



Drayton Parish Council

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Minutes

held on Monday 5th February 2018 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 7:58pm), Graham Webb, Andrew Cooke (arrived at 7:33pm), Tamsin Meredith (arrived at 7:33pm).

Not Present: All Councillors were present.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Richard Webber (OCC) (arrived at 7:33pm and left at 8:14pm).

Public: 4 members of the public were present.

18/2018 Apologies for Absence. None.

19/2018 Variations of Business. None.

20/2018 Declarations of Interest, Dispensations and Use of Delegated Powers. None.

21/2018 News from OCC Councillor. Richard Webber gave his report later in the meeting upon his arrival. See item 25/2018.

22/2018 News from VWHDC Councillor. Stuart Davenport was not present.

Andrew Cooke, Tamsin Meredith, Richard Webber arrived at 7:33pm.

23/2018 Public Participation.

(a) Henleys Lane / Church Lane Traffic and Parked Vehicles. Simon Dawes (Henleys Lane resident) expressed concerns over the increase and speed of traffic along this road. Vehicles parking on the pavement is also an issue as pedestrians are forced to walk in the road. A number of ideas were discussed including: no right turn at either end, removable bollards, shared space. It was **noted** that there is a Parish Council working group meeting on 12th February 2018 to discuss this matter, residents will then be consulted before sending recommendations to VWHDC and OCC.

(b) Group Against Reservoir Development (GARD). Derek Stork (Hon Chairman, GARD) updated the Council. It was **noted** that Thames Water are holding a public meeting on 20th February 2018 in Abingdon [Clerk's note: 7:00pm, NEACA Community Centre, Lindsay Drive, Abingdon, OX14 2RT] and GARD are holding a public meeting on 28th February 2018 in the Village Hall.

Pervin Shahin arrived at 7:58pm.

24/2018 Minutes. The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

Proposed: Richard Wade

Seconded: Andrew Cooke

Resolved: Unanimous

25/2018 News from OCC Councillor.

(a) B4017 Speed Limit. The reduction of the speed limit between Drayton and Abingdon from 50mph to 40mph has been signed off and should be changed by end March.

(b) Walnut Meadow Street Lighting. The street lighting at the main road junction has not yet been passed by OCC planners as the currently submitted scheme is not regarded as not fit for purpose and will need revision by Millers.

(c) Oxfordshire Housing and Growth Deal. The Oxfordshire Growth Board has secured £212,000,000.00 of Government investment for new homes and infrastructure across Oxfordshire.

Richard Webber left at 8:14pm.

26/2018 Action Checklist from the Previous Meeting (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below.

(a) Walnut Meadow Bus Stops. After some discussion it was **resolved** to put the proposed new bus stops on hold and wait and see what the new Walnut Meadow residents prefer to do when the road junction is fixed and new Barrow Road footpath access is open.

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

(b) Village Hall. There has been no feedback from the Village Hall Management Committee, but it is understood that Ann Webb and Tony Holmes are appointed to meet with Parish Council representatives to discuss the refurbishment scheme.

ACTION: Tamsin Meredith to chase up Village Hall Management Committee.

(c) Halls Close Pyracantha Bushes. On 20th January 2018 the Clerk received an email from Morwenna Carter (Accounts Administrator, Jenks Oxford) with a quotation attached (Quote No: 3705) stating: [Pyracantha hedge in Halls Close to remove to ground level and then grind roots to approximately 100mm below ground level (This will inhibit regeneration though may not stop it completely). £294.00.] It was **resolved** to proceed with the work.

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

ACTION: Clerk to ask Jenks to remove Pyracantha Bushes in Halls Close.

(d) Litter Pick. It was **agreed** to litter pick on 3rd March 2018 as part of the 'Great British Spring Clean' and meet on the Millennium Green at 10:00am.

ACTION: Deputy Clerk to inform Roxy Elford (Youth Worker, DAMASCUS) of date and time and ask if we can borrow the litter picking equipment.

(e) FP11 Wood Chippings. Tim Akins (Allotment Warden) has no objection to the laying of wood chippings along FP11 from Church Lane to the allotment.

ACTION: Deputy Clerk to create a doodle poll and arrange date for working party.

27/2018 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).	£342.81	Nil
HMRC – Tax and NI PC: £279.68 D2020: £121.18	£400.86	Nil
Deputy Clerk's Pension (employee 5.5 % £24.95 ; Employer 21.7% £98.42	£123.37	Nil
Clerk's Expenses	£31.75	£0.49
Deputy Clerk's Expenses	£28.78	Nil
DAMASCUS PCC (St Peter Church Hal hire 7 months to Dec 2017)	£105.00	Nil
Rialtis Business Solutions – Hosting Cemeteries Software	£220.80	£36.80
Enrych – s137 grant (agreed by January Finance Committee)	£1,000.00	Nil
Total payments this month	£3,313.18	£37.29
Receipts:		
Burial and Memorial Fees		£360.00
Donation		£200.00
Total Receipts last month		£560.00

(a) Bank Reconciliation. Current account £63,152.44, Deposit Account £20,034.46, Projects Account £15,052.21, Undrawn cheques £75.00, Payments not yet credited £560.00. Total = £83,671.90 PC account (excluding payments above).

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

28/2018 Committee Membership Review.

(a) Drayton 2020 Implementation Committee / Project Board Committee. The recommendations from the Finance & Personnel Committee were that: [The D2020 Implementation Committee be succeeded by a Projects Board. Meetings to be held at least monthly and consisting of all the members of the current

Finance & Personnel Committee and others who may be co-opted for their expertise. The Finance & Personnel Committee should revert to meeting quarterly for non-D2020 project business. The various Project Working Groups (Sports/Village Hall/Traffic Calming etc.) would report to the Project Board Committee.] It was **resolved** to follow the recommendations and hold the first meeting on 19th March 2018.

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

ACTION: Clerk to draft terms of reference.

(b) Leisure & General Purposes. It was **agreed** to make Andrew Cooke a member. It was **noted** that the Chairperson position is still vacant.

29/2018 Drayton2020 Implementation Committee (Richard Williams).

(a) Walnut Meadow Special Meeting was held on 31st January 2018 (see minutes for details). It was **agreed** that VWHDC Building Control should be informed about the issues some of the residents are having with their new homes and that they should be so advised so that they can report these matters personally.

(b) Manor Farm. It was **noted** that the Gravel Lane footpath is closed so a drainage pipe can be installed.

(c) Sports Pavilion. On 30th January 2018 the Clerk sent an email to the Council with a sketch attached from the architect showing changes that might be made to the internal layout of the social side to combine the bar/kitchen and create a cellar/store with separate entrance. After some discussion it was **agreed** to ask the architect to draw up the sketch into a proper plan with a few extra modifications suggested by the Council.

ACTION: Clerk to ask the architect to draw up internal layout of the social side and to submit this to the QS for costing.

(d) Drayton Conservation Area Review. [Clerk's note: The VWHDC's current description of the Drayton Conservation Area dates from the 1990 review of an original 1969 designation. When undertaking the Neighbourhood Development Plan, English Heritage strongly urged that a Conservation Area appraisal be undertaken. The Parish Council agreed that it would fund a Conservation Area Appraisal and Kathryn Davies (Historic Buildings Consultant and Chartered Town Planner) was appointed.] On 2nd February 2018 the Clerk sent an email to the Council with the latest version of the Drayton Conservation Area report attached. After some discussion it was **agreed** to defer its discussion and consideration to the next meeting.

ACTION: All Councillors to peruse the Drayton Conservation Area report.

30/2018 Rights of Way & Conservation Working Group (Graham Webb).

Business matters had been discussed earlier in the meeting.

31/2018 Leisure & General Purposes Working Group (Vacant).

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

32/2018 Planning Committee Business (Richard Wade).

P17/V1225/RM.

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 19th July 2017.

P17/V1225/RM Amendment: No. 1 - dated 19th 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 [Clerk's 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.

<p>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.</p> <p>PC: Response: (see October planning minutes for details). VWHDC: Fully Discharged on 19th January 2018.</p>
<p>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.</p> <p>PC: Response: (see October planning minutes for details). VWHDC: Fully Discharged on 19th January 2018.</p>
<p>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.</p> <p>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: See Amendment : No. 1 - dated 10th January 2018.</p>
<p>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.</p> <p>PC: Response. The Parish Council supports the conservation officer's report. VWHDC: Listed Building Consent on 31st January 2018.</p>
<p>P17/V3060/HH. Extension of existing bungalow, demolition of carport, erection of double garage. 32 High Street Drayton ABINGDON OX14 4JW.</p> <p>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.</p>
<p>P17/V3208/HH. Amendment to approved P15/V2068/HH: Proposed dropped kerb to allow off road parking and close board fencing in a 'U' / 'V' shape to maintain vision splay either side of car exit. 2 Steventon Road Drayton ABINGDON OX14 4LE.</p> <p>PC: Objection: Drayton Parish Council objected to planning application P15/V2068/HH and our view has not changed. It might be better if the proposed car parking access is off the Steventon Road extension at the back end of the garden, that way vehicles would not be exiting onto the main road that has a bend and restricted visibility. We also agree with the Oxfordshire County Council Local Highway Authority's objection. VWHDC: Pending.</p>
<p>P17/V3253/HH. Proposed rear extension, also loft conversion with internal alterations, remove existing chimneys. 29 Abingdon Road Drayton Abingdon Oxfordshire OX14 4HW.</p> <p>PC: Support: It was noted that work has already started. VWHDC: Pending.</p>
<p>P17/V3340/HH. Single storey rear extension. 4 Kiln Lane Drayton ABINGDON OX14 4FE.</p> <p>PC: Support. VWHDC: Planning Permission on 1st February 2018.</p>
<p>P17/V2605/FUL Amendment : No. 1 - dated 10th January 2018. 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 access route from parking areas. (Amended site plan and transport statement reversing traffic flow received 22 November 2017.) (Amended site plan and noise assessment received 10 January 2018). Stonehill House Stonehill Drayton ABINGDON OX14 4AA.</p>

PC: Objection: Drayton Parish Council considers that the response to concerns from the Stonehill Riding School in relation to noise pollution is inadequate and potentially misleading. The location plan shows what is labelled as the Stonehill Riding School but this label indicates the location of the house where the school is managed from rather than the stables and paddocks that actually constitute the riding school itself. The map provided just shows the edges of the stable buildings with the rest of the map obscured. While the maps in the noise study do show the stables but these are not clearly labelled as such. The paddocks, where the horses spend much of their time are not clearly indicated on either the land registry map or the plots in the noise study. It is clear that where the horses graze and are stabled, the noise levels will be high, particularly when the barn doors are open and there will be significant noise in the Morland Gardens development as well. Enforcing a condition that the doors should be kept closed is likely to be problematic. Drayton Parish Council objects to this amended application for development outside the built up area of the village. In addition to additional traffic on this narrow, poorly surfaced lane, noise generated during functions is likely to disturb horses stabled or grazing nearby and will be detrimental to the existing Stonehill Riding School business. **VWHDC:** Planning Permission on 31st January 2018.

P18/V0124/HH. Ground floor single storey extension to create larger dining room and family room. Willow House 16A Sutton Wick Lane Drayton ABINGDON OX14 4HJ.

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

P18/V0196/HH. Amendments to ground floor front elevation and first floor extension over garage/utility. 32 Steventon Road Drayton ABINGDON OX14 4LE.

PC: Objection: Drayton Parish Council feels that this is over development of this property. It will be out of character with the surrounding properties, and could over power it's neighbours. We are also against the conversion of garages into living accommodation, unless it can be shown that adequate off street parking is incorporated into the design and this is not clear from the drawings. **VWHDC:** Pending.

Appeals under section 78.

P17/V1891/FUL. Close End House 19 East Way Drayton ABINGDON OX14 4JZ. Demolition of 19 East Way and development of three new dwellings. (as amended by drawings received 29 September 2017). Representations must be received by 6th March 2018. After some discussion of the appeal it was **agreed** that Richard Williams should draft our representation and reiterate our objections.

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

Planning applications that are not in Drayton.

P17/V1154/LB.

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

P17/V1154/LB (Listed Building Consent) Amendment : No. 1 - dated 10th August 2017.

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.

33/2018 Correspondence.

(a) Allotment Chickens. On 4th February 2018 the Clerk received an email from an allotment holder stating: [Can I report that there are 4 chickens wandering loose on the allotment. If you know who the owners are they must comply with the avian flu control restrictions]. It is thought that the chickens are entering the allotment from the Northwest corner of the allotment. It was **agreed** that the Parish Council should speak to the home owner from where the chickens are coming from and ask that the chickens are corralled.

ACTION: Deputy Clerk to speak to the owner from where the chickens are coming from and ask that the

chickens are corralled.

(b) Burial Ground Mis-placed Memorial. On 30th January 2018 the Deputy Clerk received an email with photo attached from a parishioner stating: [I thought that I had just better point out, what to me, looks very like a mis-placed memorial in the burial ground (unless the council is going for the more random look!).]

ACTION: Deputy Clerk to photograph mis-placed memorial and report.

(c) Lockway Playground Glass. On 2nd February 2018 the Clerk received an email from Tamsin Meredith stating: [Just had a message from a mum whose son fell over at the park and cut himself on broken glass. Could maybe Chris give the playground a sweep? Katie said she rover the big bits of glass she saw.] It was **noted** that the Village Caretaker checked the area immediately and that he is conducting extra inspections of the Lockway Playground.

34/2018 Items to be Noted from Parish Councillors.

(a) **Quiz.** 21st April 2018.

(b) **Summer Fate** will be held 9th June 2018.

35/2018 Dates of the next Meetings.

(a) **Planning Committee.** 5th March 2018. 7:00pm. Caudwell Day Centre.

(c) **Parish Council.** 5th March 2018. 7:30pm. Caudwell Day Centre.

(d) **Projects Board Committee.** 19th March 2018. 7:00pm. Village Hall, Small Hall.

(e) **Finance and Personnel Committee.** 21st May 2018. 7:30pm. Village Hall, Small Hall.

The Chairman declared the meeting closed at 10:00pm.

Signed:

Date: 5th March 2018

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

**Appendix A
Action Check List**

All Councillors. Drayton Conservation Area Review. All Councillors to peruse the Drayton Conservation Area report.
David Perrow. Drayton 2020 Implementation Committee / Project Board Committee. Clerk to draft terms of reference.
David Perrow. Sports Pavilion. Clerk to ask the architect to draw up internal layout of the social side and submit to QS.
Tamsin Meredith. Village Hall. Arrange meeting with VHMC to discuss needs list/draft architect's brief. Tamsin Meredith to chase up Village Hall Management Committee.
David Perrow. Halls Close Pyracantha Bushes. Quote received. Clerk to ask Jenks to remove Pyracantha Bushes in Halls Close.
David Perrow. FP16 Barbed Wire. Clerk to follow up meeting with OCC and ask if Highway road surface waste is available and suitable for our footpaths. Done
Richard Williams. Convene Working Group on Henleys Lane/Church Lane traffic calming. Done
Richard Williams. NDP Text Revisions. Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.
Christopher Price. Litter Pick. Clerk to ask Roxy Elford (Youth Worker, DAMASCUS) if they would like to join us litter picking. Deputy Clerk to inform Roxy Elford (Youth Worker, DAMASCUS) of date and time and ask if we can borrow the litter picking equipment. Done
Christopher Price. FP11 Wood Chippings. Deputy Clerk to create a doodle poll and arrange date for working party. Done
Christopher Price. Allotment Chickens. Deputy Clerk to speak to the owner from where the chickens are coming from and ask that the chickens are corralled. Done
Christopher Price. Burial Ground Mis-placed Memorial. Deputy Clerk to photograph mis-placed memorial and report. Done