17 Committee Membership

- **Finance & Personnel:** Richard Wade (Chairman), Patricia Athawes (Vice Chairperson), Richard Williams, Graham Webb, Colin West, Tamsin Meredith.
- **Planning:** Richard Williams (Chairman), Patricia Athawes, Colin Arnold, Matthew Lowy, Richard Wade.
- **Drayton2020 Implementation Committee:** Tom Shebbeare (Chairman), Andrew Bax (Vice Chairman), Robert Drury-Dryden, Richard Williams, Richard Wade, Christine West, Patricia Athawes; Janet Manning (non-voting member)

Working Groups

- **Leisure & General Purposes:** Patricia Athawes (Chairperson), Richard Williams, Laura Billington, Tamsin Meredith.
- **Rights of Way & Conservation:** Graham Webb (Chairman). Richard Williams, Christine West, Matthew Lowy.

Representatives

Mrs Camilla King	Drayton Almshouses
Daniel Scharf	Public Transport Liaison
Tamsin Meredith	Drayton Hall & Recreation Ground Management Committee
Mrs Camilla King	Drayton Charities (nominated Trustee)
Mrs M Watts	Drayton Charities (nominated Trustee)
Richard Williams	Drayton Chronicle contributor
Graham Webb	Millennium Green Trust (nominated Trustee)
Vacant	DAMASCUS Project
Vacant	Neighbourhood Action Group (NAG)
Vacant	Footpath Warden
Simon Murray & Robin Wood	Speedwatch Volunteers
Patricia Athawes	Drayton Community Primary School (existing School Governor)

40/2016-17 Standing Orders and Terms of Reference.

The existing Standing Orders and Financial Regulations 2015-16 had been circulated to Councillors previously with the papers for the meeting. It was **resolved** to re-adopt the Standing Orders and Financial Regulations 2015-16 for Drayton Parish Council for 2016-17.

Proposed: Richard Williams

Seconded: Colin Arnold

Resolved: Unanimously

41/2016-17 Finance & Personnel Committee (RichardWilliams). This item of business was expedited.

(a) Grant Applications.

(i) Pre School £5,000.00. To pay for architect fees to draw up plans for a new pre school. Tamsin Meredith abstained from the following vote. It was **resolved** to approve this grant application up to the sum of £5,000.00.

Proposed: Richard Wade

Seconded: Colin Arnold

Resolved: 9 for and 1 abstention

Item of business continued later in the meeting.

Tamsin Meredith left at 8:58pm

42/2016-17 Minutes.

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

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimously

43/2016-17 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. It was **noted** that the two litter bins the Parish Council requested on 13th July 2015 have been installed at the bus stops at the north end of the Village. It was **noted** that there has been a complaint from a local resident regarding the location of one of the new bins.

ACTION: Deputy Clerk to photograph and report badly located litter bin to VWHDC.

(b) Lyford Close to Cornville Road Footpath. The Deputy Clerk received an email on 18th April 2016 from Nicola Douglas (Highways Inspector, OCC) stating that they have no objections to the Parish Council painting a yellow line and the word 'STOP' using anti-slip paint.

ACTION: Deputy Clerk to ask Steve Sadler (Village Caretaker) to paint yellow line and the word 'STOP' using anti-slip paint.

(c) Sutton Wick Conservation Area. The Clerk received an email on 3rd May 2016 from Kathryn Davies (Historic Buildings Consultant and Chartered Town Planner) stating that she is willing to write a professional description and assessment of the current Drayton Conservation Area with a view to extending it to include the Millennium Green and the hamlet of Sutton Wick. The brief will then need to be agreed with VWHDC, so that they will accept this as a proper description for planning purposes and to formally consider the extension to Sutton Wick. It was **resolved** to approve payment up to £2,500.00 for this work

Proposed: Richard Wade

Seconded: Colin Arnold

Resolved: Unanimously

(d) P16/V0675/O, 10 Halls Close. It was **noted** that there is a public appeal hearing on 31st August 2016.

(e) P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF, Mess. It was **noted** that the site is a little bit tidier.

ACTION: Deputy Clerk to ask Alan Alston if he is satisfied.

41/2016-17 Finance & Personnel Committee (Richard Wade). Continued.

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£286.75	£1.96
Open Spaces Act 1906 s10	Landscape Group Oxford – Grass Cutting for April	*£500.00	Nil
LGA 1972 s112	Clerk’s Salary PC: £336.07 (40 hrs per month); D2020 £126.03 (15 hrs o/t)	*£462.10	Nil
LGA 1972 s112	Deputy Clerk’s Salary (40 hrs per month)	*£307.49	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £160.73 D2020: £31.47	*£192.20	Nil
Contract/ Pensions Act 2014	Deputy Clerk’s pension (employee 5.5 % £22.37; Employer 16.6% £67.51)	*£89.88	£4.33
LGA FP 1963 s5	Clerk’s Expenses - March	*£86.85	Nil
LGA FP 1963 s5	Deputy Clerk’s Expenses - March	£39.25	Nil

LGA 1972 s111	Zurich – Insurance Cover 01/06/16 – 31/05/17	*£663.53	Nil
LGA (1972) s114	Rialtas – Alpha Finance Software Maintenance fee	*£135.60	£22.60
LGA (1972) s114	Microshade – Quarterly Hosting fee	*£166.50	£27.75
LGA (1972) s111	OALC CiLCA Group Training Day (Clerk)	£14.40	£2.40
LGA (1972) s143	ICCM Membership (1 year)	£90.00	Nil
LGA 1972 s134 (4)	St Peters Church Drayton – D2020 Room Hire	£45.00	Nil
Local Govt (MP) Act 1976 s19	DAMASCUS 2016-17 Grant (Already approved)	£3,500.00	Nil
Local Govt (MP) Act 1976 s19	Millennium Green 2016-17 Grass Cutting Grant (£222.00 x 7 cuts) (Already approved)	£1,776.00	Nil
Local Govt (MP) Act 1976 s19	St Peters Church Blue Plaque Ceremony Food Grant subject to approval	£300.00	Nil
Local Govt (MP) Act 1976 s19	Drayton Pre-School (Architect’s fees) subject to approval	£5,000.00	Nil
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s Invoice	*£286.75	£1.96
Total payments this month		£13,655.55	£59.04
Receipts			
VWHDC Precept (1 st half year)			£20,000.00
VWHDC CTRS grant			£930.00
Burial fees/reservations			Nil
Total Receipts last month			£20,930.00

(b) Bank Reconciliation. Current account £63,811.24, Deposit Account £19,821.40, Undrawn cheques £18.00, Payments not yet credited None. **Total funds = £83,614.64 excluding payments above.**

(a) Grant Applications continued ((i) Pre School £5,000.00 had been agreed earlier in the meeting).

(ii) St Peters Church £300.00. This had been **agreed** in the proceeding Finance & Personnel Committee meeting.

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

(d) End of Year Accounts:

(i) Accounts for 2015-16 had been reviewed with the Clerk by the Finance & Personnel Committee, and copies of the accounts and statements had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** that the Accounts for 2015-16 be accepted as a true and accurate record, and the Chairman be asked to sign off the annual accounts, the notes to the accounts and the Variance Analysis for the Annual Return.

Proposed: Tamsin Meredith **Seconded:** Colin West **Resolved:** Unanimously

(ii) Annual Return 2015-16 for the External Audit had been reviewed with the Clerk by the Finance & Personnel Committee, and copies had been circulated to all Councillors with the papers prior to the meeting. It was **resolved** that the Annual Return 2015-16 be accepted as a true and accurate record for submission to the External Auditor (BDO), and the Chairman and Clerk be asked to sign the return on behalf of the Council.

▪ **Section 1 Annual Governance Statement 2015/16.**

Proposed: Patricia Athawes **Seconded:** Richard Williams **Resolved:** Unanimously

▪ **Section 2 Account Statement.**

Proposed: Patricia Athawes **Seconded:** Richard Williams **Resolved:** Unanimously

(e) The setting of the date for the exercise of Electors’ Rights is now the responsibility of the council (not the External Auditor as previously). This date should normally follow immediately after the adoption of the Annual Return by Council, the inspection period runs for a continuous period of thirty working days from

the set date but must include the period 1st July to 10th July. The Council must advise the External Auditor (in writing) of the date they have set. It was **resolved** to set the date from 3rd June to 14th July.

Proposed: Tamsin Meredith **Seconded:** Colin West **Resolved:** Unanimously

(f) Appointment of Consultants for:

(i) VAT advice. It was **agreed** to hire Andrew Marsden (recommended by OALC) to advise on the Sports Facilities (Barrow Road) business case and the Parish Council's VAT liabilities in the construction of the sports pavilion - at £60.00 per hour plus expenses with a cap of £300.00 (5 hours work).

(ii) Conservation Area report. This had been discussed earlier in the meeting under 43/2016-17 Action Checklist from the Previous Meeting (c).

42/2016-17 Burial Ground (David Perrow).

The Parish Council has been asked to approve a granite slab to be placed over a grave. It was **agreed** that this should **not** be permitted.

ACTION: Clerk to convey the Parish Council's decision.

43/2016-17 Community Litter Pick.

The Clerk received an email on 4th May 2016 with a letter attached from Rebecca Jupp (Waste Business Support Assistant, VWHDC) regarding 'The Big Clean Up Project' where the VWHDC will spend a few days litter picking, sweeping, removing weeds and moss on pavements.

ACTION: Deputy Clerk to circulate letter.

44/2016-17 Drayton2020 Implementation Committee (Richard Williams).

Manor Farm Development. The Manor Farm site has now been acquired from Earl of Plymouth Estates by CALA homes. They propose to build 58 homes (E of P originally proposed 51, Drayton NDP says 'approx. 50' - which would be interpreted as arrange from 45-55, allowing a 10% tolerance around the 50). The Drayton NDP s106/Developer Liaison Working Group (Tom Shebbeare/Andrew Bax/Richard Williams/Richard Wade/ with Nigel Porter & Clerk in attendance) have met with CALA twice in the last month to discuss their current plans. CALA intend to hold a public exhibition of their plans on 7th June 2016, and will publicise this by a leaflet drop to every household, in the Chronicle and via emails and websites etc. They intend to apply for planning permission shortly afterwards (around 17th June). Richard Wade declared an interest in this development.

45/2016-17 Rights of Way & Conservation Working Group (Graham Webb).

Graham Webb was unable to attend the meeting.

(a) Lyford Close to Corneville Road Footpath (Laura Billington). This item of business had been discussed earlier in the meeting under 43/2016-17 Action Checklist from the Previous Meeting (b).

(b) FP20. It was **noted** that this public footpath is blocked by a barbed wire fence. The VWHDC have been informed and are on the case.

46/2016-17 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Lockway Play Area. Work started today on the phase 2 upgrade and will take 2 weeks. It was **noted** that the Proludic survey of the Lockway playground showed up a couple of problems: The existing gate is bent and cannot be re-used for safety purposes. A new one will cost an extra £797.00. The interface between the new mulch and the edge of the playground needs timber support to prevent future problems with grass invading the mulch etc. Cost is £300.00. The Council's L&GP Committee had discussed and approved the extra £1,097.00 prior to the meeting via email.

47/2016-17 Planning Committee Business (Richard Williams).

Ref	Address	Details	PC	VWHDC
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	Approved

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. Amendment 1	Objection	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	Planning Permission on 31st March 2016
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	Objection	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. Amendment 1	Objection	Pending
P16/V03 75/HH	31 Binning Close Drayton Abingdon OX14 4LN	Single storey rear extension	None	Planning Perm 22 nd March 2016
P16/V04 29/FUL	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	Planning Perm 11 th April 2016
P16/V00 31/LB	3 Church Lane Drayton Abingdon OX14 4JS	Demolition of the existing garage, proposed new rear extension and new double garage. Amendment 1	Objection	Listed Building Consent 31 st March 2016
P16/V05 36/HH	244 Steventon Road Drayton Oxon OX13 6RN	Single storey rear and side extension.	None	Pending
P16/V05 78/LB P16/V05 76/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.	None	Listed Building Consent 18 th April 2016
P16/V06 68/HH	Hollies Barrow Road Drayton Oxfordshire OX14 4SU	Proposed new front porch.	None	Planning Perm 20 th April 2016
P16/V06 75/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. (2 nd application)	Objection	Pending
P16/V08 16/HH	The Old Post House The Green Drayton Abingdon OX14 4JA	Remove existing summer house/shed - replace with single storey extension to side to enlarge utility room, provide new leisure room plus covered way to rear. Pitched roof to match existing.	None	Pending
P16/V08 49/HH	8 Steventon Road Drayton Abingdon Oxfordshire OX14 4LE	Proposed single storey extension to the rear of the house. First floor extension over existing garage and two storey extension to side and rear of house and internal alterations	None	Pending
P16/V08 27/HH	24 Corneville Road Drayton ABINGDON OX14 4HN	New roof to existing bungalow and loft conversion. Ground floor extensions to front and side.	None	Pending
P16/V08 93/HH	58 Hilliat Fields Drayton Abingdon OX14 4JF	Extend landing area (internal) and form new bedroom and en-suite over existing first floor structure.	None	Pending

48/2016-17 Correspondence.

(a) Manor Close Parking Issues. The Clerk received an email on 13th April 2016 from Andrew Cattell stating: *[When the flats in Manor close were built, they were for the older generation. The problem now faced by the residents of Manor Close is the parking issue. There are 12 flats and 2 houses, most of us have vehicles some of the residents have 2 vehicles but there is only really enough parking for 4 cars. There is*

space for more parking but we would lose a little of the verges. If it is possible please would you try to help with our issue.]

ACTION: Richard Williams to investigate.

(b) Old Logde, Henleys Lane. The Clerk received an email on 7th March 2016 from Suzy Willis stating: [*I had recently been advised by people using the public footpath down the side of my property that the path was becoming quite overgrown. To ensure it remained passable I made arrangements to have the whole side adjoining my property trimmed. The last time this was undertaken you kindly donated towards the costs incurred and I am hopeful that you would be in a position to contribute again.*] It was **noted** that the Parish Council **cannot** pay home owners to have their hedges trimmed. It was also **noted** that the Parish Council had asked Steven Sadler (Village Caretaker) to trim the hedge along FP13.

ACTION: Deputy Clerk to respond to Suzy Willis.

(c) B4016 Petition. The Clerk received an email on 18th April 2016 from Bryony Landsbert stating: [*Please find attached a copy of the petition I've recently sent to the County Council around road safety issues between the Peep-o-day Lane cycle path and the Milton Road junction and beyond.*] The Deputy Clerk had forwarded the email and petition on 19th April 2016 to all Parish Councillors, and receipt of this was **noted**.

(d) Cycle Path Past Morland Gardens. The Clerk received an email on 8th May 2016 from Douglas Smith stating: [*Could I ask if you know who might respond to a complaint about the dangerous positioning of the bicycle path crossing the entrance to this site? The picture below shows how the cross-over has been constructed well inside the site access road such that a cyclist, or anyone else, can not see any vehicle travelling south and turning into the site before said vehicle is on top of them.*] It was **noted** that this new road junction is poorly designed and dangerous for cyclists and that this cycle route needs to be improved, not made worse.

ACTION: Deputy Clerk to draft a letter to be sent to VWHDC and OCC.

49/2015-16 Items to be noted from Parish Councillors.

(a) Recycling Centre. It was **noted** that there is litter emanating from the site and traffic regularly queues out on to the main road.

(b) Sutton wick Lane Memorial. It was **noted** that the old memorial needs removing.

ACTION: Deputy Clerk to contact Iain Henderson (The Memorial Mob).

50/2015-16 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as 6th June 2016, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:28pm.

Signed:

Date: 6th June 2016

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