



# Drayton Parish Council

[www.DraytonPC.org](http://www.DraytonPC.org)

## Minutes

held on Monday 8<sup>th</sup> May 2017 at 7:30pm  
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



**Present:** Richard Williams (Chairman), Richard Wade (Vice Chairman), Graham Webb, Patricia Athawes, Colin Arnold, Tamsin Meredith, Matthew Lowy, Pervin Shahin, Laura Billington.

**Not Present:** Colin West.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 8:40pm and left at 9:25pm), Richard Webber (OCC) (arrived at 7:35pm and left at 8:04pm).

**Public:** None.

**17/2017 Election of Chairperson.** Richard Williams indicated he was willing to continue as Chairman for a further year. It was **resolved** to re-elected Richard Williams as Chairman.

**Proposed:** Graham Webb

**Seconded:** Patricia Athawes

**Resolved:** Unanimous

**18/2017 Election of Vice Chairperson.** Richard Wade indicated he was willing to continue as Vice Chairman for a further year. It was **resolved** to re-elected Richard Wade as Vice Chairman.

**Proposed:** Colin Arnold

**Seconded:** Matthew Lowy

**Resolved:** Unanimous

**19/2017 Apologies for Absence.** Colin West.

**20/2017 Variations of Business.** It was **agreed** to defer news from OCC and VWHDC councillors until there arrival.

**21/2017 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**22/2017 Public Participation.** There were no members of the public present.

**Richard Webber arrived at 7:35pm.**

**23/2017 Appointment of Committees/Representatives.**

**(a) Finance & Personnel Committee.** It was **resolved** to elected Patricia Athawes as Chairperson and Richard Wade as Vice Chairman.

**Proposed:** Richard Wade

**Seconded:** Tamsin Meredith

**Resolved:** Unanimous

**(b) Planning Committee.** It was **resolved** to elected Richard Wade as Chairman and Richard Williams as Vice Chairman.

**Proposed:** Matthew Lowy

**Seconded:** Patricia Athawes

**Resolved:** 5 for and 3 against

**(c) Leisure & General Purposes Working Group.** It was **agreed** to appoint Laura Billington as Chairperson and Patricia Athawes as Vice Chairperson.

**(d) Rights of Way & Conservation Working Group.** It was **agreed** to add Richard Wade and Christine West.

**(e) Neighbourhood Action Group (NAG) Representative.** It was **agreed** to appoint Richard Williams.

**(f) Footpath Warden Representative.** It was **agreed** to appoint Christine West.

[Clerks note: Stan Hignell is no longer an Allotment Warden].

## **Committees**

**Finance & Personnel:** Patricia Athawes (Chairperson), Richard Wade (Vice Chairman), Richard Williams, Graham Webb, Colin West, Tamsin Meredith.

**Planning:** Richard Wade (Chairman), Richard Williams (Vice Chairman) Patricia Athawes, Colin Arnold, Matthew Lowy.

**Drayton2020 Implementation:** Tom Shebbeare (Chairman), Andrew Bax (Vice Chairman), Robert Drury-Dryden, Richard Williams, Richard Wade, Patricia Athawes, Janet Manning (non-voting member), Colin Arnold (non-voting member), Nigel Porter (Director (Technical)).

## **Working Groups**

**Leisure & General Purposes:** Laura Billington (Chairperson), Patricia Athawes (Vice Chairperson) Richard Williams, Tamsin Meredith.

**Rights of Way & Conservation:** Graham Webb (Chairman), Richard Williams, Matthew Lowy, Richard Wade, Christine West.

## **Representatives**

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

**24/2017 Standing Orders, Financial Regulations and Terms of Reference for Committees and Working Groups.** It was **resolved** to re-adopt the Standing Orders, Financial Regulations and Terms of Reference without any changes

**Proposed:** Richard Wade

**Seconded:** Colin Arnold

**Resolved:** Unanimous

**25/2017 News from OCC Councillor** (Richard Webber).

**(a) OCC Election.** Stuart Davenport has congratulated Richard Webber for winning the election.

**Clerks note:** Sutton Courtenay & Marcham results:

<b>Election Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>%</b>	
Richard John Webber	Liberal Democrats	1345	45%	Elected
Stuart Philip Davenport	Conservative	1311	44%	Not elected
Coral Ann Avril Plumb	Labour	239	8%	Not elected
Craig Simmons	Green	96	3%	Not elected

**(b) Illegal For Sale Signs.** Purple Brick and Chancellors have illegally erected 'For Sale' signs on OCC highway land along the High Street. Richard Webber will be dealing with this matter on behalf of OCC.

**Richard Webber left at 8:04pm.**

**26/2017 Minutes.** The minutes of the previous Parish Council Meeting were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

**Proposed:** Richard Wade

**Seconded:** Patricia Athawes

**Resolved:** Unanimous

**27/2017 Action Checklist from the Previous Meeting.** The action checklist was **noted** and the points below were provided as additional information:

**(a) Village Hall Car Park Bins.** The Clerk has ordered an extra litter bin.

**(b) Lockway Playground.** The Clerk has obtained a quotation to move the sarsen stone and install the

table.

**ACTION:** Tamsin Meredith and Laura Billington to confirm they want the table where the sarsen stone is or have the table outside the fence.

**(c) Footpath/Cycle Path Improvements.** On 26<sup>th</sup> April 2017, the Clerk, Deputy Clerk and Graham Webb met with Arthur McEwan-James (Field Officer (South West), Countryside Access Team, OCC) and looked at FP14 and BW29. It was **noted** that the current barriers are too restrictive and no longer comply to OCC standards. Arthur McEwan-James also advised on what work is needed to improve the surfaces. The quotations have been looked at with Keith Clough (Vice Chairman, Millennium Green). The Clerk received an email on 8<sup>th</sup> May 2017 from Daniel Palmer (Section 106 monitoring officer, VWHDC) with a letter attached stating:

Thank you for your recent application for the release of s106 funds. We presently hold a financial contribution that forms part of a s106 agreement entered into by Vale of White Horse District Council, Oxfordshire County Council, Miller Homes Limited and Caudwell and Sons Limited on 6 November 2015, to be applied towards improvements to cycle path provision within the parish of Drayton. The contribution held is £24,849.85. I note that you have identified funding to deliver the first phase of the project to restore and create footpaths and cycle ways in Drayton and are now looking to access £15,000 of the s106 fund as part of this.

It was **resolved** to draw down S106 monies (£15,000.00) to release funds and place order for footpath work.

**Proposed:** Richard Wade                      **Seconded:** Patricia Athawes                      **Resolved:** Unanimous

**(d) Village Caretaker's Report.** It was **noted** that Steven Sadler (Village Caretaker) only did 2.5 hours last month and is contracted to do an average of 30 hours pcm.

**(e) Barrow Road/Walnut Meadow.** A letter has been sent from Richard Hornsby (Partner, For and on behalf of Irwin Mitchell LLP) to Miller Homes regarding two major issues: 1. Adoption of the estate access roads by OCC. 2. Provision by your client to mine of scaled .dwg plans showing the layout of the levelled land. A reply has now been received from Miller Homes solicitors giving some reassurance on these matters and a meeting with Miller Homes and PC representatives is scheduled for 1<sup>st</sup> June to seek further clarification.

**(f) FP20 Arrows** have been fitted.

**(g) Lyford Close BMX Track.** It is clear from the questionnaire responses that local residents do not want housing on this site.

**ACTION:** Clerk to respond to Leigh Goodwin and tell him that the land will not be available for self build.

**28/2017 Finance & Personnel Committee** (Richard Wade).

Payments. Drayton Parish Council operates under the General Power of Competence adopted in December 2016	Invoice Amount	Including VAT
Zurich Municipal – Insurance Premium 2017-18	£798.65	Nil
Steve Sadler – Village Caretaker's monthly invoice	*£31.25	Nil
Landscape Group – April grass cutting	£500.00	Nil
Clerk's Salary PC: £359.17(40 hrs per month); D2020 £179.59 (20 hrs o/t).	*£538.76	Nil
Deputy Clerk's Salary (40 hrs per month).	*£316.83	Nil
HMRC – Tax and NI PC: £168.73 D2020: £44.87	*£213.60	Nil
Deputy Clerk's Pension (employee 5.5 % £22.99 ; Employer 21.7% £90.88	*£113.87	Nil
Clerk's Expenses	*£91.85	£6.92
Deputy Clerk's Expenses	*£49.15	Nil
Microshade Quarterly Hosting Fee	*£166.50	£27.75
SWA Architects – Sports Pavilion Planning Perm resubmission (D2020 Projects)	*£2,190.00	£365.00
Good Directions Ltd – Litter Bin for Lockway Playground	*£642.00	£107.00
Arrow Accounting – 2016-17 Internal Audit fee	£251.96	Nil
S19 Grant Drayton Football Club – Grass Cutting for March 2017 (1 cut)	£70.00	Nil
<b>Total payments this month</b>	<b>£5,974.42</b>	<b>£506.67</b>
<b>Receipts:</b>		
VWHDC 1 <sup>st</sup> half Precept 2017-18		£40,000.00
VWHDC CTRS grant 2017-18		£474.00
Burial and Memorial Fees		£455.00

Allotment Rents	£525.50
<b>Total Receipts last month</b>	<b>£41,454.50</b>

**(a) Bank Reconciliation.** Current account £53,148.37, Deposit Account £19,940.49, Projects Account £16,397.24, Undrawn cheques £12.00, Payments not yet credited None **Total = £73,076.86 PC account. £16,397.24 projects account (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 Richard Wade.

**(c) Annual Return.**

It was **resolved** to receive and accept the Internal Auditor's report. There were no recommendations for action.

**Proposed:** Colin Arnold                      **Seconded:** Matthew Lowy                      **Resolved:** Unanimous

It was **resolved** to sign Section 1 of the Annual Return (Governance Return)

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

**Stuart Davenport arrived at 8:40pm.**

**29/2017 News from VWHDC Councillor (Stuart Davenport).**

**(a) OCC Election.** Stuart Davenport congratulated Richard Webber on winning the OCC election.

**(b) Barrow Road/Walnut Meadow.** The VWHDC are not able to help the Parish Council with two of the major outstanding issues as these are matters between the Parish Council and Miller Homes. They can only assist with planning enforcement issues, It was **noted** that drainage remains the main enforcement problem, but that others such as the boundary fence and hedge (landscaping) are still outstanding.

**30/2017 Drayton2020 Implementation Committee (Richard Williams).**

**(a) Planning Application for Sports Pavilion.** Three quotations have been received for the multi use games area. The VWHDC Planning Application decision will be made in May.

**(b) Manor Farm update.** It was **noted** that the Parish Council needs to decide whether to have the green flat or undulating before ground work begins, and its uses and facilities. A public consultation (e.g a questionnaire) will be undertaken and a working group has been formed to do this.

**(c) South of High Street update.** It was **noted** that ground work has begun.

**31/2017 Rights of Way & Conservation Working Group (Graham Webb).**

**Footpath/Cyclepath improvements.** This had been discussed under 27/2017 Action Checklist from the Previous Meeting. (c).

**Stuart Davenport left at 9:25pm.**

**32/2017 Leisure & General Purposes Working Group (Patricia Athawes).**

**(a) Village Caretaker's Report** was received and **noted**. Matter had been discussed under 27/2017 Action Checklist from the Previous Meeting. (d).

**(b) Tree, Sutton Wick Farmhouse.** The Clerk received a request from Ross Law (Householder of Sutton Wick Farmhouse) asking to cut back the ash tree which is overhanging his property. The land on which the tree stands is thought to be public land, which is not registered. Jenks have quoted £315.00 plus vat for the work and Ross Law has offered to pay half. It was **agreed** to place order for the work.

**ACTION:** Clerk to ask Jenks to cut tree that is overhanging Sutton Wick Farmhouse.

**33/2017 Planning Committee Business (Richard Williams).**

**P16/V1705/FUL.**

**PC:** Objection. **VWHDC:** See Amendment: No. 1 - dated 3rd January 2017.

**16/V1705/FUL Amendment: No. 1 - dated 3rd January 2017.**

**PC:** Response: The number of houses at 57 still exceeded the 'around 50' in the Drayton NDP, that the Conservation Area was still overdeveloped with too little public space and too much built-up area and that public access to the site at the Henleys Lane corner, opposite the shop, is still a safety requirement. Other observations (e.g. drainage) should also still be made. **VWHDC:** See Amendment : No. 2 - dated 8th

February 2017.

**P16/V1705/FUL Amendment : No. 2 - dated 8th February 2017.** Demolition of existing agricultural buildings and a new residential development of 57 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. (As per amended plans and documents received 23 December 2016 and 8 February 2017). Land at Manor Farm Drayton Oxon.  
**PC:** Objection: 1. Impact on the Drayton Conservation Area. 2. Even reduced from 58 to 57 the number of houses is too many. 3. Inappropriate and dangerous design of the access road into the new development.  
**VWHDC:** Pending.

**P17/V0284/LB.** Removal of asbestos lining to attic rooms, recovering of all roof slopes with new and salvaged sound clay tiles, overhauling and replacement of upvc guttering with heritage range Cast Aluminium, repointing chimneys in lime mortar, opening up fireplace in kitchen with balanced flue. Insertion new timber window to rear elevation with secondary glazing. The Old Pound 3 High Street Drayton ABINGDON OX14 4JL.

**PC:** Support. **VWHDC:** Listed Building Consent on 6<sup>th</sup> April 2017.

**P17/V0305/HH.** Proposed new bedroom over garage and single storey rear extension. 27 Binning Close Drayton ABINGDON OX14 4LN.

**PC:** Support. **VWHDC:** Planning Permission on 3<sup>rd</sup> April 2017.

**P17/V0340/HH.**

**PC:** Response: The address is wrong. Location is 12 Steventon Road. **VWHDC:** See Amendment : No. 1 - dated 7th March 2017

**P17/V0281/RM.**

**PC:** None. **VWHDC:** See Amendment : No. 1 - dated 22<sup>nd</sup> March 2017.

**P17/V0295/HH.** Change of use of stables to home office, fitness room and guest bedroom. Little Smiths Farm Milton Road Drayton ABINGDON OX14 4EZ.

**PC:** Support. **VWHDC:** Planning Permission on 10<sup>th</sup> April 2017.

**P17/V0458/HH.** Proposed ground floor rear extensions. Proposed loft conversion and extension. 47 Steventon Road Drayton ABINGDON OX14 4LA.

**PC:** Support. **VWHDC:** Planning Permission on 13<sup>th</sup> April 2017.

**P17/V0340/HH Amendment : No. 1 - dated 7th March 2017.** Single storey extension. 12 Steventon Road Drayton Abingdon Oxfordshire OX14 4LL.

**PC:** Support: Plans were not very clear. **VWHDC:** Planning Permission on 6<sup>th</sup> April 2017.

**P17/V0292/LB.** Mending of roof on main part of house, replacement of battens, refixing of existing Welsh slates to front of house, replacement of broken slates with matching grade A Spanish slates to back of house and left side insulation added to far left and far right of main roof space (none there) – earthwool Repointing and regrouting of 3 chimney stacks. Code 4 lead for surrounding flashing. Gothic House, 15 The Green Drayton Abingdon Oxfordshire OX14 4JJ.

**PC:** Support. **VWHDC:** Listed Building Consent on 24<sup>th</sup> April 2017.

**P17/V0555/FUL.** Proposed replacement of two existing residential mobile homes with 2 dwelling houses. 5 & 6 Mill Lane Sutton Courtenay ABINGDON OX14 4BE.

**PC:** Objection: Drayton objects to this development on the following grounds: we have concerns that at nearby Drayton Mill, ad hoc development has led over time to a substantial but largely unplanned community outside the main villages of both Drayton and Sutton Courtenay, in a location which is almost wholly car-dependent and remote from most shops and services. On the proposed Mill Lane site, the replacement of temporary dwellings by permanent ones could conceivably be the start of a similar mini-estate in open countryside. This is not to be encouraged, and if the development is allowed, then at the very least, the situation should be carefully monitored with a view to limiting further expansion. **VWHDC:** Pending.

**P17/V0281/RM Amendment : No. 1 - dated 22nd March 2017.** Layout, scale and appearance (including construction materials) of the sports pavilion development, its associated landscaping and means of access within the site. As amended by plans received 22 March 2017. Land west of Abingdon Road Drayton.

**PC:** No comment. **VWHDC:** Pending.

**P17/V0747/HH.** Demolish existing conservatory and erect two storey extension to the side of the property with internal alterations with new entrance door covered roof. 57 Hilliat Fields Drayton

Abingdon Oxfordshire OX14 4JF.

**PC:** Support. **VWHDC:** Pending.

**P17/V0458/HH Amendment : No. 1 - dated 2nd March 2017.** Proposed ground floor rear extensions. Proposed loft conversion and extension. 47 Steventon Road Drayton ABINGDON OX14 4LA.

**PC:** Support. **VWHDC:** Planning Permission on 13<sup>th</sup> April 2017

**P17/V0941/HH.** Proposed garden play room. The Granary The Green Drayton Abingdon OX14 4JA.

**PC:** Respond: This property is in the Conservation Area of Drayton. The Parish Council has no objection to the proposals, provided they are approved by the Conservation Officer, and provided appropriate materials are used. **VWHDC:** Pending.

**P17/V1117/HH.** Proposed removal of pitched roof to existing rear extension to facilitate erection of first floor rear extension. 15 Fisher Close Drayton ABINGDON OX14 4LT.

**PC:** Support. **VWHDC:** Pending.

**P17/V1134/HH.** Dropped kerb to 87 Steventon Road. Change part of front garden to parking so that car is not on the highway. 87 Steventon Road Drayton ABINGDON OX14 4LA.

**PC:** Support. **VWHDC:** Pending.

#### **Under appeal by the Secretary of State.**

**P16/V2939/FUL Amendment : No. 1 - dated 18th January 2017.** Land to the rear of The Stables Drayton Mill Drayton Oxfordshire. The erection of an infill dwelling to the rear of The Stables, Drayton Mill. (As amended by new application form and letter from agent received 18 January 2017 correcting ownership certificate). P16/V2939/FUL. APP/V3120/W/17/3169851.

**PC:** Response: The Parish Council feels that the Drayton Mill site may be becoming over developed in a rural context. **VWHDC:** Refusal of Planning Permission on 15th February 2017.

**34/2017 Drayton History Society Materials.** Teresa Taylor has passed all this material to the Clerk.

**35/2017 Correspondence.** None.

#### **36/2017 Items to be noted from Parish Councillors.**

**(a) Bulk Buying Scheme that could cut Gas and Electricity Bills.**

**ACTION:** Matthew Lowy to research the scheme. Deputy Clerk to add item to next months agenda.

**(b) Speed Gun.** Colin Arnold requested that we revisit the procurement of a speed gun.

**ACTION:** Deputy Clerk to re-circulate information and add to next months agenda.

**The Clerk and Deputy Clerk left the room.**

**37/2017 Reserve Business - Job Evaluation Report.** The recommendations from the Finance & Personnel Committee were received and it was **resolved** to accept Bethan Osborne (Human Resources & Employment Law Consultant) recommendation for the Deputy Clerk to move to Scale Point 21 and for Clerk to move to Scale Point 34 wef 1<sup>st</sup> April 2017.

**Proposed:** Laura Billington

**Seconded:** Tamsin Meredith

**Resolved:** Unanimous

**The Deputy Clerk rejoined the meeting.**

#### **38/2017 The Date of the next Meetings.**

**(a) Planning Committee.** 5<sup>th</sup> June 2017. 7:00pm. Caudwell Day Centre.

**(b) Parish Council.** 5<sup>th</sup> June 2017. 7:30pm. Caudwell Day Centre.

**(c) Finance and Personnel Committee.** 15<sup>th</sup> May 2017. 7:00pm. Village Hall, Small Hall.

**The Chairman declared the meeting closed at 9:51pm.**

**Signed:**

**Date:** 5<sup>th</sup> June 2017.

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