



# Drayton Parish Council

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## Minutes

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



**Present:** Richard Williams (Chairman), Richard Wade (Vice Chairman), Colin Arnold, Patricia Athawes, Matthew Lowy, Pervin Shahin (arrived at 7:50pm), Graham Webb.

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

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer and Meeting Administrator), Stuart Davenport (VWHDC).

**Public:** Mick Ferriman, Liz Ferriman, Shirley Thomas, Andrew Cooke (Co-opted item 253/2017).

**245/2017 Apologies for Absence.** Laura Billington, Tamsin Meredith, Richard Webber.

**246/2017 Variations of Business.** None.

**247/2017 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**248/2017 News from OCC Councillor.** Richard Webber was unable to be present and had sent his apologies with an emailed statement about government infrastructure funding for Oxfordshire and housing targets, which the Chairman read out to the meeting.

**249/2017 News from VWHDC Councillor.** Stuart Davenport reported that he had spoken to Stuart Walker (VWHDC Planning) about the two issues of the **Walnut Meadow s106 variation document and the completion inspection of public land and facilities at Walnut Meadow**. VWHDC were unable to assist the Parish Council with inspection of its public land and facilities (including landscaping). It would be up to the Parish Council to carry out its own inspection and report any non-compliance planning issues to VWHDC Planning Enforcement. **On housing numbers** it appeared that the government now supported the Oxfordshire SHMA housing targets of 100,000 extra houses by 2031. 6,000 more houses were needed to accommodate the growth of Oxford's population and pro-rata 1200 houses are likely to be allocated to VWHDC (though the pro-rata system may not be used so actual allocation would be more or less than this). **On East Way** no planning appeal had yet been lodged.

**Pervin Shahin arrived at 7:50pm.**

**250/2017 Public Participation.**

(a) **Henleys Lane/Church Lane Traffic Calming.** Shirley Thomas spoke about her ideas (previously circulated by email to the Council) to block off Henleys Lane with a planter to stop through traffic and create a turning point at the Henleys Lane end. A discussion ensued and it was pointed out that Richard Webber had been much involved previously with OCC Highways to try and seek a solution to this issue. Ideas mentioned included: no right turn at either end; removable bollards; problems with refuse lorries/deliveries by lorry/emergency vehicles/hearses/parking on pavements. It was **agreed** to set up a Council Working Group (Richard Williams/Richard Wade/Graham Webb/Andrew Bax) to generate ideas and consult local residents – maybe via a leaflet through doors.

(b) **Walnut Meadow Road Junction.** No progress had been made with improving this junction and installing lighting. This still awaited Millers/OCC agreeing a lighting scheme and Millers carrying out all the necessary work. The Clerk had written to OCC Highways with a formal request that the 30mph speed limit be moved north around the corner, but the reply was that OCC would not consider this until the new 40mph limit was in place and had been tried out for some time. A meeting with OCC/Police/Parish Council/Bus Company/Richard Webber to discuss an extra bus stop outside Walnut Meadow had now been postponed until January. Residents now reported problems with **sewage** backing up in houses. It was **agreed** that Thames Water would again be invited to address a Council meeting about sewage capacity for Drayton.

**ACTION:** Parish Clerk to invite Thames Water to a PC meeting to discuss sewage arrangements for the village.

**Stuart Davenports left the meeting.**

**251/2017 Minutes.** The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

**Proposed:** Graham Webb                      **Seconded:** Patricia Athawes                      **Resolved:** Unanimous

**252/2017 Action Checklist from the Previous Meeting** (Appendix A). The action checklist was **noted** and specific issues are reported below in the Minutes.

**253/2017 Councillor Vacancies.** The Chairman had received a written resignation from Colin West. Drayton is entitled to 11 Parish Councillors so there are currently two vacancies. Following a short interview to establish his eligibility Adrian (known as Andy) Cooke was co-opted to the Council into one of the vacancies.

**Proposed:** Richard Williams                      **Seconded:** Matthew Lowey                      **Resolved:** Unanimous

**254/2017 Finance & Personnel Committee** (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker's work for previous month	*£250.00	Nil
Clerk's Salary PC: £498.34 (40 hrs per month); D2020 £311.47 (25 hrs o/t).	*£809.81	Nil
Deputy Clerk's Salary (40 hrs per month).	*£343.01	Nil
HMRC – Tax and NI PC: £279.48 D2020: £121.18	*£400.66	Nil
Deputy Clerk's Pension (employee 5.5 % £24.95 ; Employer 21.7% £98.42	*£123.37	Nil
Clerk's Expenses	*£41.55	£3.36
Drayton Chronicle - advert	£24.00	Nil
Drayton Football Club – s19 grant grass cutting 1 cut (Nov)	£70.00	Nil
Clean Slate – s137 grant	£100.00	Nil
The Abingdon Bridge Young People's Centre – s137	£1,000.00	Nil
Data Protection Registration Fee – D/D	*£35.00	Nil
<b>Total payments this month</b>	<b>£3197.40</b>	<b>£3.36</b>
<b>Receipts:</b>		
Burial and Memorial Fees		£57.50
Payment for land sale		£2,500.00
VAT Refund to end Oct 2017		£4,010.39
<b>Total Receipts last month</b>		<b>£6567.89</b>

**(a) Bank Reconciliation.** Current account £69,065.58, Deposit Account £19,940.49, Projects Account £15,045.37, Undrawn cheques None, Payments not yet credited - None. **Total = £89,006.07 PC account (excluding payments above).**

**(b) Grant Applications.** No additional applications: Clean Slate and Abingdon Bridge grants agree at November Finance Committee

**(c) Payments.** The payments listed above were **approved** for payment and Pat Athawes and Richard Wade were appointed to approve the online payments (marked \*).and sign cheques

**(d) Budget Setting and Precept.** The recommendations of the November Finance and Personnel Committee were received and for 2018-19 it was **resolved:**

(i) To agree a **Parish Council Budget** of £87,662.00.

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

(ii) **To set the level of charges** in accordance with the recommendations of the Finance Committee: that **burial charges** be increased wef 1<sup>st</sup> April 2018 to £60.00 and £135.00, triple for non-residents.

**Allotment charges** from March 2019: £50.00 (full plot); £25.00 (half plot) and £37.50 (intermediate). It was also Resolved that when new full sized plots fall vacant they should be divided to provide offers of two half plots to those on the waiting list.

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

(iii) **To set the Precept for 2018-19** at £85,000.00, an increase of £5,000.00 over the current year.

**Proposed:** Richard Wade                      **Seconded:** Graham Webb                      **Resolved:** Unanimous

**(e) Risk Assessment and Audit.** It was resolved to accept for 2017-18.

(i) The Risk Assessment documents

**Proposed:** Richard Williams                      **Seconded:** Pat Athawes                      **Resolved:** Unanimous

(ii) The Review of Effectiveness of Audit.

**Proposed:** Richard Williams                      **Seconded:** Pat Athawes                      **Resolved:** Unanimous

**(f) DCLG: Application to Apply for a Loan.** This Council **resolves** that subject to:

\* Gaining sufficient public support through further public consultation and,

\* Obtaining sufficient from s.106 monies and grant funding to fund the anticipated shortfall in the project cost. To submit an application to the Department of Communities and Local Government, via the Oxfordshire Association of Local Councils, for permission to borrow £500,000.00 (five hundred thousand pounds) over a period of 25 years towards the funding of a new sports facility on public land at Walnut Meadow, Drayton.

**Proposed:** Andrew Cooke                      **Seconded:** Matthew Lowy                      **Resolved:** Unanimous

**255/2017 Drayton2020 Implementation Committee** (Richard Williams).

**(a) Walnut Meadow.** It was **resolved** that the Council would be willing to adopt the operational management of new playground at Walnut Meadow ahead of formal transfer of ownership of the land subject to (i) an adequate RoSPA safety inspection report; (ii) details from Millers of the value of the play equipment to be insured; (iii) a formal letter of permission from Millers for the Council to be the operator, (iv) and subject to the Clerk's inspection of safe access and operation and (v) approval of insurance cover in place from the Council's insurers.

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

**(b) Manor Farm.** Discharge of conditions relating to the layout of the Green/playground, walls and acoustic fencing have now been received.

**ACTION:** Clerk to circulate playground design to the New Green Working Party members.

**(c) South of High Street.** No further news.

**(d) Halls Close.** Awaiting detailed planning application further details. Stuart Walker (VWHDC) still in discussions with Blue Cedar.

**(e) East Way.** Footings for new houses are now in place.

**(f) Drayton NDP revision.** Richard Williams indicated that in the New Year he will look again at any text revisions for the NDP.

**(g) Drayton2020 Implementation Committee.** Chairmanship and membership. Tom Shebbeare will chair the 19<sup>th</sup> January 2018 meeting but has indicated that he will then stand down and resign from the Committee, since he is moving out of the village. The Council will decide the future governance for the NDP projects at its February meeting. The matter will be discussed first at the Finance Committee on 22<sup>nd</sup> January.

**256/2017 Rights of Way & Conservation Working Group** (Graham Webb).

**(a) Definitive Footpath map.** Graham Webb reported on a course he had attended run by the British Horse Society. The OCC definitive footpath map for our area is up to date and no further action is necessary. It was **noted** that it would be desirable for the path around the Drayton golf course would be useful as a permissive path, but that the owners had yet to agree to this.

**(b) Footpath/Cycle path Improvements.** A quotation was awaited for the cost of restoring the kissing gate on the Church Lane/Millennium Green path. Graham Webb is producing a measured plan which will still allow for disabled access and will do the same for the second path at the junction of Henleys/Church Lane, where the Sheffield hoops have now been removed.

**(c) Halls Close Pyracantha bushes.** It was agreed that the Clerk will ask Jenks to quote for their removal but will check with VWHDC/Blue Cedar to find out whether a pavement is to be established on Halls Close and if Blue Cedar will therefore be removing the bushes.

**(d) Wood Chippings.** These had been donated and were being stored in the corner of the burial ground. It was **agreed** to arrange a working party in the New Year to use them to fill ruts in the neighbouring footpaths.

**ACTION:** Clerk to organise a date in the New Year for a working party to spread wood chippings on

the footpaths around the burial ground.

## 257/2017 Leisure & General Purposes Working Group

**Village Caretaker and Grass Cutting Contractor.** Reports were noted.

## 258/2017 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/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.

**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:** Planning Permission on 14<sup>th</sup> November 2017.

**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: (see October planning minutes for details). **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: (see October planning minutes for details). **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:** Listed Building Consent on 28<sup>th</sup> November 2017.

**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:** Planning Permission on 21<sup>st</sup> November 2017.

**P17/V2605/FUL.** Structural Repairs, minor alterations and internal additions to the West Range of Barns. Extension and link to form catering block to south of barns. Change of Use of West Barn Range to D2 use, and change to the number of D2 uses per year for whole barns site. Landscaping works to make permanent parking arrangements and exit route from parking areas. Stonehill House Stonehill Drayton ABINGDON OX14 4AA.

**PC:** Objection. Drayton Parish Council would like footpath 24 to be retained and reinstated. We also have concerns with increase in traffic along the narrow Stonehill Lane. **VWHDC:** Pending.

**P17/V2606/LB.** Structural Repairs, minor alterations and internal additions to the West Range of Barns. Extension and link to form catering block to south of barns. Change of Use of West Barn Range to D2 use, and change to the number of D2 uses per year for whole barns site. Landscaping works to make permanent parking arrangements and exit route from parking areas. Stonehill House Stonehill Drayton ABINGDON OX14 4AA.

**PC:** Response. The Parish Council supports the conservation officer's report. **VWHDC:** Pending.

**P17/V2563/HH.** Erection of a single storey front porch to include a wc and washbasin with a rooflight and window to north elevation. 23 Lockway Drayton Abingdon Oxfordshire OX14 4LF.

**PC:** Support. **VWHDC:** Planning Permission on 27<sup>th</sup> November 2017.

**P17/V3060/HH.** Extension of existing bungalow, demolition of carport, erection of double garage. 32 High Street Drayton ABINGDON OX14 4JW.

**PC:** Support: Observation that the VWHDC Trees Officer should be asked to look at the necessity of removing each of the three trees proposed for removal in the 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.

**PC:** Noted. **VWHDC:** Pending.

**P17/V2490/LDO.** Local Development Order for Didcot Technology Park for informal technical consultation. Didcot Technology Park OX14 4PJ.

**PC:** Noted. **VWHDC:** Pending.

**259/2017 Clerk's Replacement.** This item will be dealt with at the next Finance and Personnel Committee on 22<sup>nd</sup> January 2018.

#### **260/2017 Correspondence.**

(a) **High Sherriff's Award.** It was suggested that Roxy (DAMACUS) might be nominated. Richard Williams will contact Rita Atkinson for nomination information.

(b) **VWHDC Business Awards.** The Clerk will circulate the details by email again and Councillors are asked to consider possible nominee businesses in time for the next meeting.

#### **261/2017 Items to be Noted from Parish Councillors.**

**X2 Bus timings.** Mathew Lowy pointed out that the 7.45am X2 Thames bus going south is invariably delayed now by traffic and asked if Thames could be requested to bring its time in Drayton forward.

**ACTION:** Mathew to draft text for Clerk to write to Thames Travel with the request.

#### **262/2017 Dates of the next Meetings.**

(a) **Planning Committee.** 8<sup>th</sup> January 2018. 7:00pm. Caudwell Day Centre.

(c) **Parish Council.** 8<sup>th</sup> January 2018. 7:30pm. Caudwell Day Centre.

(d) **Finance and Personnel Committee.** 22<sup>nd</sup> January 2018. 7:00pm. Village Hall, Small Hall.

**The Chairman declared the meeting closed at 10:25pm.**

**Signed:**

**Date:** 8<sup>th</sup> January 2018

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

## Appendix A Action Check List

<p><b>David Perrow. Walnut Meadow Bus stop.</b> A meeting with OCC etc. to be arranged for January = <b>Requested again</b></p>
<p><b>David Perrow. Village Hall.</b> Arrange meeting with VHMC to discuss needs list/draft architect's brief. <b>Requested for January</b></p>
<p><b>David Perrow. Manor Farm</b> Clerk to circulate playground design to the New Green Working Party members – <b>DONE.</b></p>
<p><b>David Perrow. Thames Water, Sewage.</b> Clerk to invite Thames Water to next Council meeting to talk about sewage capacity in Drayton.</p>
<p><b>David Perrow. Pyracantha Bushes, Halls Close.</b> Clerk to organise a quote from Jenks for their removal and to ask VWHDC/Blue Cedar about the new pavement on Halls Close. <b>Meeting Jenks 10<sup>th</sup> Jan for quote</b></p>
<p><b>David Perrow. Footpaths</b> Clerk to organise a date in the New Year for a working party to spread wood chippings on the footpaths around the burial ground. <b>Done</b></p>
<p><b>David Perrow. VWHDC Business Awards.</b> The Clerk will circulate the details by email again and Councillors are asked to consider possible nominee businesses in time for the next meeting – <b>DONE</b> – Put on Agenda again for January meeting. <b>Clerk recirculated docs</b></p>
<p><b>Mathew Lowy. X2 Bus timings.</b> Mathew to email Clerk text of letter for Clerk to send to Thames Travel. <b>Done</b></p>
<p><b>Richard Williams.</b> Convene Working Group on Henleys Lane/Church Lane traffic calming.</p>
<p><b>Richard Williams. High Sherriff's Award.</b> Roxy (DAMACUS) might be nominated. Richard Williams will contact Rita Atkinson for nomination information.</p>
<p><b>Richard Williams. NDP Text Revisions.</b> Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.</p>
<p><b>Graham Webb. Kissing Gate.</b> Graham to produce a scaled plan of the kissing gate and other adjacent footpath barrier, in line with disabled access requirements. <b>Agreed with OCC that gate needs to give 1.2metre gap. Quote received. On Agenda</b></p>
<p><b>Richard Wade. P17/V2998/DIS.</b> Richard Wade to provide photo of existing boundary to Clerk to send in to VWHDC Planning. Clerk will also ask VWHDC about nature of the path surface, which the Council wishes to be finished to match the paths at the Millennium Green (Coxwell self-binding gravel). <b>Done</b></p>