



Drayton Parish Council

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Minutes

held on Monday 5th September 2016 at 7:30pm
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman), Richard Wade (Vice Chairman), Patricia Athawes, Pervin Shahin, Matthew Lowy, Graham Webb (left at 10:00pm), Colin West, Colin Arnold, Tamsin Meredith.

Not Present: Laura Billington.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (left at 7:50pm), Stuart Davenport (VWHDC) (arrived at 9:05pm and left at 9:38pm).

[Clerk's note: Christine West has resigned from Drayton Parish Council.

Drayton is entitled to 11 Parish Councillors so there is currently **one** vacancy.]

101/2016-17 Apologies for Absence.

Laura Billington, Stuart Davenport (late arrival).

102/2016-17 Variations of Business.

None at this stage of the meeting.

103/2016-17 News from OCC Councillor (Richard Webber).

[Clerk's Note: OCC have done their annual grass cut for this year.]

Devolution / Unity. OCC and VWHDC have published their reports. Richard Webber reported on the importance to devolve / unite and saving money.

Richard Webber left at 7:50pm.

104/2016-17 News from VWHDC Councillor (Stuart Davenport).

This item of business was deferred until Stuart Davenport's arrival later in the meeting. See 113/2016-17.

105/2016-17 Public Participation.

There were 3 members of the public present. Christopher Roberts, Richard Seamark, Daniel Scharf.

(a) P16/V1705/FUL. Land at Manor Farm Drayton Oxon. A parishioner has concerns over the removal of some trees and the proximity of some of the new houses. The parishioner also asked questions about the maintenance of the new green. It was **noted** that the maintenance of the new green will probably be a Parish Council obligation. Matter continued under 114/2016-17 Planning Committee Business (a).

(b) Stonehill House Community Garden. A parishioner reported that work has started on the community garden and visitors can visit on Wednesdays from 10:00am to 5:00pm.

(c) Football Club Grant, Miscellaneous £781.00. A parishioner expressed an interest in this grant application. It was **noted** that this grant application had been refused in the proceeding Finance and Personnel meeting.

(d) Transport Representative. Daniel Scharf is attending what might be the last of the Public Transport Representatives whose job it has been to engage with the giving of grants to subsidised bus services which have now come to an end.

(e) Hall Close Appeal Hearing (31st August 2016). A parishioner gave his personal views on this hearing and complemented the VWHDC on its appointment of Mark Flood to conduct the hearing into the Blue Cedar/Halls Close Appeal. He and the conservation officer made the most of its one material but rather weak objection which was the impact on the conservation area one that would be less than substantial. The state of the 5 year land supply was agreed with the appellant (i.e. 4.2 depending on the basis for the

calculation but Mark Flood clearly explained how little weight should be given to that deficit given the Local Plan inspector's findings and the likelihood that there would be a numerical surplus (over 7 years supply) by about February 2017. The appellant paid for the services of a planning 'silk', contrary to the normal practice for hearings, who was clearly concerned about the land supply figures and who tried to interest the inspector in the prospect of an even higher target when the extent of the need emerging from Oxford City was agreed. The parishioner was very disappointed that, with the Parish Council and Drayton2020 at the hearing, it was left to him to point out the conflict with the NDP P-T1. He also said that the opposition to Halls Close development outside the Conservation Area would look very inconsistent with any support for the CALA Homes proposals at Manor Farm in the middle of the Conservation Area which should be refused outright. Richard Williams gave his verbal report of the hearing. Matter continued under 113/2016-17 News from VWHDC Councillor (c).

106/2016-17 Declarations of Interest, Dispensations and Use of Delegated Powers.

None at this stage of the meeting.

107/2016-17 Minutes.

The minutes of the previous Parish Council Meeting held on 1st August 2016 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Matthew Lowy

Seconded: Patricia Athawes

Resolved: Unanimous

108/2016-17 Action Checklist from the Previous Meeting.

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

(a) Burial Ground. Graham Webb has surveyed the unconsecrated area of the burial ground.

(b) Donation Bench. The bench for the Green and the picnic table for the Lockway Play Ground have been delivered.

109/2016-17 Finance & Personnel Committee (Richard Wade).

Power	Payments	Invoice Amount	Including VAT
Open Spaces Act 1906 s10	Steve Sadler – Caretaker's June invoice	*£458.13	£7.60
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) plus 9.5 hrs trimming	*£403.52	Nil
LGA 1972 s111	HMRC – Tax and NI PC: £185.20 D2020: £42.20	*£227.40	Nil
Contract/ Pensions Act 2014	Deputy Clerk's Pension (employee 5.5 % £29.35; Employer 16.6% £88.59)	*£117.94	Nil
LGA FP 1963 s5	Clerk's Expenses	*£71.30	£4.33
LGA FP 1963 s5	Deputy Clerk's Expenses	*£9.99	Nil
LGA (1972) s143	Society of Local Council Clerks – Annual Subscription	£149.00	Nil
LG(MP) 1976 s19	Wicksteeds Playgrounds – 2 replacement baby swings and fixing	*£444.00	£74.00
LG(MP) 1976 s19	Realise Futures – Lockway picnic bench and dedicated seat for Green	*£823.13	£137.19
LGA 1972 s134 (4)	St Peters Church – Room Hire D2020 May-Aug 2016	£60.00	Nil
Value Added Tax Act 1994/LGA 1972 s151	Andrew Marsden (VAT Consultant)	£103.95	Nil
Highways Act 1980 s96 (5)	Adams Habermehl Ltd – Drayton Tree Specification (Hilliat Fields) D2020 project	£1,152.00	£192.00
Local Govt (MP) Act 1976 s19	Drayton Football Club – Monthly Grass Cutting Grant (2 cuts)	£140.00	Nil
Total payments this month		£5,167.03	£415.12

Receipts	
Burial fees/reservations	£165.00
Total Receipts last month	£165.00

(a) **Bank Reconciliation.** Current account £20,476.29, Deposit Account £19,821.40, Undrawn cheques none, Payments not yet credited none **Total funds = £40,297.69 excluding payments above.**

(b) **Grant Application.**

Football Club Grant, Miscellaneous £781.00. This grant application had been refused in the proceeding Finance and Personnel 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 Colin West. Patricia Athawes and Colin West signed the cheques for the remaining (unstarred) payments.

(d) **Report from the Finance and Personnel Committee.** It was **noted** that the Finance and Personnel Committee will be holding longer and more regular meetings on a different night to the Parish Council meeting. The Finance and Personnel Committee had received the Internal Auditor's Report for 2015-16, which has no action points. It recommended the Internal Audit Report to the Parish Council for acceptance, and the Parish Council **resolved** to accept it, the report having also been circulated advance to all Councillors.

Proposed: Pat Athawes

Seconded: Colin West

Resolved: Unanimously

110/2016-17 Drayton2020 Implementation Committee (Richard Williams).

(a) **Walnut Meadow Development.**

(i) **Easements and Deed of Variation** (Clerk). It was **noted** that no easement has been submitted for sewage and drainage.

(ii) **Playground** (Clerk). It was **noted** that a design has been submitted. Tamsin Meredith and Laura Billington are to comment.

(iii) **Footpath** (Clerk). Constituting is in progress. The footpath will be lit.

(iv) **MUGA/sports Questionnaire Feedback** (Clerk). Patricia Athawes is analysing the results. It was **noted** that tennis is as popular as football in the village.

(v) **Architects' Fees Submissions.** 3 architects has responded and tendered for the design of the new Drayton Sports Pavilion.

(c) **Hilliat Fields Tree Planting Scheme and Costing.** The scheme has been passed to OCC for approval.

(d) **Conservation Area Report.** It was **noted** that the DRAFT Conservation Area Report has been received. It was also **noted** that the report need to be changed to comply with the VWHDC's template. It was **agreed** to pay Kathryn Davies (Historic Buildings Consultant and Chartered Town Planner) more money to do this if necessary. It was **agreed** that the Clerk should write an article for the Chronicle.

ACTION: Clerk to write article for the Chronicle.

(e) **P16/V0675/O, 10 Halls Close.** This item of bushiness had been discussed earlier in the meeting under 105/2016-17 Public Participation (e).

111/2016-17 Transport Representative.

This had been discussed earlier in the meeting under 105/2016-17 Public Participation (d).

112/2016-17 Rights of Way & Conservation Working Group (Graham Webb).

Footpath Renovation Plan. The Clerk received an email on 5th September 2016 from Keith Clough (Vice Chairman, Millennium Green) stating that he has now had some quotes for renovating the Millennium Green footpaths. Topping up the existing paths with self binding path gravel would cost nearly £3,000.00 plus VAT. Also quote for creating two new paths to link the tree entrances from Sutton Wick Lane – nearly £6,500.00

plus VAT. It was **agreed** that the Clerk should obtain quotations for preparing and topping up paths leading to the Millennium Green and possibly remove the bars / kissing gates to improve access.

ACTION: All Councillors to look at the access points to the Millennium Green with a view to improve access. Clerk to obtain quotations for footpath improvement work.

Stuart Davenports arrived at 9:05pm.

113/2016-17 News from VWHDC Councillor (Stuart Davenport).

(a) **Devolution / Unity.** Stuart Davenport reported that an impasse has been reached and there will probably not be any devolution / unity between OCC and VWHDC.

(b) **Hall Close Appeal Hearing.** Stuart Davenport apologised for missing this hearing due to an emergency. It was **agreed** that Richard Williams should write on behalf of the Parish Council to Ed Vaizey (MP).

ACTION: Richard Williams to write on behalf of the Parish Council to Ed Vaizey.

Stuart Davenports left at 9:38pm.

114/2016-17 Leisure & General Purposes Working Group (Patricia Athawes).

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

(b) **Allotment / Burial Ground Hedge.** It was **noted** that this hedge needs its annual trim.

ACTION: Clerk to ask Steve Sadler (Village Caretaker) to trim hedge.

(c) **Victoria Cross Paving Stone Installation / Ceremony** (22nd January 2017). It was **noted** that invites need to be sent and a lot of organising needs to be done. It was **agreed** to set up a working group.

ACTION: Richard Williams, Matthew Lowy, Tamsin Meredith and Laura Billington to organise event.

(d) **Burial Ground Regulations.** It was **resolved** to adopt the Clerk's suggested amendments.

Proposed: Matthew Lowy

Seconded: Patricia Athawes

Resolved: Unanimous

(e) **Dog Waste Bin for the Parish Council Burial Ground.** The Clerk received an email on 22nd August 2016 from Alison Bone (Church Warden) requesting a dog waste bin be located in the Burial Ground, on the right after the gate from the churchyard as a lot of people walk their dogs through the churchyard and the burial ground, and bags of dog waste are being dumped on the ground in the churchyard. It was **noted** that VWHDC will no longer supply/empty new dog bins. They ask that dog waste be put in litter bins, and Biffa will then remove this waste. However, VWHDC will also no longer provide litter bins on private land – such as the burial ground/church yard. The Parish Council can request that VWHDC provide a litter bin on the public footpath, but it is thought that they may even refuse this because that is an OCC responsibility.

115/2016-17 Planning Committee Business (Richard Williams).

Ref	Address	Details	PC	VWHDC
P15/V2828 /FUL	Close End House 19 East Way Drayton OX14 4JZ	Development of 8 dwellings and new access road. Amendment 1	Objection	Pending
P16/V0299 /FUL	37 Lockway Drayton Oxfordshire OX14 4LF	Proposed new single 3 bed detached dwelling on land adjacent to no.37 Lockway	Objection	Pending
P16/V0675 /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/V1002 /FUL	39 Sutton Wick Lane Drayton OX14 4HH	Demolition of garage. Erection of detached 3 bed dwelling house.	None	Pending
P16/V0299 /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/V1439 /FUL	Land to rear of The Stables Drayton Mill Milton Road OX14 4FD	The erection of a three bed dwelling to the rear of The Stables.	None	Pending
P16/V1490 /FUL	Land adjacent to the rear of 9 Corneville Road Drayton Oxon OX14 4HN	1 new 1 1/2 storey 3-bedroom dwelling	Objection	Pending

P16/V1002 /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, P103A, P104A and P105A)	Comment	Pending
P16/V1669 /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.	None	Planning Perm on 19 th Aug
P16/V1824 /FUL P16/V1825 /LB	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	NA	Withdrawn
P16/V1904 /FUL	5 Ashby Court Marcham Road Drayton ABINGDON OX14 4FF	Construction of a pair of semi-detached two storey houses with all ancillary parking and fencing	None	Pending
P16/V2045 /LB	Gothic House 15 The Green Drayton ABINGDON OX14 4JJ	Rectification works to regularise previous unauthorised works at the property.	Pending 14 th Sep	Pending

(a) P16/V1705/FUL. Land at Manor Farm Drayton Oxon. Demolition of existing agricultural buildings and a new residential development of 58 dwellings, together with a new vehicular access onto Abingdon Road, new pedestrian and cycle accesses onto Abingdon Road, Henleys Lane and Gravel Lane and public open space including a new village green and associated landscaping. Deadline 21st September 2016.

(i) Public Planning Meeting. It was **agreed** to hold a public planning meeting on 14th September 2016.
ACTION: Clerk to write agenda and book venue.

(ii) Site Access. It was **agreed** that a junction opposite Hilliat Fields with a 'table top' junction may be more desirable than the proposed staggered junction.

ACTION: Clerk to discuss site access with OCC.

(iii) Deadline 21st September 2016. It was **agreed** that the Clerk should request an extension.

ACTION: Clerk to request an extension.

116/2016-17 Correspondence.

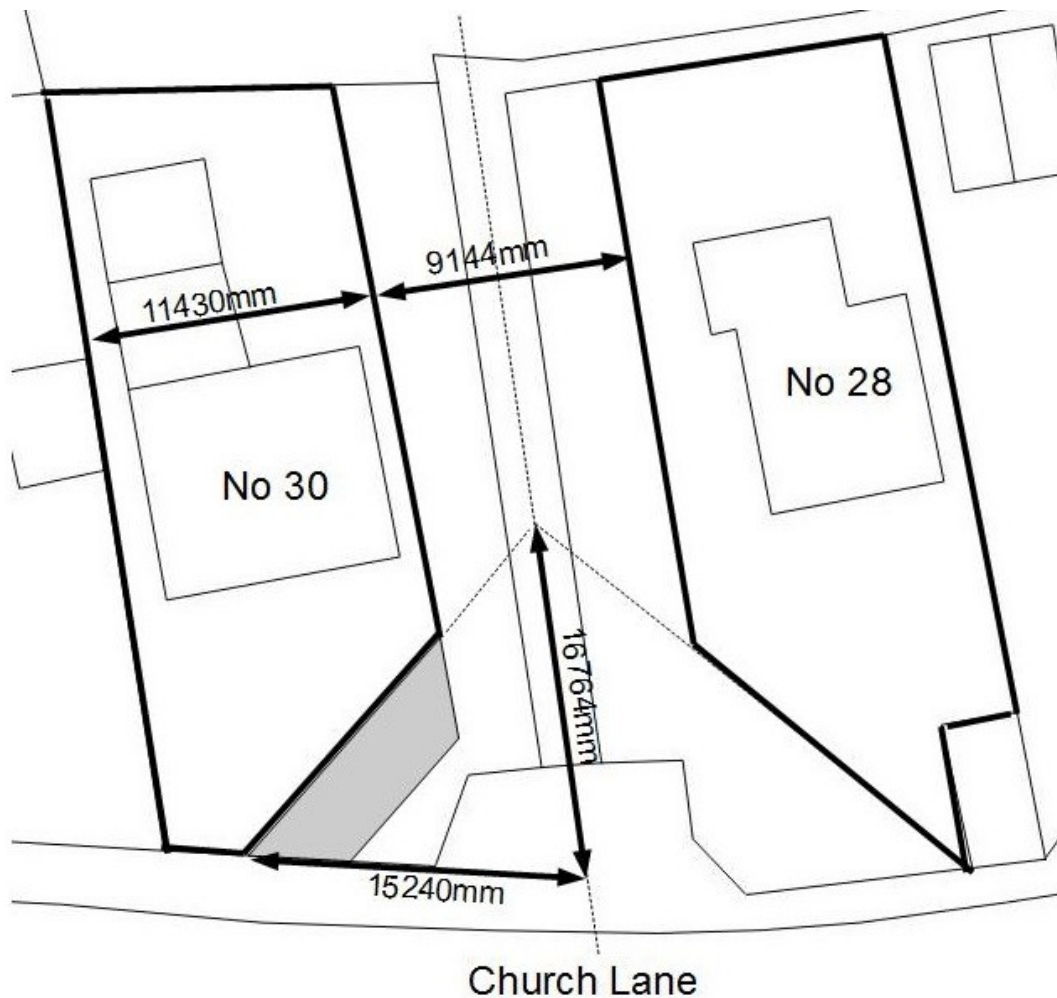
VWHDC Community Awards Lunch (26th November 2016). Cllr Badcock (VWHDC, Chairman) is asking for nominations for this year's awards. Deadline 30th September 2016.

ACTION: All Councillors to suggest nominations.

117/2015-16 Reserved Business. There were no press or public present.

Graham Webb left at 10:00pm and did not partake in the following discussion or vote.

Application for Land Purchase of Allotment Land Neighbouring a Residential Property. On 14th August 2016 the Planning Committee conducted a site visit. It was **resolved** to offer the Drayton house-owner who currently holds a licence to rent a piece of land from Drayton Parish Council some land for purchase (shown on the drawing below in grey) subject to surveying and valuation at the house-owner expense. Land registry fees would also be at the house-owners expense. This would be sufficient to allow him to create parking access to his front garden. The Parish Council is not permitting him to have any of the strip at the side of his house (No 30) which might compromise access to the land behind at some future date. It was also agreed to make a symmetrical offer to the neighbour at No 28.



Church Lane
Not to scale. For illustrative purposes only.

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimous

ACTION: Clerk to contact the home owner of No 28 Church Lane.

118/2015-16 Items to be noted from Parish Councillors.

(a) Community Litter Pick. Colin Arnold suggested another community litter pick.

ACTION: Deputy Clerk to find out when DAMASCUS is holding there next litter pick.

(b) OCC Grass Cutting. Matthew Lowy requested that this be on next month's agenda.

ACTION: Deputy Clerk to add 'OCC Grass Cutting' to next month's agenda.

119/2015-16 The Date of the next Parish Council Meetings.

3rd October 2016, 7:30pm, Caudwell Day Centre.

The meeting concluded at 10:33pm.

Signed:

Date: 3rd October 2016

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