



Drayton Parish Council

www.DraytonPC.org

Minutes

held on Monday 1st August 2016 at 7:30pm
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman), Patricia Athawes, Pervin Shahin (arrived at 7:36pm), Matthew Lowy, Graham Webb, Laura Billington, Colin West.

Not Present: Richard Wade (Vice Chairman), Colin Arnold, Christine West, Tamsin Meredith.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (left at 8:51pm), Stuart Davenport (VWHDC) (left at 8:51pm).

83/2016-17 Apologies for Absence.

Richard Wade (Vice Chairman), Colin Arnold, Christine West, Tamsin Meredith.

84/2016-17 Variations of Business.

It was **agreed** to expedite the following items of business: Appleford, Drayton and Sutton Courtenay Police office Closure - March 2017; News from OCC Councillor; News from VWHDC Councillor.

Pervin Shahin arrived at 7:36pm.

85/2016-17 Appleford, Drayton and Sutton Courtenay Police Office Closure - March 2017.

Sue Haynes (PCSO) explained that due to budget cuts, the Police Office in Sutton Courtenay will close at the end of March 2017 unless rental and running costs of around £4,500.00 p.a. are found. It was **agreed** to explore the possibility for Sue Haynes to have access to the Village Hall and St Peters Church to facilitate her increased presence in Drayton and have access to a toilet, Wi-Fi and kitchen facilities. She may also have a need to use the rooms for 'one to one' interviews on occasions. It was **noted** that Parish Councils have the power to fund Police Offices under the 'Police Act 1996'. It was **resolved** in principle, to financially support the Sutton Courtenay Police Office up to the sum of £2,000.00 in 2017-18, subject to negotiation with the landlord. And it is hoped that Appleford and Sutton Courtenay will fund the outstanding balance of £2,500.00.

Proposed: Richard Williams **Seconded:** Matthew Lowy **Resolved:** Unanimously
Bridget Haffenden (Neighbourhood Watch Coordinator) reported on 'Neighbourhood Watch' and explained how it is not just concerned with crime prevention, but is as much about the community, supporting the elderly and lonely. It was **noted** that Drayton has very little Neighbourhood Watch activity. Bridget Haffenden agreed to submit an article for the Chronicle and promote 'Neighbourhood Watch' at the Millennium Green's event 'A Right Royal Picnic' on 21st August 2016.

ACTION: Clerk to explore the possibility for Sue Haynes to have access to the Village Hall and St Peters Church.

86/2016-17 News from VWHDC Councillor (Stuart Davenport).

(a) **VWHDC.** Stuart Davenport reported on personnel changes, devolution / unity and business rates.

(b) **P16/V0675/O 10 Halls Close Appeal Hearing.** It was **noted** that this outline application on land to the rear of 10 Halls Close, to provide up to 28 no. dwellings with all matters reserved except access, will go to appeal 31st August 2016. Richard Williams will represent the Parish Council, Sir Tom Shebbeare will represent the Drayton2020 NDP Implementation Group, Andrew Ainscough and Paul Mayhew-Archer will represent the Halls Close / Chiers Drive / High Street residents.

87/2016-17 News from OCC Councillor (Richard Webber).

(a) **Grass Cutting.** OCC are still yet to do their annual cut for Drayton.

(b) **Traffic Calming.** The £202,769.00. (plus any inflation) S106 money from Miller Homes/Walnut Meadow for traffic calming will be made available in August.

(c) Section 101 Agreement. On 4th July 2016 Tim Shickle (Programme Manager (Arboriculture), Commercial Team, Environment & Economy, OCC) sent an email with the draft Section 101 of the Local Government Act 1972 agreement attached. The Clerk has reviewed the document and has a number of concerns.

ACTION: Clerk to raise concerns with OCC.

Richard Webber and Stuart Davenport left at 8:51pm.

88/2016-17 Public Participation.

There were 3 members of the public present (Sue Haynes and Bridget Haffenden had left the meeting).

(a) Drayton Football Club. Richard Seamark reported that Julian Cook has been cutting the football pitch twice a month at a cost of £70.00 per cut. Richard Seamark reported that he is now not leaving the football club.

(i) Football Club Grant, Grass Cutting £360.00. 6 cuts during May and June at £60.00 per cut. It was **resolved** to approve this grant application.

Proposed: Colin West **Seconded:** Richard Williams **Resolved:** Unanimously

(ii) Football Club Grass Cutting, August to December. Richard Seamark asked if the Parish Council would cover the cost of grass cutting from August to December. The Parish Council **resolved** to cover the grass cutting cost from August to December of up to 2 cuts per month at a cost of £70.00 per cut, upon receipt of Julian Cook's invoices.

Proposed: Pervin Shahin **Seconded:** Matthew Lowy **Resolved:** Unanimously

(iii) Football Club Grant, Miscellaneous £781.00. This grant application was referred to the Finance & Personnel Committee meeting on 5th September 2016.

(b) Drayton Neighbourhood Development Plan (NDP). Daniel Scharf made the following points in relation to the Drayton NDP:

(i) Screening. The need to screen the new Walnut Meadow development from the Abingdon direction approach. The Clerk reported that Miller Homes had provided details of the screening to be provided on that edge of the site, and had confirmed that Paul Caudwell & Sons own the adjacent field, where further planting may be requested for additional screening. This matter was being dealt with by the Drayton2020 Implementation Committee, where Daniel had already raised this issue.

(ii) Competence. He challenged the professional competence of the Drayton2020 NDP Implementation Committee members/Drayton Parish Council to carry out the NDP. He asserted that they had not implemented the NDP policies on bounded development, on the conservation area and on self building/co housing. They seemed confused about whether they were negotiating or consulting with developers. The Clerk reported that self building had been raised with each of the three developers, but that the Parish Council had no powers to enforce self building on developers – that was a matter for the VWHDC as planning authority. [Clerk's Note: as regards discussions with developers, these are consultations, not negotiations. That matter has already been clarified to Daniel Scharf at a Drayton2020 Implementation Committee Meeting.]

(iii) Amendments. In June 2016 the Parish Council had amended two NDP planning policies, but there was no provision in law to amend the NDP (continued under item 93/2016-17 Drayton2020 Implementation Committee (a)).

89/2016-17 Minutes.

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

Proposed: Graham Webb **Seconded:** Patricia Athawes **Resolved:** Carried with 5 for and 2 abstentions

90/2016-17 Declarations of Interest, Dispensations and Use of Delegated Powers.

None at this stage of the meeting.

91/2016-17 Action Checklist from the Previous Meeting.

The action checklist 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) has painted a yellow line.

ACTION: Deputy Clerk to photograph and report.

(b) **Victoria Cross Paving Stone Installation / Ceremony - 22nd January 2017.** The Clerk received an email on 24th July 2016 from Rev Rebecca Peters stating that she will be leaving St Peters Church at the end of October/November. Unfortunately there will be no one in post in January to take the VC Mott service. The Clerk received an email on 1st August from Bob (Regimental Community Engagement Officer, RHQ The Duke of Lancaster's Regiment) stating that the Border Regiment is an antecedent regiment of The Duke of Lancaster's Regiment, and would like to support in an way that they can, although, realistically this will be limited due to operational commitments and geography. Certainly they will ensure that all their regimental veterans are aware of the details of the event and he will happily put in a request for a military bugler, to sound the Last Post at the unveiling ceremony, should one be requested. It was **agreed** to request a military bugler, and provide drinks and nibbles for after the service. The Village Hall has been booked. It was **noted** that the paving stone does not need to be installed in a pavement, but could be installed in a wall or on a plinth. An alternative location near the blue plaque on the Church Hall had been suggested, and the Clerk will explore this option with the Church.

ACTION: Clerk to keep on organising the event.

(c) **Donation Bench.** It was **noted** that the proposed location of the bench is on 'The Green' at the top of High Street. This was **agreed**, and also that the Clerk should investigate procuring a picnic table for the Lockway Play Ground.

ACTION: Clerk to order bench for 'The Green' and investigate procuring a picnic table for the Lockway Play Ground.

(d) **Burial Ground Regulations.** The Clerk has revised the burial ground regulations.

ACTION: Clerk to circulate revised burial ground regulations.

(e) **Manor Close Parking Issues.** Richard Williams has investigated the parking issues at Manor Close and has no simple solution to resolving the matter. It was **noted** that the Parish Council has no powers to provide or limit parking.

ACTION: Richard Williams to respond to Andrew Cattell.

(f) **BW1 Parked Vehicles.** It had been decided **not** to inform the PCSO or take the matter any further.

(g) **P15/V1007/FUL Ashby Court Marcham Road Drayton OX14 4FF, Mess.** The Deputy Clerk received an email on 14th July 2016 from Tom Crowe (Enforcement Officer (Planning), VWHDC) stating: *[I have again contacted the land owner of the above address asking them to undertake further works to improve the appearance of the land. I would like to resolve this on a voluntary basis as it is unlikely that the council would serve a 215 notice in this instance. The impact on the visual amenity of area isn't felt to be sufficient enough to consider serving a 215 notice as a proportional action.]*

ACTION: Deputy Clerk to inform Alan Alston.

92/2016-17 Finance & Personnel Committee (Richard Wade).

Power	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker's June invoice	*£383.96	£9.83
Open Spaces Act 1906 s10	Landscape Group Oxford – Grass Cutting	*£500.00	Nil
LGA 1972 s112	Clerk's Salary PC: £337.78 (40 hrs per month); D2020 £168.89 (20 hrs o/t)	*£506.67	Nil
LGA 1972 s112	Deputy Clerk's Salary (40 hrs per month)	*£313.70	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £162.80 D2020: £42.20	*£205.00	Nil
Contract/ Pensions Act 2014	Deputy Clerk's pension (employee 5.5 % £22.82; Employer 16.6% £68.88)	*£91.70	Nil
LGA FP 1963 s5	Clerk's Expenses	*£51.20	£4.33
LGA FP 1963 s5	Deputy Clerk's Expenses	*£75.00	£12.50
LGA (1972) s114	Microshade – Quarterly Hosting Fee/Software rental	*£166.50	£27.75
LGA 1972 s111	Zurich Insurance – Extra premium for new playground equipment	*£83.46	Nil
LGA 1972 s137	Haymarket Media Ltd – Planning & Placemaking awards Event	*£174.00	Nil
Local Govt (MP) Act 1976 s19	Football Club Grant Applications. Grass Cutting. Subject to approval.	£360.00	Nil

Local Govt (MP) Act 1976 s19	Football Club Grant Applications. Miscellaneous. Subject to approval.	£781.00	Nil
LGA 1972 s137	Home Start Grant Application. Subject to approval.	£200.00	Nil
Local Govt (MP) Act 1976 s19	Millennium Green Trust – Right Royal Picnic (21 st August)	£394.20	Nil
Total payments this month		£4,286.39	£54.41
Receipts			
Allotment/ground rent payments			£81.35
Burial fees/reservations			£275.00
VAT Refund			£9,145.12
Total Receipts last month			£9,501.47

(a) Bank Reconciliation. Current account £27,261.68, Deposit Account £19,821.40, Undrawn cheques £3,500.00, Payments not yet credited £55.00. Total funds = £43,638.08 excluding payments above.

(b) Grant Applications

(i) Football Club Grant, Grass Cutting £360.00. 6 cuts during May and June at £60.00 per cut. This grant application had been discussed earlier in the meeting under 88/2016-17 Public Participation (a) (i) and had been approved.

(ii) Football Club Grant, Miscellaneous £781.00. This grant application had been discussed earlier in the meeting under 88/2016-17 Public Participation (a) (iii) and had been deferred to the Finance & Personnel Committee meeting on 5th September 2016.

(iii) Drayton Millennium Green Trust £394.20. It was **resolved** to approve this grant application.

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

(iv) Home-Start Southern Oxfordshire £200.00. It was **resolved** to approve this grant application.

Proposed: Colin West **Seconded:** Matthew Lowy **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 Richard Williams. Patricia Athawes and Richard Williams signed the cheques for the remaining (unstarred) payments.

93/2016-17 Drayton2020 Implementation Committee (Richard Williams).

(a) Annual Review of Drayton Neighbourhood Development Plan 2014-2031 Referendum Copy.
Minutes from 6th June 2016 state:

60/2016-17 Drayton2020 Implementation Committee (Richard Williams).
(c) Annual Review of Drayton Neighbourhood Development Plan 2014-2031 Examination Copy September 2014.

It was **noted** that the above text is incorrect and should state 'Referendum Copy'.

The Clerk reported that the Drayton NDP had included an updating process in paras 176-179, and this had been followed in the June meeting. However, on 19th May 2016 the government had produced Planning Policy Guidance which restricted how an NDP could be updated, and this overrides the process agreed in the NDP. In the PPG there is a provision which states:

“Is it possible to modify a neighbourhood plan to correct an error?”

Yes. [Section 61M\(4\) of the Town and Country Planning Act 1990](#), (as applied to neighbourhood plans by section 38C(2)(c) of the Planning and Compulsory Purchase Act 2004) enables a local planning authority to modify a neighbourhood plan or order they have made for the purpose of correcting errors. The relevant qualifying body (if it still exists) must consent to the modification.

http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/updating-a-neighbourhood-plan/-_paragraph_087Revision date: 19 05 2016”

Furthermore, the government announced in the Queen’s Speech on 18th May that a Neighbourhood Planning and Infrastructure Bill will be brought forward which will: ”also strengthen neighbourhood planning by making the local government duty to support groups more transparent and **by improving the process for reviewing and updating plans.**“ The Clerk advised that the Council’s Resolutions clarifying the wording and interpretation of two of the planning policies should therefore be viewed as **advisory** until a proper process for NDP revision and review had been set out by government and implemented by VWHDC

(b) Walnut Meadow.

(i) Report on Easements. The foundations for the substation and a pumping station have been installed, and even though the easements have **not** been signed yet. The Council expressed its displeasure that Miller Homes had not consulted the Parish Council prior to the agreement with the electricity and water companies on placing these facilities. Nevertheless, the Parish Council agreed to permit the Chairman, Richard Williams, and the Clerk, to authorise any reasonable easements or transfer back of land to Miller Homes, acting on the advice of the Council's solicitor.

ii) Landscaping. The unsightly electricity station should be obscured by planting of a substantial nature to preserve the aspect of the open space.

(iii) Architect's Invitations. The architect's invitation to submit a fee for the design of the new Drayton Sports Pavilion have been sent to three architects.

(iv) Footpath. Lighting for the new footpath linking the new Walnut Meadow development to Cornville Road is being explored.

(c) Hilliat Fields Tree Planting Scheme and Costing. The Clerk presented the tree planting plan and reported that the cost will be just under £50,000.00.

(d) Conservation Area Report. Graham Webb declared an interest in this item of business. Kathryn Davies (Historic Buildings Consultant and Chartered Town Planner) has drafted the report.

ACTION: Deputy Clerk to add photos, maps and Clerk to circulate.

(e) Magnetronomy Survey of Area Around the Village Hall. It was **noted** that the survey did not reveal much of interest archaeologically around the Village Hall. It was **noted** that it might be useful to have the Millennium Green surveyed.

94/2016-17 Rights of Way & Conservation Working Group (Graham Webb).

(a) BW29. It was **noted** that there is Japanese Knotweed growing along BW29. OCC have been informed.

(b) Footpath Renovation Plan. The Clerk received an email on 31st July 2016 from Keith Clough (Vice Chairman, Millennium Green) with the Millennium Green footpath upgrade / refurbishment plan attached.

(c) FP11. It was **agreed** to ask Steven Sadler (Village Cartaker) to trim the Church side of the hedge running behind St Peters Church and not charge the Church.

95/2016-17 Leisure & General Purposes Working Group (Patricia Athawes).

Village Caretaker's Report. was received and **noted**.

96/2016-17 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/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/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 48/FUL	Land at rear of 21 Cornville Road Drayton OX14 4HN	Proposed erection of 2 No.2 Bedroom detached bungalows, parking spaces and associated works	None	Refusal of Planning Perm on 20 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.	None	Pending
P16/V14 90/FUL	Land adjacent to the rear of 9 Corneville Road	1 new 1 1/2 storey 3-bedroom dwelling	Objection	Pending
P16/V10 02/FUL	39 Sutton Wick Lane Drayton OX14 4HH	Demolition of garage. Erection of detached 2 bed dwelling house. (as amended by plans received 27 June 2016 referenced P100A, P101A, P102A,	Pending 8 th Aug	Pending

		P103A, P104A and P105A)		
P16/V16 69/HH	9 Marcham Road Drayton Abingdon OX14 4JH	Demolish glass lean to and construct proposed single storey extension to the rear, internal alterations including conversion of existing garage.	Pending 11 th Aug	Pending
P16/V18 24/FUL	Stonehill House Stonehill Drayton ABINGDON OX14 4AA	Change of Use of Barn from Ancilliary residential (storage and chapel use) to Class D1/D2 and Garden Area from Agricultural to Class D1/D2	Pending 17 th Aug	Pending

97/2016-17 Correspondence.

All correspondence had been circulated prior to the meeting via email.

98/2015-16 Items to be noted from Parish Councillors.

None.

99/2015-16 Reserved Business.

Graham Webb declared an interest in this item of business. There were no press and only 1 member of the public present. It was **agreed** not to exclude the press and public and to let the member of the public stay in the meeting.

Application for Land Purchase of Allotment Land Neighbouring a Residential Property. Minutes from 3rd June 2013 state:

*(b) Allotment Access. On 25th May, Daniel Scharf had met with a Drayton house-owner who currently holds a licence to rent a piece of land from Drayton Parish Council and wishes to sell their house. The licence is not transferable. In the absence of any change in circumstances since the grant of the license, the Council **resolved** to offer the existing licence agreement to new purchasers of a property.*

***Proposed:** Daniel Scharf **Seconded:** Richard Williams **Resolved Unanimously**
The agreement plan appears to reserve in Parish Council ownership more land than might be required. The Council **resolved** to consider an access agreement over Council land and if a highway engineer creates some maps/plans, the Parish Council could consider selling some land not required for any future access.
Proposed: Daniel Scharf **Seconded:** Richard Williams **Resolved Unanimously**
ACTION: Clerk to convey information to the enquirer.*

The Clerk received an email on 25th July 2016 from a Drayton house-owner who currently holds a licence to rent a piece of land from Drayton Parish Council and wishes to purchase some of the land not required for any future access.

10:30pm. It was **agreed** to suspend Standing Order 1z that states: Meetings shall not exceed a period of 3 hours.

Graham Webb and the member of the public left the meeting at 10:30pm and did not partake in the following discussion.

It was **agreed** that the Planning Committee should conduct a site visit and give recommendations at the next Parish Council meeting.

ACTION: Planning Committee to conduct a site visit and give recommendations at the next Parish Council meeting.

100/2015-16 The Date of the next Parish Council Meetings.

(a) Parish Council. 5th September 2016, 7:30pm, Caudwell Day Centre.

(b) Finance and Personnel. 5th September 2016, 7:00pm, Caudwell Day Centre.

The meeting concluded at 10:39pm.

Signed:

Date: 5th September 2016

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