



Drayton Parish Council

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Minutes

held on Monday 9th April 2018 at 7:30pm
in the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Wade (Vice Chairman), Andrew Cooke (left at 10:03pm), Colin Arnold, Patricia Athawes, Matthew Lowy, Pervin Shahin, Graham Webb, Tamsin Meredith.

Not Present: Richard Williams (Chairman).

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Richard Webber (OCC) (left at 9:12pm), Stuart Davenport (VWHDC) (left at 9:12pm).

Public: 1 member of the public was present.

Richard Williams was not present so Richard Wade (Vice Chairman) assumed the chair. The meeting started at 8:41pm due to late finish of the preceding Annual Parish Assembly Meeting.

56/2018 Apologies for Absence. Richard Williams.

57/2018 Variations of Business. None.

58/2018 Declarations of Interest, Dispensations and Use of Delegated Powers. It was **noted** that Richard Wade declared that he is a trustee of the Millennium Green Trust and his wife has an allotment. It was also **noted** that he has registered these interests with the VWHDC.

59/2018 News from OCC Councillor (Richard Webber).

Oxford to Cambridge Expressway. Everyone is invited to comment on the Oxford to Cambridge Expressway consultation. Deadline is 12th April 2018. It was **agreed** that the Clerk should comment on behalf of the Parish Council.

ACTION: Clerk to comment on the consultation.

60/2018 News from VWHDC Councillor (Stuart Davenport).

Unity. Stuart Davenport reported and updated the Council on the County and Vale unity proposal.

61/2018 Public Participation.

P15/V2828/FUL East Way. A parishioner raised concerns over the East Way development. A dormer window and a roof light on plot 3 have been constructed turning the house into 3 story and is totally at odds with the mainly bungalows and 1.5 story houses that surround it. It was **noted** that the developers have already sold plot 3 and the new owner has asked them to convert the loft, therefore the developers have added a dormer and space for a roof light to the roof structure. Technically this is a breach of planning control because the property is not being built in accordance with the approved plans, however if the developers built the approved roof and then in a few weeks/months once the property was substantially complete they returned to convert the loft there would be no restrictions to this because it would be exempt from planning permission under Permitted Development Rights

62/2018 Minutes. The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

Proposed: Matthew Lowy

Seconded: Patricia Athawes

Resolved: Unanimous

Richard Webber and Stuart Davenport left at 9:12pm.

63/2018 Action Checklist from the Previous Meeting (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below:

(a) Thames Water. Huw Thomas was invited to the April meeting but did not respond. [Clerk's Note: He

has now subsequently confirmed he will attend the May meeting]

(b) Burial Ground. The grave digger has been instructed to align graves correctly and the Council's Regulations have been updated to require this

64/2018 Finance & Personnel Committee (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker's work for previous month	*£250.00	Nil
Clerk's Salary PC: (40 hrs per month);	*£543.32	Nil
Deputy Clerk's Salary (40 hrs per month).	*£342.81	Nil
HMRC – Tax and NI PC: £300.43 D2020: £100.43	*£221.60	Nil
Deputy Clerk's Pension (employee 5.5 % £98.42; Employer 21.7% £24.95)	*£123.37	Nil
Clerk's Expenses	*£35.40	£3.50
Deputy Clerk's Expenses	*£69.99	£7.83
Microshade – Quarterly hosting and software	*£178.56	£29.76
Community First Oxfordshire Annual Sub 2018-19	*£70.00	Nil
Stanhope Wilkinson Associates – QS fees for sports pavilion	*£420.00	£70.00
Kathryn Davies – Conservation Area Assessment	*£1,500.00	Nil
Drayton Chronicle Advert for APA	£12.00	Nil
Current Account Service Charge to end March 2018	*£18.00	Nil
Total payments this month	£3,785.05	£111.09
Receipts:		
Burial and Memorial Fees		£115.50
Allotment rents		£504.00
Bank Interest (Projects account)		£7.42
Total Receipts last month		£626.92

(a) Bank Reconciliation. Current account £58,168.56, Deposit Account £20,034.46, Projects Account £15,059.63, Undrawn cheques £45.00, Payments not yet credited £252.50. **Total = £78,410.52 PC account (excluding payments above).**

It was **agreed** that £50,000 should be transferred from the General Reserve to the D2020 NDP Projects Reserve

(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 the advert for a Clerk/RFO has been placed and that an approach had been made to recruit a Project Manager.

65/2018 Projects Board Committee.

(a) Walnut Meadow. Another meeting has been held with Miller Homes. A project completion schedule was awaited. The debris was reported by Millers/POC as cleared from the sports pitches, but little other progress had been made on the ground. It appears that OCC Highways are willing to adopt the estate roads, subject to inspection and testing of the drainage.

(i) Barbed wire fence. It was **noted** that a new post and barbed wire fence has been erected between the new Walnut Meadow development and the agricultural land to the West and passes very close to the playground that will be under Parish Council ownership this means that excited children running around will be in danger of being seriously injured. The barbed wire fence also continues along the Western side of the sports pitches which will also be under Parish Council control and similar dangers will exist to users of the sports pitches. It was **agreed** that the Clerk should send an email to the land owner pointing out the dangers and asking for the barbed wire to be replaced by plain wire.

ACTION: Clerk to email the land owner and ask if the barbed wire can be replaced by plain wire to eliminate any danger.

(b) Manor Farm. It was **noted** that the new road junction has been built and grass has been laid on the public open space just inside the development.

(c) Sports Pavilion/Pitches/MUGA. The Public Works Loan Board loan is out for public consultation. The consultation will close in time for a report and decision to be made at the May PC meeting.

(d) Pre School. It was **noted** that the OFTSED inspection on 6th March 2018 has rated the school as

inadequate. For this reason planning and fund-raising for the new building is on hold pending discussion between OCC, Drayton School and the Pre School committee.

66/2018 Data Protection Changes / General Data Protection Regulation (GDPR).

Email Address. It was **noted** that councillors are using their personal email addresses. It was **agreed** that the Clerk should set up email addresses for the council based on the costs quoted by Microshade.

ACTION: Clerk to set up email addresses for the council.

67/2018 Rights of Way & Conservation Working Group (Graham Webb).

BW6 Gate and Old Dryer Barns Access. It was **noted** that a metal gate has been erected across BW6 (Barrow Road), just to the West of the old dryer barns. Access to the public right of way is now even more restricted, even for pedestrians who have only a small space to bypass the gate, and they have to squeeze through very near to the barbed wire fence.

ACTION: Clerk to email OCC.

68/2018 Leisure & General Purposes Working Group (Vacant).

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

69/2018 Planning Committee Business (Richard Wade). It was **noted** that there was no meeting this month due to the Annual Parish Assembly Meeting. The regular monthly meeting will resume next month.

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.

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:** Planning Permission on 10th April 2018.

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 22nd 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:** Planning Permission on 23rd March 2018.

P17/V1225/RM Amendment : No. 2 - dated 8th 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.

P18/V0566/HH. Demolition of existing garage and erection of part single and part double storey extension. 116 Whitehorns Way Drayton ABINGDON OX14 4LQ.

PC: Response: It appears that the garden wall will be knocked down with modified vehicle access and parking on what is currently the front garden. There's no kerb there, so no need for a new dropped kerb however we would like to suggest that they are required to have either a porous surface laid in the garden or have drains and soakaways so no extra water is discharged from site. **VWHDC:** Pending.

P18/V0683/HH. Single storey side extension to create new family dining area. Single storey link between existing garage/proposed extension. 34 Willow Way Drayton ABINGDON OX14 4FX.

PC: Response: It is noted that the development site is not finished and we are surprised that someone wants to change a newly built house. **VWHDC:** Pending.

P18/V0635/HH. See Amendment : No. 1 - dated 3rd April 2018.

P18/V0635/HH Amendment : No. 1 - dated 3rd April 2018. Two storey side extension and single storey rear extension. (As amended by plans received 3 April 2018). 9 Whitehorns Way Drayton ABINGDON OX14 4LL.

PC: Object: The Parish Council feel that this is over development of the site and is not in keeping with the surrounding properties. We also believe that it could increase street parking which is something we discourage. **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:** Dismissed.

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.

PC: Noted. **VWHDC:** See Amendment : No. 4 - dated 16th March 2018.

P17/V1154/LB Amendment : No. 4 - dated 16th March 2018. 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 and OCC Letter received 1 March 2018).

Additional Options Review from PBA received 16 March 2018. Steventon Overbridge High Street Steventon Abingdon OX13 6RS.

PC: Objection: The view is that this amendment is an improvement (albeit a small one). However our concerns regarding the disruption and the knock on effects on Drayton remain. So we are objecting on the basis that this amendment does not address our previous concerns regarding the proposal to replace the bridge.

70/2018 Henleys Lane / Church Lane Traffic and Parked Vehicles. Richard Wade reported on the findings of the working group. It was **agreed** to hold a residents meeting.

ACTION: Richard Wade Clerk to arrange a residents meeting.

Andrew Cooke left at 10:03pm.

71/2018 Correspondence. All correspondence had been circulated via email prior to the meeting.

72/2018 Items to be Noted from Parish Councillors.

(a) Abingdon Road Footpath. It was **noted** that the footpath along the Abingdon Road opposite Walnut Meadow is dangerously narrow due to overgrown bushes that need cutting back. It was also **noted** that the

Clerk has reported this a number of times to OCC Highways on Fix My Street.

(b) Friends of Drayton School Association (FODSA) Quiz Night. 21st April 2018. Parish Council team members are Graham Webb +1, Patricia Athawes, Pervin Shahin, Richard Williams, Christopher Price.

(c) Manor Farm. It was **noted** that the Cala Homes sales people are telling prospective buyers that the new green will be privately owned by the residents. It was **agreed** the Clerk should make it clear to them that the new green will be public land and owned by the Parish Council.

ACTION: Clerk to email Cala Homes to report that sales staff are not correctly telling vendors that the new Green will be public land and owned by the Parish Council.

73/2018 Dates of the next Meetings.

(a) Annual Parish Council. 14th May 2018. 7:30pm. Caudwell Day Centre.

(b) Planning Committee. 14th May 2018. 7:00pm. Caudwell Day Centre.

(c) Projects Board Committee. 16th April 2018. 7:00pm. Village Hall, Small Hall. [Clerk's note: this meeting was substantially rescheduled to 30th April.]

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

The Chairman declared the meeting closed at 10:13pm.

Signed:

Date: 14th May 2018

Name: Richard Williams

**Appendix A
Action Check List**

David Perrow. Oxford to Cambridge Expressway. Clerk to comment on the consultation.
David Perrow. Walnut Meadow. Barbed wire fence. Clerk to email the land owner and ask if the barbed wire can be replaced by plain wire to eliminate any danger. Done – landowner will take action
David Perrow. Thames Water. Clerk to invite Huw Thomas to the April meeting. Done.
David Perrow. BW6 Gate and Old Dryer Barns Access. Clerk to email OCC. Done
David Perrow. Manor Farm, Gravel Lane Footpath. Clerk to discuss Gravel Lane footpath with Arthur McEwan-James (Officer (Public Rights of Way), OCC). Done – email sent to CALA & OCC
David Perrow. Manor Farm. Clerk to remind Cala Homes that the new Green will be public land and owned by the Parish Council. Done
David Perrow. Data Protection Changes / General Data Protection Regulation (GDPR). Email Address. Clerk to set up email addresses for the council.
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 – awaiting reply
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. Done. April 19th
Richard Wade/Richard Webber. Henleys Lane / Church Lane Traffic and Parked Vehicles. Richard Wade & Richard Webber to arrange a residents meeting.
Richard Williams. NDP Text Revisions. Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.