



Drayton Parish Council

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Minutes

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



Present: Richard Williams (Chairman), Colin Arnold, Patricia Athawes, Pervin Shahin (arrived at 7:51pm), Tamsin Meredith, Matthew Lowy, Graham Webb.

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

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (left at 9:03pm), Stuart Davenport (VWHDC) (left at 9:03pm).

67/2016-17 Apologies for Absence.

Richard Wade (Vice Chairman), Laura Billington, Colin West, Christine West, Pervin Shahin (late arrival).

68/2016-17 Variations of Business.

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

69/2016-17 Public Participation.

There were 6 members of the public present.

(a) Drayton Football Club Grant Applications. Richard Seamark and Alan Alston reported that Julian Cook has been cutting the football pitch (funded by the club). Richard Seamark is planning to leave the football club in September and his former grant applications have been withdrawn. He will assist the Football Club to re-apply immediately to cover grass cutting costs.

(b) Drayton Neighbourhood Development Plan (NDP). Daniel Scharf asserted that the Council, had effectively re-written the definition of 'ribbon development'. He complained that the site at Barrow Road now makes Drayton visible to those coming from from Abingdon for the sake of 13 dwellings and no 2 bedroomed dwellings for sale. To mitigate this he suggested that the PC should seek the assistance of Paul Caudwell to screen these houses. He was also concerned for the future that the rules applicable to development in the Drayton Conservation Area be properly enforced – the greatest harm being posed by a group of 12 houses bordering Henleys Lane in the published CALA scheme. Removing these would create a development of 46 which is closer to the 50 referred to in the NDP than 58 being proposed. He referred to what he believed to be a potential/perceived conflict of interest in that a consultant previously employed by Drayton PC is now advising CALA. The TORs for Drayton2020 refer to implementation of Community Policies including self building and co-housing (e.g. associations of individuals interested in custom building), Manor Farm is the last opportunity to implement these policies.

Pervin Shahin arrived at 7:51pm.

(c) Victoria Cross Paving Stone Installation / Ceremony. Alison Bone (Church Warden, St Peters Church) and Linda Johnson (Church Warden, St Peters Church) reported that they are in the process of applying for approval from the diocese who need to approve the faculty for the laying of the paving stone under the lynch gate. The 100th anniversary is on 27th January 2017 and it has been suggested to hold the ceremony on Sunday 22nd January 2017. It is thought that the paving stone will be laid after this date when the weather improves. Matter continued under 79/2016-17 Leisure & General Purposes Working Group (b).

(d) Grave Ledger Stone. John Shepherd asked for a response to his request to have a ledger stone installed on his family grave in the Parish Council cemetery. Matter continued under 76/2016-17 Correspondence (a).

70/2016-17 Declarations of Interest, Dispensations and Use of Delegated Powers.

None.

71/2016-17 Minutes.

The minutes of the previous Parish Council Meeting held on 6th June 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Graham Webb

Seconded: Colin Arnold

Resolved: Unanimously

72/2016-17 News from OCC Councillor (Richard Webber).

(a) **Grass Cutting.** Due to the austerity cuts, OCC will now only be cutting their grass once a year. The annual cut has now commenced across the County and Drayton grass should be cut soon,

(b) **Illegal Sign Removal.** The Deputy Clerk received an email on 15th June 2016 from Tim Shickle (Programme Manager (Arboriculture), Commercial Team Environment & Economy, OCC) with their 'Unauthorised Sign, Displayed Goods and Other On or Adjacent to the Highway' document attached.

73/2016-17 News from VWHDC Councillor (Stuart Davenport).

Planning Training. Stuart Davenport reminded the Parish Council Planning Committee of the importance of attending the VWHDC planning training course on 26th July 2016.

ACTION: Clerk to convey the Parish Councils approval to the VWHDC of the proposed changes to the VWHDC Planning procedures.

Richard Webber and Stuart Davenport left at 9:03pm.

74/2016-17 Action Checklist from the Previous Meeting.

The action checklist was **noted** and the points below were provided as additional information:

(a) **New Litter Bin.** Kate Morris (Waste Team, VWHDC) sent an email on 17th June 2016 to Ray Mott (Abingdon Road Resident) stating: [*Having looked at the location the bin has been installed outside your property I notice that it has not been sited in the exact location I requested. I had requested that the bin be located much closer to the bus stop post, the same place you mentioned in your email.*]

(b) **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: Clerk to remind Steve Sadler.

(c) **P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF, Mess.** The Deputy Clerk sent an email to VWHDC Planning on 26th May 2016 asking for a progress report on serving a 215 notice which will legally require the land owner to improve the condition of the land. There has been no response (apart from the automated reply).

ACTION: Deputy Clerk to email Tom Crowe (Enforcement Officer (Planning), VWHDC) and Stuart Davenport (VWHDC) and ask for an acknowledgement and update.

(d) **BW1 Parked Vehicles.** It was **noted** that there are a number of non road worthy vehicles parked along BW1 where it crosses the Milton Road and looks untidy.

ACTION: Deputy Clerk to inform the PCSO.

(e) **Sutton wick Lane Memorial.** It was **noted** that Iain Henderson (The Memorial Mob) has removed the old memorial.

75/2016-17 Finance & Personnel Committee (Richard Wade).

	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker’s June invoice	*£162.50	Nil
Open Spaces Act 1906 s10	Landscape Group Oxford – Grass Cutting	*£500.00	Nil
LGA 1972 s112	Clerk’s Salary PC: £446.16 (40 hrs per month); D2020 £199.98 (20 hrs o/t)	*£516.94	Nil
LGA 1972 s112	Deputy Clerk’s Salary (40 hrs per month)	*£304.59	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £162.33 D2020: £43.07	*£205.40	Nil
Contract/ Pensions Act 2014	Deputy Clerk’s pension (employee 5.5 % £22.16; Employer 16.6% £66.89)	*£89.05	Nil
LGA FP 1963 s5	Clerk’s Expenses	*£86.05	£4.33

LGA FP 1963 s5	Deputy Clerk's Expenses	£39.25	Nil
LGA 1972 s111	Zurich Insurance – Extra premium for gate and fence cover	*£18.11	Nil
LGA 1972 s137	Oxfordshire Blue Plaques Board	*£488.96	Nil
LG(MP) 1976 s19	Proludic – Supplementary Invoice for extra gate and wood	*£1,316.40	£219.40
LGA 1972 s134 (4)	Caudwell Day Centre Ground Rent April – May - June	£45.00	Nil
LGA 1972 s137	Andrew Bax – Expenses for attending Placemaking Award Ceremony	£79.26	Nil
LGA 1972 s145	Tamsin Meredith – Lockway Playground Official Opening Catering	£18.49	Nil
S&A Act 1908 s26	Thames Water – Water Services 10/3/16 – 14/6/16- <u>DIRECT DEBIT</u>	£16.35	Nil
LG (MP) Act 1976 s19	Village Hall Grant – <u>Subject to approval</u>	£3,500.00	Nil
Total payments this month		£7,386.35	£223.73
Receipts			
Allotment/ground rent payments			£66.35
Playground grants			£21,235.00
Interest received			£21.38
Burial fees/reservations			£180.00
Total Receipts last month			£21,502.73

(a) Bank Reconciliation. Current account £26,977.56, Deposit Account £19,821.40, Undrawn cheques £5,276.00, Payments not yet credited £66.35. **Total funds = £41,522.96 + £66.35 = £41,589.31** excluding payments above.

(b) Grant Applications

(i) 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. This grant application has been withdrawn.

(ii) Drayton Village Hall. £3,500.00. This grant application had already been approved in 2016-17 budget release and it was **resolved** to authorise this payment.

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

(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) Deputy Clerk's Laptop Replacement. It was **noted** that the Deputy Clerks laptop will need replacing.

(e) Deputy Clerk's CILCA training. It was **agreed** to authorise a training grant allocation of £500.00 approx so the Deputy Clerk can attend the CILCA training course.

76/2016-17 Correspondence this item of business was expedited.

(a) Grave Ledger Stone continued. Minutes from 9th May 2016 state:

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.

The Clerk received a letter dated 15th June 2016 from John Shepherd stating that his request was for a 'ledger stone' and not a 'granite slab'. The Clerk received another letter dated 20th June 2016 from John Shepherd with details of a headstone and a ledger stone that he would like to have. It was **noted** that the Drayton Parish Council burial ground is a grass lawn cemetery and that only head stones and curbstones are permitted. Applications should be through registered and approved monumental masons, who are insured to

carry out such works. It was also **noted** that are the regulations, which are designed for memorial masons, should be reviewed again to see if they needed to be made clearer.

ACTION: Clerk to respond to John Shepherd; and to review and draft any changes required to the Burials and Monuments procedures for the net meeting

77/2016-17 Drayton2020 Implementation Committee (Richard Williams).

(a) Drayton Sports Survey: analysis and report by OPFA. It was **agreed** to commission the report at a cost of £500.00.

(b) Update on Walnut Meadow (formally called Barrow Road) Easements. The Clerk received an email on 4th July 2016 from Richard Hornsby (Partner, Irwin Mitchell LLP) with a plan attached showing the location of a proposed electric substation that falls within land to be transferred to the Parish Council. It was **noted** that the proposed location of the electric substation may not be in the best location for it, and furthermore that the drainage for the sports pitches also needs to be agreed. A previous set of drawing and agreements relating to the laying of electricity cables and gas pipes on land which will pass into Parish Council ownership had now been reviewed by the Clerk and the PC's solicitor and were acceptable, but an agreed location for the electricity sub-station was now needed before these agreements could be signed off. **ACTION:** Clerk to seek a meeting with Miller Homes to discuss a better location for the electricity sub-station and services/drainage for the sports pitches and pavilion.

78/2016-17 Rights of Way & Conservation Working Group (Graham Webb).

Overgrown Footpaths and Bridal Ways. It was **noted** that FP19 is still overgrown despite Steve Sadler (Village Caretaker) strimming it. OCC have also said that with regret and due to a reduction in resources, OCC will be unable to guarantee that BW7 will be cut this year. It was **resolved** pro-tem hire Christopher Price (Deputy Clerk) as a Parish Council employee for up to 5 hours per week at £12.50 per hour to strim the vegetation from more overgrown footpaths around the village, given OCC's refusal to properly maintain these rights of way and that the hot and wet weather is promoting profuse vegetation growth beyond the capacity of the Village Caretaker to cope with alone.

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

79/2016-17 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) Victoria Cross Paving Stone Installation / Ceremony continued. It was **agreed** to hold this event on Sunday 22nd January 2017. The main event will be the Church Service, but the Village Hall will be booked in case a reception is also required afterwards. Further event planning will be discussed at the next PC meeting. **ACTION:** Clerk to book Village Hall and send invites.

80/2016-17 Planning Committee Business (Richard Williams).

Ref	Address	Details	PC	VWHDC
P15/V28 28/FUL	Close End House 19 East Way Drayton OX14 4JZ	Development of 8 dwellings and new access road. Amendment 1	Objection	Pending
P16/V02 99/FUL	37 Lockway Drayton 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 OX14 4HH	Demolition of existing garage, workshop and ancillary accommodation, replacement with a 2 bedroom dwelling. Amendment 1	Objection	Planning Perm on 10th June 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.	Objection	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	Planning Perm on 6 th June
P16/V10 02/FUL	39 Sutton Wick Lane Drayton OX14 4HH	Demolition of garage. Erection of detached 3 bed dwelling house.	None	Pending
P16/V02 99/FUL	37 Lockway Drayton Oxfordshire OX14 4LF	Proposed new single 3 bed detached dwelling on land adjacent to no.37 Lockway (As amended by drawing number 37/15-02 B)	Objection	Pending
P16/V13	Land at rear of 21	Proposed erection of 2 No.2 Bedroom detached	Pending	Pending

48/FUL	Cornville Road Drayton OX14 4HN	bungalows, parking spaces and associated works	6 th July	
P16/V14 39/FUL	Land to rear of The Stables Drayton Mill Milton Road Drayton OX14 4FD	The erection of a three bed dwelling to the rear of The Stables.	Pending 4 th July	Pending
P16/V14 90/FUL	Land adjacent to the rear of 9 Corneville Road Drayton Oxon OX14 4HN	1 new 1 1/2 storey 3-bedroom dwelling	Pending 8 th July	Pending

76/2016-17 Correspondence continued.

(b) Donation Bench. It was **noted** that the clerk has been contacted by a lady who would like to donate a bench in memory of her son. She proposes a site in the High Street, if on OCC land, this would require us to get OCC permission, procure the bench and install it to OCC requirements.

ACTION: Clerk to explore the matter further to give the lady designs and costs, to discuss possible locations, and to report back with a firm proposal to a subsequent Parish Council meeting.

81/2015-16 Items to be noted from Parish Councillors.

(a) B4016 Planning Application. It was **noted** that a planning application has been submitted for 3 houses, with an access road that joins the B4016 right at the top of the Drop Short bends.

[Clerks notes: P16/V1111/FUL - Peewit Farm 95 Drayton Road Sutton Courtenay ABINGDON OX14 4HB - Erection of 3 detached dwelling houses with associated landscaping, access and car parking.]

(b) Lockway Playground Signage. It was **noted** that the signs have been fixed to the fence, next to the gate on the far side of the playground and are not visible to people using the near side gate and dog excrement has recently been found within the children's play area. It was **noted** that a new sign is required stating that only children aged 11 or under are allowed, and that no dogs are allowed.

ACTION: Clerk to order a second sign for the second playground gate

82/2015-16 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as 1st August 2016, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 10:30pm.

Signed:

Date: 1st August 2016

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