



# Drayton Parish Council

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## Minutes

held on Monday 2<sup>nd</sup> October 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, Pervin Shahin (arrived at 8:04pm), Tamsin Meredith.

**Not Present:** Colin West, Laura Billington.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Parish Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (left at 8:04pm).

**Public:** Tracy Jesson, Shane Mackalevey.

**210/2017 Apologies for Absence.** Colin West, Laura Billington.

**211/2017 Variations of Business.** None.

**212/2017 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**213/2017 News from OCC Councillor.** Richard Webber was not present but had submitted a written report by email on HGVs and other issues.

**214/2017 News from VWHDC Councillor** (Stuart Davenport).

**(a) Millennium Green Boundary Hedge.** It was **noted** that a section of the Millennium Green boundary hedge along Sutton Wick Lane has been removed by a neighbour without permission. The Millennium Green Trust has spoken with their solicitors and a temporary fence has been erected to stop children and dogs running into the road.

**(b) Local Plan Part 2 and the revised SHMA/government housing targets.** It was **noted** that the SHMA/government housing targets are more likely to increase rather than decrease

**(c) CIL.** It was **noted** that CIL is likely to be adopted by 1<sup>st</sup> November 2017.

**(d) Lorries Through Drayton.** Closure of the A34 due to resurfacing work and the building of houses has resulted in more noisy lorries coming through Drayton, particularly at night. It was **noted** that this is not a VWHDC matter but an OCC/Highways England matter.

**215/2017 Public Participation.**

**(a) Lyford Close BMX Track.** Tracy Jesson expressed an interest in the Lyford Close BMX track and suggested planting some hedges. It was **noted** that the grass had just been cut following a request from a user of the BMX track.

**(b) South of High Street Development.** Shane Mackalevey expressed concern over the conifer trees along Conifer Drive and the building of the South of High Street development. He was advised to ask at the Bloors site office and look at the planning permission landscaping plans.

**Stuart Davenport (VWHDC) left and Pervin Shahin arrived at 8:04pm.**

**216/2017 Minutes.**

**(a) Minutes of the Meeting 7<sup>th</sup> August 2017.** Richard Williams (Chairman) signed the minutes.

**(b) Minutes of the Meeting 4<sup>th</sup> September 2017.** The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

**Proposed:** Matthew Lowy

**Seconded:** Graham Webb

**Resolved:** Unanimous

**217/2017 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) plus 6.5 hrs caretaker work	*£404.40	Nil
HMRC – Tax and NI PC: £271.96 D2020: £93.08	*£365.04	Nil
Deputy Clerk's Pension (employee 5.5 % £29.41 ; Employer 21.7% £116.05	*£145.46	Nil
Clerk's Expenses	*£76.19	Nil
Deputy Clerk's Expenses	*£40.19	Nil
BDO External Auditors Fee	*£480.00	£80.00
Beacon Project Services – Pre School QS work	*£600.00	£100.00
SWA Architects – Drawings for Oct 15 <sup>th</sup> event	£120.00	£20.00
Green & Tidy – 1 <sup>st</sup> payment for materials for footpath refurb on/around MG	*£7,582.86	£1,263.81
Green & Tidy – 2 <sup>nd</sup> payment for work completed	£7,582.86	£1,263.81
Caudwell Day Centre Room Hire July/Aug/Sept	£45.00	Nil
Sutton Courtenay Village Hall – Room hire for CALA meeting	£13.50	Nil
Oxfordshire County Council – Hire of Drayton School Hall Oct 15 <sup>th</sup> Sports event	£50.00	Nil
A L Vickery and Son – Caretaker's materials July 2017	£66.40	£11.06
Drayton Football Club – Grass Cut for Sept (1 cut)	£70.00	Nil
Grant Millennium Green Trust Mad Hatters Tea Party <b>(subject to confirmation)</b>	£360.00	Nil
Castle Water – Water Services to Burial Ground/Allotment (Direct Debit)	£15.42	Nil
<b>Total payments this month</b>	<b>£19,273.77</b>	<b>£2,738.68</b>
<b>Receipts:</b>		
2 <sup>nd</sup> half Precept VWHDC		£40,000.00
Burial and Memorial Fees		£687.50
<b>Total Receipts last month</b>		<b>£40,687.50</b>

**(a) Bank Reconciliation.** Current account £74,813.15, Deposit Account £19,940.49, Projects Account £29,578.47, Undrawn cheques £2,650.00, Payments not yet credited £242.50. Total = £93,346.14 PC account (excluding payments above).

**(b) Grant Applications.** It was **resolved** to **approve** the Millennium Green Trust grant application to the sum off £360.00 for the Mad Hatters Tea Party.

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

**(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 Wade.

**(d) External Audit Report.** The External Auditor's Report for 2016-17 had been circulated prior to the meeting and it was **resolved** to accept it. There were no recommendations for further action.

**Proposed:** Richard Wade                      **Seconded:** Colin Arnold                      **Resolved:** Unanimous

**218/2017 Action Checklist from the Previous Meeting** (Appendix A). The action checklist was **noted** and the points below are provided as additional information:

**(a) Walnut Meadow Bus stop.** The Clerk has made further inquires with OCC regarding a new Walnut Meadow Bus stop but has not received a response.

**ACTION:** Clerk to ask again.

It was **noted** that the new bus shelter that had been erected across the cycle path along the B4017 next to the new Morland Gardens development has been removed.

**(b) Village Caretaker Replacement.** It was **noted** that Chris Wilmott-Smith has been appointed as the new Village Caretaker. It was **noted** that Tamsin Meredith is now unable to conduct the weekly Defibrillator checks and Chris Wilmott-Smith will be asked to do these checks and would be trained to do so.

**ACTION:** Village Caretaker to be trained and conduct the weekly defibrillator check.

**(c) Bulk Buying Scheme that could cut Gas and Electricity Bills.** Matthew Lowy has done some research.

**ACTION:** Matthew Lowy to write article for the Chronicle.

**(d) Illegally erected For Sale Signs.** Deputy Clerk has written a risk assessment.

**ACTION:** Clerk read risk assessment and check with PC's insurers that this work is insured.

**219/2017 Drayton2020 Implementation Committee** (Richard Williams)

**(a) Walnut Meadow Sports Facilities Business Case.** An Extra-Ordinary Meeting of the Finance and Personnel Committee was held on Friday 29<sup>th</sup> September 2017 where the Walnut Meadow Sports Facilities

Business Case financials were considered. The Clerk will write up the minutes for this meeting. It was **resolved** to incorporate comments and circulate the revised version before the next Parish Council meeting when it will be presented for sign-off.

**Proposed:** Richard Wade

**Seconded:** Patricia Athawes

**Resolved:** Unanimous

**(b) Walnut Meadow.** A meeting was held with Miller Homes on Wednesday to discuss the sports fields drainage and other issues.

**(c) Manor Farm.** A meeting was held with Cala Homes to discuss the new village green layout.

**(d) East Way.** It was **agreed** to call the 8 new properties 1 to 8 Close End.

**ACTION:** Clerk to recommend that VWHDC approve the name 1 to 8 Close End.

#### **220/2017 Rights of Way & Conservation Working Group** (Graham Webb).

**(a) Footpath/Cycle path Improvements.** Work to improve the Millennium Green and surrounding footpaths has started.

**(b) Steventon Road Pavement.** It was **noted** that a small section of footpath along the Steventon Road has an over hanging bush and has an ever narrowing path.

**(c) Abingdon Road Pavement near Sutton Wick.** It was **noted** that the pavement along the Abingdon Road near Sutton Wick has a overhanging hedge and has an ever narrowing path.

**(d) Milton Road Pavement.** It was **noted** that the pavement along the Milton Road as you leave the Village has an ever narrowing path.

**(e) Abingdon Road to Cornville Road Footpath.** The Clerk has received a complaint about litter and dog excrement along this footpath.

**ACTION:** Deputy Clerk to ask the Village Caretaker to pick up the litter and spray paint the dog excrement. Other footpath/overhanging vegetation issues to be reported to OCC highways.

**(c) FP16.** It was **noted** that this footpath used to run through the middle of an open field, but now a barbed wire fences have been erected along both sides of it and a non disabled friendly kissing gate has been installed.

**ACTION:** Deputy Clerk email Arthur McEwan-James (Field Officer (South West) Countryside Access Team, OCC) and discuss matter.

#### **221/2017 Leisure & General Purposes Working Group** Laura Billington was unable to attend the meeting.

**(a) Village Caretaker and Grass Cutting Contractor.** The new Village Caretaker (Chris Wilmott-Smith) has just started working for us.

**(b) Lyford Close BMX Track.** It was **noted** that the litter bin has been pulled from its post and the metal mounting bracket has been stolen.

**ACTION:** Deputy Clerk and Colin Arnold to re attach bin.

#### **222/2017 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/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:** Planning Permission on 7th September 2017.

**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:** Planning Permission on 26th September 2017.

**P17/V2448/FUL.** New building to replace existing pre school. Portakabin accommodation. Drayton Community Primary School Hilliat Fields Drayton Abingdon OX14 4JF.

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

**P17/V2578/HH.** Extension and alterations to provide additional accommodation at ground and first floor. 113 Abingdon Road Drayton ABINGDON OX14 4HL.

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

**P17/V1982/DIS amendment (no. 1).** Discharge of conditions 6 - Vehicular Access, 12 Archaeological WSI, 18 Trial Pit Detail, 19 Soft landscaping details, 21 Landscape Management Plan, 26 Desk Study and Site Investigation Report (previously submitted with the planning application) 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.

**PC:** Response: [DP to submit comment – notes from ?meeting? - Landscape architect comment – Discharge don't follow landscape frame work plan]. **VWHDC:** Pending.

**P17/V2304/DIS amendment (no. 1).** Discharge of condition 22 - means of enclosure on application ref.

P16/V1705/FUL 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. Land at Manor Farm Drayton Oxon.

**PC:** Response: [Clerk's note: It was agreed in the meeting that Richard Wade should write the Parish Council's comment and the following statement was written after the meeting]. The Parish Council has a number of concerns and observations regarding the proposed arrangements for the discharge of condition 22. Property and site boundary walls: We are concerned about the proposed concrete capping. We fully support the views of the Conservation Design Officer below. "The outside edges of the property boundaries should be bounded by random rubble walls with a stone on edge capping as found in the locality as should the other walls around the development fronting Gravel lane and also to plot 30 for example between properties. A cement capping is not appropriate locally distinctive detail. Details should be provided by photo panel of the stone proposed and also post and rail fencing." Acoustic Fencing: Further details of the 3m and 2m high acoustic fencing to the south of the site need to be provided in order for the Parish Council to assess their impact on the Conservation Area and the adjacent existing and new properties. Close Board Fencing to the East of the Site: The proposed treatment of the eastern site boundary adjacent to 44 Henleys Lane is unclear. A note on the Boundary Treatment Plan drawing suggests that there may be a "New 1.8m High Close boarded fence to site boundary." The current boundary is marked by a low stock fence topped with barbed wire with trees and foliage to the east of that fence. This fence would be inappropriate for either the new properties on plots 56 and 57 or the new public open space. While a 1.8m close board fence would be appropriate to protect the boundaries of plots 56 and 57, a lower fence would be more appropriate along the eastern boundary of the new public open land to the north of plot 56. This would ensure that existing views of the open land from Henleys Lane are preserved and would soften the view across the open space from the west. Planting on Boundaries: Where such planting is proposed to supplement existing trees/hedges it is important that species are chosen that reflect planting in the surrounding

area and are appropriate to the Conservation Area. In addition, such planting should take account of the need to provide views over the new public open space from Abingdon Road and Henleys Lane where possible. **VWHDC:** Pending.

**P17/V2411/LB.** To replace existing bedroom window. Old Lodge 31 Henleys Lane Drayton Abingdon OX14 4HU.  
**PC:** Response: Plans are not very clear. **VWHDC:** Pending.

**P17/V2581/HH.** Demolition of existing garages and construction of new integral garage and porch, wc and kitchen family room to ground floor. New master bedroom en suite internal alteration to first floor. 120 Whitehorns Way Drayton Abingdon OX14 4LQ.

**PC:** Response: The proposed extension is close to the boundary of the neighbouring property and the garage that is to be demolished is joined to the neighbouring garage, the shared wall and roof of the garage must be made good after the removal. **VWHDC:** Pending.

**P17/V1891/FUL Amendment : No. 1 - dated 29th September 2017.** Demolition of 19 East Way and development of three new dwellings. (as amended by drawings received 29 September 2017). Close End House 19 East Way Drayton ABINGDON OX14 4JZ.

**PC:** Objection: This amendment does not change our previous objections to this planning application. **VWHDC:** Pending.

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:** See Amendment : No. 2 - dated 19th September 2017.

**P17/V1154/LB Amendment : No. 2 - dated 19th September 2017.** Demolition of listed railway overbridge, and provision of replacement bridge. As amended by plans received on 10 August 2017. (As per additional information received 19 September 2017). Steventon Overbridge High Street Steventon Abingdon OX13 6RS.

**VWHDC:** Pending.

**223/2017 Bulk Buying Scheme that could cut Gas and Electricity Bills** (Matthew Lowy). This item of business had already been discussed under 218/2017 Action Checklist from the Previous Meeting (c).

#### **224/2017 Correspondence.**

**(a) Your Rights of Way Could be Lost Forever.** Open Spaces Society are running FREE training days.

**ACTION:** Clerk to book a place for Graham Webb.

**(b) National Highway and Transport Public Satisfaction Survey - Member Consultation.**

**ACTION:** Richard Williams to complete online form.

**(c) DAMASCUS AGM.** It was **noted** that this will be held on 18<sup>th</sup> October 2017.

#### **225/2017 Items to be Noted from Parish Councillors.**

**(a) Lockway Playground.** Tamsin Meredith reported that grass is growing under the bucket swing.

**ACTION:** Deputy Clerk to photograph and report on grass.

**(b) Wheelie Bin 30mph Stickers.** It was agreed to procure 50 stickers for £53.50.

**ACTION:** Clerk to procure 50 stickers.

#### **226/2017 Dates of the next Meetings.**

**(a) Planning Committee.** 6<sup>th</sup> November 2017. 7:00pm. Caudwell Day Centre.

**(b) Parish Council.** 6<sup>th</sup> November 2017. 7:30pm. Caudwell Day Centre.

**(d) Finance and Personnel Committee.** 13<sup>th</sup> November 2017. 7:00pm. Village Hall, Small Hall.

**The Chairman declared the meeting closed at 9:57pm.**

**Signed:**

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

**Date:** 6<sup>th</sup> November 2017

## Appendix A Action Check List

<b>David Perrow. Walnut Meadow Bus stop.</b> Clerk to make further inquires with OCC regarding a new Walnut Meadow Bus stop. Clerk to ask again.
<b>David Perrow. Village Hall.</b> Clerk to approach Steve Wolstenholme for improvements to Drayton Village Hall.
<b>David Perrow. Illegally erected For Sale Signs.</b> Clerk read risk assessment and check with PC's insurers that this work is insured.
<b>David Perrow. Wheelie Bin 30mph Stickers.</b> Clerk to procure 50 stickers.
<b>David Perrow. East Way.</b> Clerk to approve the name 1 to 8 Close End.
<b>David Perrow. Your Rights of Way Could be Lost Forever.</b> Clerk to book a place for Graham Webb.
<b>Richard Williams. National Highway and Transport Public Satisfaction Survey - Member Consultation.</b> Richard Williams to complete online form.
<b>Matthew Lowy. Bulk Buying Scheme that could cut Gas and Electricity Bills.</b> Matthew Lowy to write article for the Chronicle.
<b>Chris Price and Colin Arnold. Lyford Close BMX Track.</b> Deputy Clerk and Colin Arnold to re attach bin.
<b>Chris Price. Lockway Playground.</b> Deputy Clerk to photograph and report on grass.
<b>Chris Price. FP16.</b> Deputy Clerk email Arthur McEwan-James (Field Officer (South West) Countryside Access Team, OCC) and discuss matter.
<b>Chris Price. Abingdon Road to Cornville Road Footpath.</b> Deputy Clerk to ask the Village Caretaker to pick up the litter and spray paint the dog excrement. Other footpath/overhanging vegetation issues to be reported to OCC highways.
<b>Chris Price. Village Caretaker Replacement.</b> Village Caretaker to be trained and conduct the weekly defibrillator check.