



Drayton Parish Council

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Minutes

held on Monday 6th June 2016 at 7:30pm
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman), Colin Arnold, Patricia Athawes, Laura Billington, Pervin Shahin (arrived at 7:49pm), Tamsin Meredith, Colin West (left at 9:34), Matthew Lowy, Graham Webb.

Not Present: Richard Wade (Vice Chairman), Christine West.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (arrived at 8:57pm).

51/2016-17 Apologies for Absence.

Richard Wade (Vice Chairman), Christine West, Pervin Shahin (late arrival), Richard Webber (late arrival).
[Clerks note: Stuart Davenport (VWHDC) sent late apologies.]

52/2016-17 Variations of Business.

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

53/2016-17 Public Participation.

There was 1 member of the public present.

(a) Footpaths. It was reported that FP18 is obstructed by crops and BW1 has a number of cars parked along it near where it crosses the Milton Road.

ACTION: Deputy Clerk to photograph and report FP18 that is obstructed by crops and BW1 that has a number of cars parked along it.

(b) Drayton Football Club Grants. Richard Seamark expressed an interest in the two grant applications he submitted on 31st May 2016. It was **noted** that the Council needs to see more up to date accounts. Item continued under 59/2016-17 Finance & Personnel Committee (i).

54/2016-17 Declarations of Interest, Dispensations and Use of Delegated Powers.

None.

55/2016-17 Minutes.

The minutes of the previous Parish Council Meeting held on 9th May 2016 were **confirmed** with no amendments.

Proposed: Colin Arnold **Seconded:** Patricia Athawes **Resolved:** Unanimously
[Clerks note: Richard Williams (Chairman) signed the minutes as a correct record after the meeting.]

56/2016-17 News from OCC Councillor (Richard Webber).

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

57/2016-17 News from VWHDC Councillor (Stuart Davenport).

Stuart Davenport was unable to attend the meeting.

Pervin Shahin arrived at 7:49pm.

58/2016-17 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) Lyford Close to Cornville Road Footpath. It was **noted** that Steve Sadler (Village Caretaker) still needs to paint a yellow line and the word 'STOP' using anti-slip paint.

ACTION: Deputy Clerk to remind Steve Sadler.

(b) P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF, Mess. The Deputy Clerk sent an email to Tom Crowe (Enforcement Officer (Planning), VWHDC) on 15th May 2016 asking that he considers serving a 215 notice which will legally require the land owner to improve the condition of the land. There has been no response.

ACTION: Deputy Clerk to email Tom Crowe and ask for an acknowledgement and update.

(c) Cycle Path Past Morland Gardens. The Deputy Clerk sent a letter on behalf of Drayton Parish Council to: VWHDC, OCC, Abingdon Town Council and Taylor Wimpey conveying our concerns about the new road junction and cycle path past the new Morland Gardens development and stating that Drayton Parish Council is disappointed that a proper cycle path and footpath has not been built. The Deputy Clerk is meeting Perry Dotse (Engineer, Road Agreements Team, Strategy and Infrastructure Planning, OCC) on 9th June 2016 to discuss the matter.

(d) Sutton wick Lane Memorial. It was **noted** that Iain Henderson (The Memorial Mob) has still not removed the old memorial.

ACTION: Deputy Clerk to ask Iain Henderson if it is OK for the Parish Council to remove it and store it in a safe place for his collection.

(e) Illegal Sign Removal. It was **noted** that a Hodson's 'For Sale' sign advertising a property (Middle Barn) at Sutton Wick Lane, Drayton had been erected on Drayton Parish Council owned land without permission and had been attached to the Sutton Wick road name sign by drilling into the sign upright and attaching two bolts, thereby damaging the road name sign. The Clerk reported the damage to the VWHDC who own the road name sign and asked Hodson's to remove the 'For Sale' sign immediately. It was **noted** that the VWHDC have means of financial recovery for any damage via Section 13(4) of the Oxfordshire Act 1985, which covers street naming and numbering and street name plates.

59/2016-17 Finance & Personnel Committee

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Landscape Group Oxford – Grass Cutting	*£500.00	Nil
LGA 1972 s112	Clerk's Salary PC: £335.93 (40 hrs per month); D2020 £125.97 (15 hrs o/t)	*£461.90	Nil
LGA 1972 s112	Deputy Clerk's Salary (40 hrs per month)	*£301.62	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £160.84 D2020: £30.16	*£191.00	Nil
Contract/ Pensions Act 2014	Deputy Clerk's pension (employee 5.5 % £21.94; Employer 16.6% £66.23)	*£88.17	Nil
LGA FP 1963 s5	Clerk's Expenses	*£159.81	£8.101
LG (MP) Act 1976 S19	Playsafety Limited – RoSPA's Lockway Playground Post Installation Inspection	*£474.00	£79.00
LGA 1972 s143	Community First Oxfordshire (previously ORCC)	*£70.00	Nil
LG(MP) 1976 s19	Proludic – Refurbishment of the Lockway Playground	£54,000.01	£9,000.01
SI 2003/533 s4	Arrow Accounting	£242.50	Nil
Total payments this month		£56,489.01	£9087.11
Receipts			
Burial fees/reservations			£180.00
Allotment Rents 2016-17			£485.25
VAT refund			£794.90
Total Receipts last month			£1,460.15

(a) Bank Reconciliation. Current account £61,963.84, Deposit Account £19,821.40, Undrawn cheques £5,276.00, Payments not yet credited £267.73. **Total funds = £76,776.97 excluding payments above.**

(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) Authorise Transfer of Monies. It was **agreed** to authorise the Clerk to organise transfer of monies from the Deposit Account to the Current bank account as are deemed necessary to ensure that June and July payments are covered from the current account.

(d) Authorise Changes in Bank Signatories. It was **agreed** to add Richard Wade (Finance Chairman) to the signatories for the Unity Bank Current Account and NS&I Deposit Account, and for the Clerk to update signatories for the Deposit Account to include all members of the current Finance Committee.

(e) Receive and Authorise the Recommendation from the Drayton2020 Implementation Committee. It was **resolved** to engage White Horse Contractors (Abingdon) for the preliminary design and costing work on the layout and drainage of our sports field at the Miller Homes / Walnut Meadow (formally called Barrow Road) site. Contract price £2,500.00 plus VAT.

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

(f) Application by Drayton2020 and the Short Listing for the Planning and Placemaking Awards 2016 in London. It was **agreed** to send Andrew Bax to attend the award ceremony on behalf of the Council / Drayton2020 at a budget cost of circa £300.00.

(g) Lockway playground Insurance Cover. It was **resolved** to pay for additional insurance cover for the gates at £8.00 p.a. and fencing at £10.00 p.a.

Proposed: Colin Arnold **Seconded:** Colin West **Resolved:** Unanimously

[Clerks note: Exact figures were. Gates £7.93, Fencing £10.18.]

(h) NJC Salary Scales. The new NJC Salary were **noted** and it was **agreed** to authorise the Responsible Financial Officer to pay salaries on these scales, backdated to 1st April 2016, with effect from next month (July).

(i) Grant Applications continued.

* **Drayton Football Club Grass Cutting. £1,800.00 (£60.00 per cut for 30 cuts pa) and £500.00 to repair the old lawn mower.** The Parish Council is not able to support the application to fund a new mower, and is not willing to fund the repair of the existing mower at this time, given the previous reports that it needs replacement, and that a grant was made for its last repair. It was **resolved** to offer £750.00 (£50.00 per cut for 15 cuts) subject to submission of latest accounts.

Proposed: Colin Arnold **Seconded:** Colin West **Resolved:** Unanimously

[Clerks note: I misremembered and therefore mis-reported the price per cut quoted by our grass cutter for the football pitch, which is £70.00 not £50.00 per cut. In order to stay within the 15 x £50.00 cut budget (£750.00). It was then **agreed** (via email) to inform the Football Club that the support will be for 10 cuts x £70.00 (£700.00). The Parish Council will consider at its July meeting making the Football Club a grant for a contractor to cut the pitch grass at the rate of £70.00 per cut for the next 10 cuts. Subject to receiving satisfactory financial information. The Parish Council will review the situation in the Autumn to determine what further financial support the Football Club may require for the Parish Council's current financial year to end March 2017.]

* **Drayton Football Club Miscellaneous. £2,877.00.** It was **agreed** to defer and discuss this grant application at the next Finance and Personnel Committee Meeting.

60/2016-17 Drayton2020 Implementation Committee (Richard Williams).

(a) Consultation on East Hanney Neighbourhood Development Plan. East Hanney have sent their Sustainability Assessment to the various stakeholders for its 6-week statutory consultation.

(b) VWHDC Local Plan Update Bulletin 1. This bulletin is a first in a series of progress updates on the VWHDC Local Plan: 2031. Bulletin 1 sets out an update from the council on the progress of the Local Plan 2031 Part 1, and in particular, the timetable for receiving an Interim Report from the Planning Inspector. It also looks ahead and introduces our proposed approach to preparing the Local Plan 2031: Part 2. It was **agreed** that Richard Williams should be authorised to speak on behalf of the Parish Council at the Appeal hearing for the Halls Close application on 31st August 2016.

(c) Annual Review of Drayton Neighbourhood Development Plan 2014-2031 Examination Copy September 2014.

PLANNING POLICY P-LF2: BOUNDED DEVELOPMENT

Housing development that does not extend the village's boundaries through ribbon development along roads to the adjacent settlements of Abingdon, Steventon, Sutton Courtenay and Milton, will be supported.

It was **resolved** to change the text 'ribbon development' to 'development outside the existing built boundary of the Village', excepting only the three approved development sites.

Proposed: Matthew Lowy

Seconded: Colin Arnold

Resolved: Unanimously

Richard Webber arrived at 8:57pm.

PLANNING POLICY P-T1: TRAVEL PLANS

All developments will be required to put in place detailed Travel Plans. Developers are required to provide robust evidence that each and every proposal, as set out in their Travel Plan, is feasible and will significantly reduce traffic volume. Direct mitigation measures such as car sharing and car pooling will be positively encouraged.

It was **resolved** to change 'reduce traffic volume' to 'mitigate any increase in traffic volume'.

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimously

(c) Stall at Drayton School Fete on 12th June 2016. The 'new sports facilities & recreation plan survey' and sports pavilion outline plans will be publicised at this event.

(d) Barrow Road Easement. It was **resolved** to authorise the Chairman to sign on behalf of the Council, subject to legal advice from the Council's solicitor, any easement reasonably required by Miller Homes across the land which will pass to Council ownership for utilities to service the new housing development at Barrow Road.

Proposed: Pervin Shahin

Seconded: Matthew Lowy

Resolved: Unanimously

(e) Archaeological Survey of Council land. It was **agreed** to authorise the Clerk to organise a free non-intrusive geophysical/magnetometer survey of Council land in the parish.

61/2016-17 Rights of Way & Conservation Working Group (Graham Webb).

OCC Grass Cutting. The Parish Council has received a number of complaints regarding over grown footpaths and verges. It was **noted** that due to the government cuts in the OCC budget their Highways Dept are now only cutting road side verges twice a year, or additionally where road safety issues are concerned - such as splays at road junctions.

62/2016-17 Leisure & General Purposes Working Group (Patricia Athawes).

(a) Village Caretaker's Report. None.

(b) Official Opening of the Refurbished Lockway Playground. It was **agreed** to hold the opening on 27th June 2016 at 3:30pm.

(c) Victoria Cross paving stone installation/ceremony. This event will be held on 27th January 2017 (on the 100th anniversary of the action for which the VC was awarded).

63/2016-17 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	Planning Permission on 5th May 2016
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/V02 99/FUL	37 Lockway Drayton Abingdon Oxfordshire	Proposed new single 3 bed detached dwelling on land adjacent to no.37 Lockway	Objection	Pending

	OX14 4LF			
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/V05 36/HH	244 Steventon Road Drayton Oxon OX13 6RN	Single storey rear and side extension.	None	Planning Perm on 26 th April
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.	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	Planning Permission on 27th May 2016
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	Planning Permission on 27th May 2016
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	Planning Perm on 10 th May
P16/V10 02/FUL	39 Sutton Wick Lane Drayton OX14 4HH	Demolition of garage. Erection of detached 3 bed dwelling house.	Objection	Pending

Colin West left at 9:34pm.

64/2016-17 Correspondence.

Mobile Library Service. It was **noted** that the mobile library service in Oxfordshire will cease to operate in September. The last round of visits begins on 5th September 2016 and the final day of the service will be 16th September 2016.

56/2016-17 News from OCC Councillor (Richard Webber).

(a) Illegal Sign Removal. Richard Webber will continue to chase Tim Shickle (OCC) for the legal agreement.

(b) B4016 Drayton/Sutton Courtenay Road Safety Improvements. This is now a matter for Sutton Courtenay Parish Council and Drayton Parish Council as OCC has announced that they do not intend to take any action.

65/2015-16 Items to be noted from Parish Councillors.

Sutton Wick Lane Curb Stones. It was **noted** that some of the curb stones at the entrance to Sutton Wick Lane are damaged and it is thought to have been caused by vehicles from the Miller Homes building development Walnut Meadow (formally called Barrow Road).

ACTION: Deputy Clerk to photograph and report.

66/2015-16 The Date of the next Parish Council Meetings.

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

The meeting concluded at 10:10pm.

Signed:

Date: 4th July 2016

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