



# Drayton Parish Council

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## Minutes

held on Monday 4<sup>th</sup> September 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, Matthew Lowy, Colin West, Pervin Shahin (arrived at 7:50pm).

**Not Present:** Tamsin Meredith, Laura Billington.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Richard Webber (OCC) (arrived at 8:15pm and left at 8:46pm), Stuart Davenport (VWHDC) (left at 8:05pm).

**Public:** Christopher Roberts and one other Parishioner.

**The meeting started at 7:40pm due to late finish of the preceding Planning Committee Meeting.**

**93/2017 Apologies for Absence.** Tamsin Meredith [Clerk's note: Laura Billington gave apologies by email just prior to the meeting start].

**94/2017 Variations of Business.** None.

**95/2017 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**96/2017 News from OCC Councillor.** Richard Webber arrived later in the meeting, see item 102/2017.

**97/2017 News from VWHDC Councillor** (Stuart Davenport).

**(a) P17/V1891/FUL.** Demolition of 19 East Way and development of three new dwellings. Close End House 19 East Way Drayton ABINGDON OX14 4JZ. Stuart Davenport has called in this planning application so it will be discussed by the VWHDC planning committee. The same agent has been granted planning permission (see P15/V2828/FUL) to build 8 houses on the adjoining plot of land. 11 new houses would be subject to S106 payment. Access to the site is an issue. The Parish Council is **objecting** on these grounds CIL is about to come into effect so if s106 payments are avoided the Parish may receive a small CIL payment for the extra three houses **if** they are given planning permission **and if** CIL is by then in force

**(b) Story Fest & Family Fun Day.** On 16<sup>th</sup> September 2017 at Milton Manor. Stuart Davenport encouraged Drayton villagers to attend this event in our neighbouring village

**(c) Illegally erected For Sale Signs.** It was **noted** that the VWHDC will not carry out any planning enforcement to stop such signs being erected

**Stuart Davenport (VWHDC) left at 8:10pm.**

**98/2017 Public Participation.** None.

**99/2017 Minutes.** It was **resolved** to make the following changes to last month's minutes:

**85/2017 Drayton2020 Implementation Committee.**

**(b) Sports Pavilion.** Colin West presented and distributed his document 'Summary Of The Reality Check On The Drayton 2020 Pavilion Project' (Barrow Road Sports Facility Business Case Outline V11.docx) which suggested that the Business Case should include a 'must/need/want' analysis. It was confirmed that this tabled paper had the support of Richard Wade and Colin Arnold in its authorship.

**ACTION:** Clerk to mount Colin West's tabled paper on the website

**Proposed:** Colin West

**Seconded:** Richard Wade

**Resolved:** Unanimous

The minutes of the previous Parish Council Meeting were **confirmed** with the above amendments. Richard Williams (Chairman) will sign the amended minutes at the next meeting.

**Proposed:** Matthew Lowy

**Seconded:** Colin Arnold

**Resolved:** Unanimous

**ACTION:** Deputy Clerk to amend and re-circulate August's minutes.

**100/2017 Action Checklist from the Previous Meeting.** The action checklist was **noted** and the point below is provided as additional information:

**(a) Speeding Vehicles.** Colin Arnold reported on the 'Community Speed Check' held 22<sup>nd</sup> August 2017. It was **noted** that one car was recorded travelling at 50mph through the Village.

**(b) Updated Welcome Pack/shops Promotion & Chronicle Involvement.** Colin Arnold reported on the meeting to discuss the Chronicle's revamp. A Village information insert was thought to be a good idea.

**Richard Webber arrived at 8:15pm.**

**101/2017 Finance & Personnel Committee** (Patricia Athawes).

Payments. Drayton Parish Council operates under the General Power of Competence adopted in December 2016	Invoice Amount	Including VAT
Landscape Group – Grass Cutting	*£500.00	Nil
Clerk's Salary PC: £504.30 (40 hrs per month); D2020 £252.15 (20 hrs o/t).	*£756.45	Nil
Deputy Clerk's Salary (40 hrs per month).	*£342.81	Nil
HMRC – Tax and NI PC: £297.56 D2020: £93.08	*£390.64	Nil
Deputy Clerk's Pension (employee 5.5 % £24.95 ; Employer 21.7% £98.42	*£123.37	Nil
Clerk's Expenses	*£37.95	Nil
Rialtas Business Solutions Ltd – Alpha software maintenance	*£139.20	£23.20
OALC – Local Councils and Charities Training Course	*£42.00	£7.00
SLCC – Annual Membership	*£139.00	Nil
Drayton Football Club – s19 grant for grass cutting (3x £70)	£210.00	Nil
Drayton Millennium Green Trust – s19 Grass Cutting grant	£2,400.00	Nil
<b>Total payments this month</b>	<b>£5081.42</b>	<b>£30.20</b>
<b>Receipts:</b>		
Burial and Memorial Fees		£1,113.50
Allotments		£117.80
<b>Total Receipts last month</b>		<b>£1,231.30</b>

**(a) Bank Reconciliation.** Current account £38,640.07, Deposit Account £19,940.49, Projects Account £29,574.74, Undrawn cheques £2,065.00, Payments not yet credited £572.50. **Total = £57,088.06 PC account (excluding payments above).**

**(b) Grant Applications.** It was **resolved** to approve the following grant applications:

\* Drayton Football Club. S19 grant for grass cutting (3x £70). £210.00.

\* Drayton Millennium Green Trust. S19 Grass Cutting grant. £2,400.00.

**(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

**(d) Drayton Pre School.** It was **Resolved** to progress the Pre-School rebuild project by The Parish Council commissioning Beacon Projects Services Ltd/Philip Jewson Drayton to undertake the Pre-School's new building QS work based on the designs which the architect is submitting for planning permission at a cost to the Council of. £600.00 (including VAT)

**Proposed:** Richard Williams

**Seconded:** Graham Webb

**Resolved:** Unanimous

**102/2017 News from OCC Councillor** (Richard Webber).

**Illegally erected For Sale Signs.** Richard Webber asked the Parish Council to take over from him the removal of estate agent's For Sale Signs from OCC land on behalf of OCC.. It was **resolved** to accept this request to remove the signs on behalf of OCC fro OCC land, where it as absolutely clear that this was such highways land and it was safe to do so. [Clerk's note: OCC's original agreement was rejected as it was not a workable protocol. We have £10,000,000.00 public liability and employer's liability insurance in place. We will inform our insurance company of what we are doing and comply with their requirements by undertaking any generic risk assessment and training/equipping staff accordingly. The Parish staff will only start the sign removal once our insurers have approved this work is insured by them].

**Proposed:** Richard Williams

**Seconded:** Colin Arnold

**Resolved:** Unanimous

**ACTION:** Deputy Clerk to write a risk assessment, and (subject to approval by the Council's insurers) lay down in situ any illegal For Sale Signs on OCC or Parish Council land and email the estate agent to collect signs. Any sign that is not collected within the specified legal period will be disposed of.

**Richard Webber left at 8:46pm.**

**203/2017 Drayton2020 Implementation Committee** (Richard Williams)

**(a) Walnut Meadow Sports Facilities Business Case.**

Motion on the Agenda reads: To receive the Walnut Meadow Sports Facility Business Case referred by the D2020 NDP Implementation Committee, and to accept this as the basis of the Council's application for the PWLB loan and any grant applications for the sports facilities, subject to checking of the accuracy of the financial information by the Council's Finance Committee at its next meeting.

Proposed: Richard Williams      Seconded: Pat Athawes

Richard Williams noted that there were two competing motions on the Agenda concerning the Walnut Meadow Sports Facilities Business Case – his own, the business case prepared by the Council's D2020 NDP Implementation Committee- and a second proposing an alternative approach. By way of compromise Richard Williams suggested that he was willing to withdraw his Motion and have the financials of this plan and its alternatives examined by the Finance Committee at its next meeting, and for the Committee to report back to the October PC meeting when the Business Case could be examined in full, both text and financials. Richard Williams accordingly **withdrew** his Motion. A lengthy discussion then took place concerning elements of the second Motion proposed by Colin West. By way of compromise it was **agreed** that a 'Must, Needs, Wants' analysis would be carried out at the public consultation event planned for Sunday October 15<sup>th</sup>, and that at this event there would also be an opportunity for the public to engage in suggesting alternative internal layouts for the 'dry' side of the pavilion. It was also **agreed** that it was not necessary to pursue any external redesign of the Pavilion, which would involve extra expense and delay, or to engage the architects in any further work or re-application for planning permission. Colin West was asked if he would withdraw his Motion, but declined to do so. A seconder was asked for and Richard Wade seconded Colin West's Motion. The Chairman proposed that Colin West's Motion be altered to reflect the conclusions of the previous discussion and the following Resolution was put to the meeting:

It was **Resolved** to arrange a 'must, needs, want' (MNW) analysis for the proposed pavilion building - to include at the very least the items included in the reality check document's example.

It was also **resolved** to hold a special Finance Committee meeting on 29<sup>th</sup> September 2017 at 6:00pm and to create alternative internal layout designs of the 'dry side' of the sports pavilion (keeping the same building footprint) at the public consultation on 15<sup>th</sup> October 2017.

**Proposed:** Colin West

**Seconded:** Richard Wade

**Resolved:** Unanimous

**ACTION:** All Councillors to email the Clerk with comments on the 'SPORT FOR ALL Summary Business Plan 2018-2027 Walnut Meadow' (2017 09 01 Walnut Sports Facility Business Case V12.3.pdf) before the October PC meeting. Clerk to obtain a blank plan the 'dry side' of the sports pavilion from the architects

**(b) Review of the work of the D2020 NDP Implementation Committee.** The following resolution was withdrawn by Colin Arnold, its proposer:

To review the Terms of Reference for the D2020 NDP Implementation Committee, and the Committee's focus and effectiveness, with a view to re-directing the Committee's work if necessary.

**ACTION:** Richard Williams to send Colin Arnold the Terms of Reference for the Drayton2020 Neighbourhood Development Plan Implementation Committee.

**(c) Walnut Meadow Bus stop.** OCC feel they could not insist on a bus stop paid for by the developers, but if Drayton Parish Council will fund it, they will take a look at feasibility and cost. It was **agreed** that the Clerk should make further inquires with OCC. It was **noted** that the cycle path between Drayton and Abingdon along the B4017 has been compromised further by the installation of a bus shelter across the cycle path.

**ACTION:** Clerk to make further inquires with OCC regarding a new Walnut Meadow Bus stop. Clerk to convey the Parish Council's concerns and disappointment regarding the cycle path past Morland Gardens.

**204/2017 Rights of Way & Conservation Working Group** Graham Webb's verbal report was **noted**. The

work on refurbishing the footpaths around the Millennium Green will start in mid-September

**205/2017 Leisure & General Purposes Working Group** Laura Billington was unable to attend the meeting.

**(a) Letter of Complaint.** It was **noted** that the Clerk received a letter of complaint about the Parish's grass cutting, hedges overgrowing footpaths and the physical blockages for disabled access to the Millennium Green.

**ACTION:** It was **agreed** that the Clerk should respond in writing to the complainant with information in an email he had circulated to L&GP member Councillors  
Deputy Clerk to display a photo list the Councillors at the Caudwell Day Centre.

**(b) Village Caretaker Replacement.** The interview board recommended Chris Wilmott-Smith and it was **agreed** to appoint him as the new Village Caretaker.

**ACTION:** Clerk to appoint Chris Wilmott-Smith.

#### **206/2017 Planning Committee Business (Richard Wade).**

**P17/V1225/RM.** Erection of 21 dwellings together with replacement garage for 10 Halls Close. Land to Rear of 10 Halls Close Drayton ABINGDON OX14 4LU.

**PC:** Objection: For the following reasons: Layout, Drainage, Transport and travel/footpath issues, Landscaping, Inadequate and incomplete information in the application. **VWHDC:** See Amendment: No. 1 - dated 19<sup>th</sup> July 2017.

**P17/V1508/DIS.** Discharge of conditions 4 - construction traffic, 7 - highways, 9 - landscaping, 10 - materials, 12 - Biodiversity Enhancement Plan, 13 - ecology survey & mitigation scheme details, 14 - slab levels and 15 - refuse storage on application ref. P15/V2828/FUL Development of 8 dwellings and new access road. Land Adjacent to 19 East Way Drayton ABINGDON OX14 4JZ

**PC:** The Planning Committee discussed the applicant's submission for discharge of its planning conditions and expressed concern about two matters requiring clarification: a) The proposed layout and surfacing of East Way. b) The consultation/information relating to construction materials delivery. **VWHDC:** Pending.

**P17/V1536/HH.** Replacement of existing roof with new and formation of first floor loft conversion. 21 Sutton Wick Lane Drayton ABINGDON OX14 4HH.

**PC:** Response: The Parish Council notes that this planning application has a mansard type roof with dormer style windows at the front of the property, In our view, this would not be in keeping with other properties in this section of the lane. It is understood that it may have been a requirement of the original planning consent (when the property was first built) to have a pitched roof that matched the barns and other nearby older properties, with no obvious windows at first floor level. **VWHDC:** See Amendment : No. 1 - dated 15<sup>th</sup> August 2017

**P17/V1732/HH.** Single storey extension to front of dwelling. 39 Whitehorns Way Drayton Abingdon Oxon OX14 4LH.

**PC:** Response: The Parish Council notes that the proposed extension crosses the building line, has a wall directly adjacent to the neighbours front door that is half over the boundary line. **VWHDC:** Planning Permission on 16<sup>th</sup> August 2017.

**P17/V1782/HH.** Single storey extension to west side including a lounge extension and garage. Pitched roof to lounge. Pitched and flat roof to garage. 11 Corneville Road Drayton Abingdon Oxfordshire OX14 4HN.

**PC:** Response: Plans are poor and the text on the location plan is illegible. The new garage access could compromise the safety of pedestrians emerging from the public footpath that runs along the side of the property. **VWHDC:** Planning Permission on 16<sup>th</sup> August 2017.

**P17/V1798/HH.** Replacement of dormer window with new insulated dormer window. 97 Abingdon Road Drayton ABINGDON OX14 4HL.

**PC:** Response: It was **noted** that the dormer window has already been replaced making a mockery of the planning process. **VWHDC:** Pending.

**P17/V1225/RM Amendment: No. 1 - dated 19<sup>th</sup> July 2017.** Erection of 22 dwellings together with replacement garage for 10 Halls Close.(As amended by plans and information received 19 July 2017). Land to Rear of 10 Halls Close Drayton ABINGDON OX14 4LU.

**PC:** Response [Clerks note: PC changed its comment to Objection after the meeting]: Please see our previous comments that have been ignored by the developer Blue Cedar, that appear to have taken little notice of the comments made by ourselves and various residents on site layout. They have squeezed in an

extra house - 22 up from 21. No particular objection to that, but the opportunity to pull back the properties a tad from the northern boundary of the site (to allow a little more separation from existing residents) doesn't seem to have been considered. Drainage remains an issue, and OCC appear to think that the revised arrangements are inferior to the original scheme. The existing residents confirm that the site is known to have a high water table and there have been problems before with flooding, sewage backing up etc., so that getting this matter right could be crucial. **VWHDC:** Pending.

**Cornville Road to Barrow Road Drayton foot and cycle link.**

**PC:** Response: Drayton PC confirm that the Drayton NDP intended to establish a safe footpath/cycle path route across Barrow Road towards Corneville Road/Drayton School. It was not a requirement that pedestrians/cyclists should be segregated since the expectation is that the bikes/scooters will in the main be primary school children accompanied by adults. The signage therefore should be amended to indicate a shared rather than a segregated path, as OCC have suggested. **VWHDC:** ?

**P17/V1891/FUL.** Demolition of 19 East Way and development of three new dwellings. Close End House 19 East Way Drayton ABINGDON OX14 4JZ.

**PC:** Objection: (see September planning minutes for details). **VWHDC:** Pending.

**P17/V2099/FUL.** Variation of Condition 2 of P16/V1705/FUL to allow the substitution of plan 2904.P.215A with PL.03A to simplify and improve the parking arrangements for Plots 38-41 only. Demolition of existing agricultural buildings and a new residential development of 57 dwellings. Land at Manor Farm Drayton.

**PC:** Response: It would have been useful to have the old plan as well as the new plan. **VWHDC:** Pending.

**P17/V1536/HH Amendment : No. 1 - dated 15th August 2017.** Replacement of existing roof with new and formation of first floor loft conversion. (Amended by drawing numbers P3A and P2A, received 15 August 2017; proposed roof altered to dual pitch and eaves increased in height). 21 Sutton Wick Lane Drayton ABINGDON OX14 4HH.

**PC:** Objection: The Parish Council notes that this revised planning application has replaced the mansard type roof with dormer style windows at the front of the property with a single pitch roof and dormer window. In our view, this would still not be in keeping with other properties in this section of the lane, which do not have dormer window to the front aspect. It is understood that it may have been a requirement of the original planning consent (when the property was first built) to have a pitched roof that matched the barns and other nearby older properties, with no obvious windows at first floor level. **VWHDC:** Planning Permission on 7<sup>th</sup> September 2017.

**P17/V2201/HH.** Retrospective permission for the erection of a rear extension. The Stables, Drayton Mill Milton Road Drayton ABINGDON OX14 4EZ.

**PC:** Objection: Drayton Parish Council feels this site is being over developed in a rural context. [Drayton Neighbourhood Development Plan 2014-2031 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]. **VWHDC:** Withdrawn prior to determination on 18<sup>th</sup> August 2017.

Planning application that can be undertaken with the benefit of permitted development rights.

**P17/V1398/LDP.** Conversion of integral garage to habitable accommodation, installation of new side window on the north elevation, replace garage door with brick work and window. Internal alterations. Windrush Church Lane Drayton OX14 4JS.

**PC:** None. **VWHDC:** Certificate of Lawful Use or Development on 22<sup>nd</sup> August 2017.

Planning application that is not in Drayton.

**P17/V1154/LB.** Demolition of listed railway overbridge, and provision of replacement bridge. Steventon Overbridge High Street Steventon Abingdon OX13 6RS.

**PC:** Objection (see August planning minutes for details). **VWHDC:** See Amendment : No. 1 - dated 10<sup>th</sup> August 2017.

**P17/V1154/LB (Listed Building Consent) Amendment : No. 1 - dated 10th August 2017.** Demolition of listed railway overbridge, and provision of replacement bridge. As amended by plans received on 10 August 2017. Steventon Overbridge High Street Steventon Abingdon OX13 6RS.

**PC:** Objection (see September planning minutes for details). **VWHDC:** Pending.

**207/2017 Bulk Buying Scheme that could cut Gas and Electricity Bills** (Matthew Lowy). This item of business was deferred to the next meeting.

**208/2017 Speed Monitoring.** The had been discussed earlier in the meeting under 100/2017 Action Checklist from the Previous Meeting. (a) Speeding Vehicles.

**209/2017 Correspondence.**

**Chairman's Community Unsung Hero's Awards Lunch.** On 4<sup>th</sup> November 2017.

**ACTION:** All Councillors to think of nominations. Deadline is 15<sup>th</sup> September 2017.

**The Chairman declared the meeting closed at 10:30pm.**

Due to time restrictions the following items were not discussed or agreed: 'Items to be noted from Parish Councillors' and 'The Date of the next Meetings'.

**Signed:**

**Date:** 2<sup>nd</sup> October 2017

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