



# Drayton Parish Council

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## Minutes

held on Monday 5<sup>th</sup> March 2018 at 7:30pm  
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



**Present:** Richard Williams (Chairman), Colin Arnold, Patricia Athawes, Matthew Lowy, Pervin Shahin (arrived at 7:48pm and left at 9:10pm), Graham Webb, Tamsin Meredith.

**Not Present:** Richard Wade (Vice Chairman), Andrew Cooke.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Richard Webber (OCC) (arrived at 7:48pm and left at 8:30pm).

**Public:** Tim Atkins (Allotment Warden), Paul Mayhew-Archer, Julie Mayhew-Archer, Paul Coster, Daniel Scarf, Robin Butler, Mark Deabill, Ester Deabil.

**36/2018 Apologies for Absence.** Richard Wade, Andrew Cooke. Pervin Shahin (late arrival).

**37/2018 Variations of Business.** None.

**38/2018 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**39/2018 News from OCC Councillor.** Richard Webber gave his report later in the meeting upon his arrival. See item 42/2018 News from OCC Councillor.

**40/2018 News from VWHDC Councillor.** Stuart Davenport was not present.

**41/2018 Public Participation.**

**(a) Henleys Lane / Church Lane Traffic and Parked Vehicles.** A parishioner commented on car parking at the Mace shop that could be improved. It was **noted** that a number of Abingdon Road residents park their cars in this area exacerbating the problem.

**(b) Allotment Rent.** Minutes from the Finance and Personnel Committee meeting held on 13<sup>th</sup> November 2017 state:

### 7. Income budget for 2018-19

**a) Charges. Allotment Charges.** These were last reviewed in 2014 and increased rents were charged from March 2016 (1 year's notice required). Annual charges are currently £15; £7.50; or £11.25, depending on plot size. Inflation was 1.2 % in 2015, 2.5% in 2016 and 3% in 2017, so a 7% increase wef March 2019 was recommended by the Clerk with charges of: £16; £8; £12. After discussion it was Resolved to recommend a more substantial increase to apply from March 2019 to reflect current costs and value/shortage of allotment space. The proposed charges are: £50 (full plot); £25 (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 Williams    **Seconded:** Pat Athawes    **Agreed Unanimously**

Minutes from the Parish Council meeting held on 4<sup>th</sup> December 2017 state:

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

**(ii) To set the level of charges** in accordance with the recommendations of the Finance Committee: that **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

3 allotment holders made representations, including the Allotment Warden who fed back comments he had received from allotment holders not present concerning the increased rent from March 2019. In summary, the following salient points made were:

- £15.00 to £50.00 is a 233% price increase.
- There are currently only 2 people on the waiting list.

- Why should current plot holders be penalised by the new housing growth in the village?
  - Restricting plots to Drayton residents as instructed by the Clerk has not been minuted.
  - A Parish Councillor had voted on the price increase and did not declare an interest even though his wife was on the waiting list.
  - A court has ruled in favour of an allotment-holder over Eastleigh Borough Council that made unfair increases in rent from £25.00 to £40.00 a year (60% price hike).
  - £50.00 a year is more than the allotments charge in surrounding parishes even though some also have better facilities.
  - There has not been a consultation with allotment holders on the increase.
  - Allotment Act 1950 states that rents should be fixed by 'what holders should reasonably be expected to pay'.
  - Reducing the waiting list by putting the price up to discourage people is not solving the problem and discriminating against people on low income.
  - If justified, could any price rise not be phased in over a number of years.
  - Can consideration be given to 'Grandfather Rights' (price rise applies to new tenants only).
  - What would be the additional benefits/facilities from the price rise.
  - There are minimal costs associated with the allotments so the price rise could not be justified on costs.
- It was stated that the Parish Council charges allotment members to use Parish Council land, yet get no financial return from those who play Football on another area of land, in fact the Parish Council subsidises the Football Club, even though they have fewer members. It was **agreed** that the Parish Council should reconsider consult the wider community on the increased charges and reconsider the matter in 6 months time.

**ACTION:** All Councillors to consider the matter. Drayton residents to be consulted on the allotment charges by e.g. an article in the Chronicle.

**(c) Thames Water.** A parishioner urged the Council to ask Huw Thomas (Local regional government liaison, Thames Water) to attend a Council meeting as soon as possible to explain TW's plan for water supply and sewareg in Drayton.

**ACTION:** Clerk to invite Huw Thomas to the 9<sup>th</sup> April 2018 meeting.

**(d) Planning Committee meeting.** It was **agreed** to **not** to hold a Planning Committee meeting on 9<sup>th</sup> April 2018 and if necessary hold it on a different evening to allow more time for the Annual Parish Assembly meeting.

**Richard Webber and Pervin Shahin arrived at 7:48pm.**

**42/2018 Minutes.** The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

**Proposed:** Matthew Lowy

**Seconded:** Colin Arnold

**Resolved:** Unanimous

**43/2018 News from OCC Councillor** (Richard Webber).

**(a) Northamptonshire County Council** is having difficulty setting a budget within its income and expenditure commitments and is likely to be declared bankrupt.

**(b) Super Councils** herald an exciting new era for district councils, where they decide for themselves how best to deliver high quality, cost-effective services, now and in years to come.

**(c) Walnut Meadow.** Meeting to be held on 6<sup>th</sup> March 2018 with David Baily (Production Director, Miller Homes) and OCC to discuss the road junction. [another meeting is scheduled on 22<sup>nd</sup> March 2018 with David Baily/Miller Homes reps and Parish/District/County Council reps].

**(d) £15,000.00** has been allocated for 2018-19 for each of the 63 county councillors to spend on local priorities in their area.

**(e) Recycling Centre Charges.** It was **noted** that Colin Arnold was asked to pay £1.50 to dispose of a piece of chipboard approximately 0.5m<sup>2</sup> as it was classified as a 'Kitchen unit'.

**Richard Webber left at 8:30pm.**

**44/2018 Action Checklist from the Previous Meeting** (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below:

(a) **Sports Pavilion.** Costings have been received from the Quantity Surveyor. Matter to be discussed at the next Finance & Personnel Committee meeting.

(b) **Halls Close Pyracantha Bushes** have been removed.

(c) **Litter Pick** was to be held on 3<sup>rd</sup> March 2018 but was cancelled due to adverse weather.

**ACTION:** Deputy Clerk to arrange a new date with Roxy Elford (Youth Worker, DAMASCUS).

(d) **FP11 Wood Chippings** to be laid on 10<sup>th</sup> March 2018.

(e) **Allotment Chickens.** The owner of the chickens is going to improve his fence to stop the chickens trespassing onto the allotment.

(f) **Burial Ground Mis-placed Memorial.** The latest 3 burials are out of alignment. It was **noted** that the GPS mapping of graves would cost approximately £500.00. and that would be one way to ensure exact alignments

**ACTION:** Clerk to instruct grave digger to align graves correctly.

#### 45/2018 Finance & Personnel Committee (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker's work for previous month	*£250.00	Nil
Clerk's Salary PC: £498.35 (40 hrs per month); D2020 £311.46 (25 hrs o/t).	*£809.81	Nil
Deputy Clerk's Salary (40 hrs per month).	*£343.01	Nil
HMRC – Tax and NI PC: £300.43 D2020: £100.43	*£400.86	Nil
Deputy Clerk's Pension (employee 5.5 % £24.95 ; Employer 21.7% £98.42	*£123.37	Nil
Clerk's Expenses	*£18.00	Nil
Jenks – Hedge removal at Halls Close	*£294.00	£49.00
Oxfordshire Association of Local Councils Annual Subscription 2018-19	£455.51	£75.92
A L Vickery Account for caretaker's materials	£9.14	£1.53
Oxfordshire Playing Fields Annual Subscription 2018-19	£53.00	Nil
Caudwell Day Centre. Room Hire Jan-March 2018	£45.00	Nil
<b>Total payments this month</b>	<b>£2,801.70</b>	<b>£126.45</b>
<b>Receipts:</b>		
Burial and Memorial Fees		£115.00
<b>Total Receipts last month</b>		<b>£115.00</b>

(a) **Bank Reconciliation.** Current account £60,324.26, Deposit Account £20,034.46, Projects Account £15,052.21, Undrawn cheques None, Payments not yet credited £115.00. **Total = £80,473.72 PC account (excluding payments above).**

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

(d) **Clerks Replacement.** It was **noted** that Richard Williams is drafting an advert for a Clerk and Project manager.

**46/2018 Drayton Conservation Area Review.** After some discussion, it was **resolved** with some reservations with regard to the obligations placed on residents in modern buildings, to submit the Drayton Conservation Area Review to the VWHDC for adoption as a planning document, and adoption in due course into the Drayton Neighbourhood Plan.

**Proposed:** Colin Arnold      **Seconded:** Pervin Shahin      **Resolved:** 6 For and 1 Abstention

**Pervin Shahin left at 9:10pm.**

#### 47/2018 Projects Board Committee.

(a) **Terms of Reference.** The Clerk had circulated the draft Project Board Terms of Reference prior to the meeting. It was **agreed** to change '7.2 Meetings shall normally be held at 7pm on a Friday in the Caudwell Day Centre' to Monday. It was **resolved** to approve the Terms of Reference.

**Proposed:** Graham Webb      **Seconded:** Matthew Lowy      **Resolved:** Unanimous

(b) **Meeting Dates.** It was **agreed** to swap the start time of the Finance and Personnel Committee Meetings and Projects Board Committee Meetings. It was **agreed** to approve the meeting dates.

**ACTION:** Deputy Clerk to publicise and book Village Hall, Small Hall.

**(c) Walnut Meadow.** The Clerk has sent a letter dated 19<sup>th</sup> February 2018 to Chris Endsor (Chief Executive, Miller Homes Limited) expressing the Parish Council's support for the letter sent and the actions proposed to resolve the problems outlined by the 'Walnut Meadow Residents Association' dated 12<sup>th</sup> February 2018. A reply was awaited

**(b) Manor Farm.** It was **noted** that the new surface along Gravel Lane footpath is uneven and should have been rolled flat. Essentially it looks like an unfinished layer of Type1 stone and needs a topping of self binding gravel to bring it up to OCC's standard. About 120m of hedgerow along Gravel Lane footpath has been removed which was shown as part of the Conservation Area. Removing it should have been subject to Planning Permission beforehand and needs to be reinstated. There is about 150m of Gravel Lane remaining to be re surfaced. It was **agreed** that the Clerk should action these points.

**ACTION:** Clerk to discuss Gravel Lane footpath with Arthur McEwan-James (Officer (Public Rights of Way), OCC), and in due course obtain a quote to complete the surfacing of the Garvel Lane footpath.

**48/2018 Data Protection Changes / General Data Protection Regulation (GDPR).** [Clerk's note: GDPR is a new EU law that will come into effect on 25<sup>th</sup> May 2018 to replace the current Data Protection Act. It's the biggest overhaul of data protection legislation for over 25 years, and will introduce new requirements for how organisations process personal data.] The Clerk advised the Council that it will need to appoint a Data Protection Officer and that a records audit is required now, He will advise the Council further in due course.

**Richard Williams left the room temporarily. Matthew Lowy assumed the Chair at 9:57pm.**

**49/2018 Rights of Way & Conservation Working Group** (Graham Webb).  
Business matters had been discussed earlier in the meeting.

**50/2018 Leisure & General Purposes Working Group** (Vacant).  
**Village Caretaker and Grass Cutting Contractor** reports were **noted**.

**51/2018 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 19<sup>th</sup> July 2017.

**P17/V1225/RM Amendment: No. 1 - dated 19<sup>th</sup> July 2017.**

**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:** See Amendment : No. 2 - dated 8th February 2018..

**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.

**P17/V3208/HH.**

**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:** See Amendment : No. 2 - dated 22<sup>nd</sup> February 2018.

**P17/V3253/HH.** Proposed rear extension, also loft conversion with internal alterations, remove existing chimneys. 29 Abingdon Road Drayton Abingdon Oxfordshire OX14 4HW.

**PC:** Support: It was noted that work has already started. **VWHDC:** Planning Permission on 1<sup>st</sup> February 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:** Planning Permission on 12<sup>th</sup> February 2018.

**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.

**P17/V1225/RM Amendment : No. 2 - dated 8<sup>th</sup> February 2018.** Erection of 22 dwellings together with replacement garage for 10 Halls Close.(As amended by plans and information received 19 July 2017). As amended by plans received 8 February 2018. Land to Rear of 10 Halls Close Drayton ABINGDON OX14 4LU.

**PC:** Support (see March planning minutes for details). **VWHDC:** Pending.

**P17/V3208/HH Amendment : No. 2 - dated 22<sup>nd</sup> February 2018.** 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. (As amended by revised plan received 15 January 2018) (As amended by revised plan received 22 February 2018). 2 Steventon Road Drayton ABINGDON OX14 4LE.

**PC:** Objection, in present form: The Parish Council is concerned that vehicles should be able to drive forwards into the off-road parking spaces, and have sufficient room to manoeuvre within the parking area so that they can drive out forwards again onto the Steventon Road. It is considered it would be hazardous in the extreme for vehicles to attempt to back out onto the main road, or for that matter to try to back into the parking area. The Steventon Road is very busy during peak periods, and this house is located on a bend just to the south of a mini-roundabout, compounding the likely traffic hazard. There are question marks over whether the space within the parking area is adequate. There are also questions concerning vision for drivers emerging onto the main road. The splay appears not wide enough and the fence either side too high to allow good vision, unless the car is already out on the footpath. Obviously, for the duration of the time the car is on the footpath (which could be a while in busy periods) it would be blocking the path for pedestrians. This could be a particular problem for parents with small children. It is requested the Highways Officer look closely at the proposed plan with reference the indicated dimensions of spaces, gate and splay, and the height of the fence. **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).

**PC:** Objection (see March planning minutes for details). **Secretary of State:** 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 10<sup>th</sup> 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.

**Richard Williams re entered the room and assumed the chair at 9:58pm.**

**52/2018 Annual Parish Assembly Meeting.** It was **agreed** to hold it in the Caudwell Day centre. It was **noted** that Richard Williams will be unable to attend.

**ACTION:** Clerk to advertise in the Chronicle. Deputy Clerk to display posters and invite clubs and societies.

**53/2018 Correspondence.** All correspondence had been circulated via email prior to the meeting.

**54/2018 Items to be Noted from Parish Councillors.**

(a) **Friends of Drayton School Association (FODSA) Quiz Night.** 21<sup>st</sup> April 2018.

(b) **Summer Fate.** 9<sup>th</sup> June 2018.

**55/2018 Dates of the next Meetings.**

(a) **Annual Parish Assembly Meeting.** 9<sup>th</sup> April 2018. 7:00pm. Caudwell Day Centre.

(b) **Parish Council.** 9<sup>th</sup> April 2018. 7:30pm. Caudwell Day Centre.

(c) **Projects Board Committee.** 19<sup>th</sup> March 2018. 7:30pm. Village Hall, Small Hall.

(d) **Finance and Personnel Committee.** 21<sup>st</sup> May 2018. 7:00pm. Village Hall, Small Hall.

[Clerk's note: It had been agreed not to hold a Planning Committee meeting on 9<sup>th</sup> April 2018 and if necessary hold it on a different evening to allow more time for the Annual Parish Assembly meeting.]

**The Chairman declared the meeting closed at 10:06pm.**

**Signed:**

**Date:** 9<sup>th</sup> April 2018

**Name:**

**Appendix A  
Action Check List**

<p><b>All Councillors / David Perrow. Allotment Rent.</b> All Councillors to consider the matter. Drayton residents to be consulted on the allotment charges by e.g. an article in the Chronicle.</p>
<p><b>David Perrow / Christopher Price. Annual Parish Assembly Meeting.</b> Clerk to advertise in the Chronicle. Deputy Clerk to display posters and invite clubs and societies.</p>
<p><b>David Perrow. Thames Water.</b> Clerk to invite Huw Thomas to the April meeting. Done.</p>
<p><b>David Perrow. Manor Farm, Gravel Lane Footpath.</b> Clerk to discuss Gravel Lane footpath with Arthur McEwan-James (Officer (Public Rights of Way), OCC).</p>
<p><b>David Perrow. Burial Ground Mis-placed Memorial.</b> Clerk to instruct grave digger to align graves correctly.</p>
<p><b>David Perrow. FP16 Barbed Wire.</b> Clerk to follow up meeting with OCC and ask if Highway road surface waste is available and suitable for our footpaths.</p>
<p><b>Tamsin Meredith. Village Hall.</b> Arrange meeting with VHMC to discuss needs list/draft architect's brief. Tamsin Meredith to chase up Village Hall Management Committee.</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>Christopher Price. Litter Pick.</b> Deputy Clerk to arrange a new date with Roxy Elford (Youth Worker, DAMASCUS). Done - 21<sup>st</sup> April 2018.</p>
<p><b>Christopher Price. Projects Board Committee Meeting Dates.</b> Deputy Clerk to publicise and book Village Hall, Small Hall.</p>