



Drayton Parish Council

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Minutes

Annual Meeting held on Monday 14th May 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 7:45pm), Graham Webb.

Not Present: Andrew Cooke, Tamsin Meredith.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 7:47pm and left at 8:32pm).

Public: 6 members of the public were present.

74/2018 Election of Chairperson. Richard Williams was elected Chairman and signed the declaration of acceptance of office.

Proposed: Richard Wade

Seconded: Colin Arnold

Resolved: Unanimous

75/2018 Election of Vice-Chairperson. Richard Wade was elected Vice-Chairman.

Proposed: Colin Arnold

Seconded: Patricia Athawes

Resolved: Unanimous

76/2018 Apologies for Absence. Andrew Cooke, Tamsin Meredith.

77/2018 Variations of Business. It was **agreed** to expedite Thames Water on the Agenda, Huw Thomas (Local regional government liaison, Thames Water).

78/2018 Declarations of Interest, Dispensations and Use of Delegated Powers. It was **noted** that Richard Wade's wife has an allotment and has registered this interest with the VWHDC.

79/2018 Public Participation.

Thames Water. Huw Thomas (Local regional government liaison, Thames Water).

Minutes from June 2017 state:

41/2017 Thames Water. Huw Thomas (Local and regional government liaison, Thames Water) gave his presentation. It was **noted** that population growth is outstripping water supply and something pretty big and long term needs to be done to keep up with demand. Huw undertook to advise the Council in September about plans for sewerage/sewage works upgrade affecting Drayton.

Huw Thomas and Michel Kelvin presented the Council with maps showing sewerage/sewage works within Drayton. It was **noted** that the results of their on site investigation show no signs of concern with regards to the additional houses being built within and surrounding Drayton. The Drayton sewage works has adequate capacity and the sewers in Drayton are on the correct size to cope with the planned extra housing on the major developments currently approved.

Pervin Shahin and Stuart Davenport arrived at 7:45pm.

80/2018 News from OCC Councillor. Richard Webber was not present.

81/2018 News from VWHDC Councillor (Stuart Davenport).

(a) New Leader. The VWHDC will get a new leader [Clerk's note: Roger Cox, who is the deputy leader of VWHDC and represents Faringdon, is set to be appointed as successor to Matthew Barber. Mathew Barber, the council's leader for seven years, will start a full-time role as Deputy Police and Crime Commissioner for the Thames Valley later this month].

(b) Reservoir. The VWHDC have expressed reservations to the proposed reservoir.

82/2018 Public Participation (continued).

(a) Allotments 2019-20 rent Increase Consultation. 4 allotment holders expressed objections to the rent increase. Richard Williams suggested that the Council set up a working group [see item 91/2018 Leisure & General Purposes Working Group (b)]. It was **noted** that there were 15 responses to the consultation with 14 against and 1 for the rent increase.

(b) Manor Farm. A parishioner made a comment that the new village green at Manor Farm looks like a bowling green and is not in keeping in the conservation area.

Stuart Davenport left at 8:32pm.

83/2018 Appointment of Committees/Representatives.

Committees	
Finance & Personnel: Patricia Athawes (Chairperson), Richard Wade (Vice Chairman), Richard Williams, Graham Webb, Tamsin Meredith.	
Planning: Richard Wade (Chairman), Richard Williams (Vice Chairman) Patricia Athawes, Colin Arnold, Matthew Lowy.	
Projects Board: Richard Wade (Chairman), Patricia Athawes, Richard Williams, Graham Webb, Tamsin Meredith.	
Working Groups	
Leisure & General Purposes: Richard Williams (Chairman), Patricia Athawes (Vice Chairperson), Adrian Cooke, Tamsin Meredith.	
Rights of Way & Conservation: Graham Webb (Chairman), Richard Williams, Matthew Lowy, Richard Wade.	
Representatives	
Camilla King	Drayton Almshouses
Daniel Scharf	Public Transport Liaison
Tamsin Meredith	Drayton Hall & Recreation Ground Management Committee
Camilla King & Margaret Watts	Drayton Charities (nominated trustee)
Richard Williams	Drayton Chronicle Contributor
Graham Webb	Millennium Green Trust (nominated trustee)
Matthew Lowy	DAMASCUS Project
Richard Williams	Neighbourhood Action Group (NAG)
Christine West	Footpath Warden
Simon Murray & Robin Wood	Speedwatch Volunteers
Patricia Athawes	Drayton Community Primary School (existing School Governor)

Action: Deputy Clerk to ask representatives if they are willing to continue.

84/2018 Standing Orders and Terms of Reference. The Clerk had circulated the following documents prior to the meeting: Financial Regulations, Standing orders, Overall Responsibilities of the Parish Clerk, Projects Board (Neighbourhood Plan) Terms Of Reference, Finance and Personnel Committee Terms Of Reference.

● It was **resolved** to correct 2 typos and stipulate that the Chairperson should be a Parish Councillor and that quorum must include at least one Parish Councillor in the Projects Board (Neighbourhood Plan) Terms of Reference.

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

● It was **resolved** it adopt the documents.

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

85/2018 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

86/2018 Action Checklist from the Previous Meeting (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below:

(a) Oxford to Cambridge Expressway. The Clerk has written to Ed Vaizey and to Highways England/the

Minister expressing concern that there has been no proper public consultation on the Expressway, and asking that a Public Inquiry take place prior to any decision on the project and its route.

(b) Walnut Meadow Barbed wire fence. The Clerk emailed the land owner and asked if the barbed wire could be replaced by plain wire to eliminate any danger. The landowner will take action to replace the wires.

(c) Manor Farm, Gravel Lane Footpath. The Clerk has asked Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement in respect of the wholesale removal of the a substantial part of the public hedge along the Gravel Lane footpath by CALA/POC.

ACTION: Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement on our complaint.

87/2018 Finance & Personnel Committee (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker's work for previous month	*£500.00	Nil
Landscape Group – Grass Cutting (April)	Invoice not yet received	Nil
Clerk's Salary PC: (40 hrs per month £513.41); 15 hours o/t D2020 (£192.53)	*£705.94	Nil
Deputy Clerk's Salary (40 hrs per month).	*£376.16	Nil
HMRC – Tax and NI PC: £245.26 D2020: £86.08	*£331.34	Nil
Deputy Clerk's Pension (employee 5.5 % £107.92; Employer 21.7% £27.35)	*£135.27	Nil
Clerk's Expenses	*£76.79	Nil
Deputy Clerk's Expenses	*£49.15	Nil
Zurich – Insurance for 2018-19	*£846.47	Nil
Rialtas Business Solutions Ltd – Alpha Software maintenance	*£142.80	£23.80
Interview Expenses for an interviewee	£22.68	Nil
Drayton Football Club – Grass Cutting April (1 cut)	£70.00	Nil
Total payments this month	£3,256.60	£23.80
Receipts:		
Burial and Memorial Fees		£180.00
Allotment rents		£121.49
VAT refund to end March 2018		£202.70

(a) Bank Reconciliation. Current account £97,323.71, Deposit Account £20,034.46, Projects Account £15,059.63, Undrawn cheques £12.00, Payments not yet credited £481.49. Total = £117,827.66 PC account (excluding payments above).

(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) Annual Return. It was **resolved** to sign off the Part 1 of Annual Return (Governance Statement) for the External Audit.

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

(e) PWLB Loan. There were 2 responses to the consultation. 1st response:

1. This investment is being made in the wrong place. The site is closer to Abingdon than to some of the village housing and the investment of public funds should be at the village hall site where there are already buildings that could and are being improved. The site is also closer to most of the village housing so car use/dependency and demand for car parking are likely to be less than at Walnut Meadow.
2. It is very disappointing that the housing sites have been permitted without sufficient thought being given to sourcing the land on which to provide the allotments (deemed to be necessary to the grant of permissions) for which s106 money is being made available. This will require the PC to negotiate with the landowners. In a similar way this should now also apply to seeking to rent/purchase the land at Lockway for playing fields that could be serviced from the existing/improved buildings. This could save about £1million. A substantial amount of the s106 funds are not restricted to Walnut Meadow and could be used at Lockway.
3. The PC should wait until more of the new houses have been occupied so that those most responsible for the improvement of village facilities can be asked for their opinion. Attention would have to be given to

the time limits on the s106, but changes to the terms (eg where the money is to be spent and the timing) could be negotiated.

4. The full agreement of the football club should be obtained before applying for the loan.

2nd response:

I am concerned that the business plan for the project is still not mature enough to begin the process of gaining funding, and to ensure that the borrowed amount meets the cash flow requirements. The business plan figures, to me, seem optimistic. The figures for the construction are stated as initial and I do not know if the detailed plans for the facility, and its fixtures and fittings have been agreed so that the works can go out to tender. I have not been following this project so I don't know exactly where it is. It should be noted that the VAT will have to be paid before it can be reclaimed, so cash flow will need to be handled very carefully, with or without this loan, and I hope the Council is or has taken steps to arrange to do this with the VAT people. I would also be concerned that this funding is being suggested at this time, as a new Parish Clerk is due to start soon. In summary, I would not expect the Parish Council to apply for this type of funding, until it is actually needed, so that the parish is not paying unnecessary interest on a loan which is not being used.

It was **resolved** to defer the application to borrow until the loan was required but that the Clerk should approach OALC to check that all the documents etc. were in place for the application to the Ministry of Housing, Communities and Local Government (formerly DCLG) to proceed when the Council decided to go ahead.

Proposed: Colin Arnold.

Seconded: Patricia Athawes

Resolved: Unanimous

ACTION: Clerk to check with OALC that we have now met the criteria for the loan application.

88/2018 Data Protection Changes / General Data Protection Regulation (GDPR).

(a) **Data Protection Officer (DPO)** will be the Clerk, if a DPO is required (legislation still going through Parliament)

(b) **Data Protection and other policies.** The Clerk had circulated the following documents prior to the meeting: Allotment Tenants Privacy Notice Consent Form, Information Data Protection Policy, Data Breach Reporting Form, Document Retention and Disposal Policy, Email Contact Privacy Notice, Freedom of Information Act Publications Scheme, New Councillor Contact Privacy Notice, Purchase of Exclusive Rights of Burial Privacy Notice Consent Form, Removable Media Policy, Social Media Policy, Subject Access Request Form. It was **resolved** to adopt the documents.

Proposed: Richard Wade.

Seconded: Pervin Shahin

Resolved: Unanimous

(c) **Data Audit.** This has been done.

(d) **Consents.** Have been sought from Allotment Tenants and for those on the Council's email list. Nothing further is required.

89/2018 Projects Board Committee Richard Wade's verbal report was **noted**.

90/2018 Rights of Way & Conservation Working Group Graham Webb's verbal report was **noted**.

91/2018 Leisure & General Purposes Working Group (Richard Williams).

(a) **Village Caretaker** report were **noted**.

(b) **Allotments.** It was **agreed** to create an Allotment Working Group. Members: Richard Williams, Graham Webb, Matthew Lowy, Pervin Shahin. The Group will consider the proposed allotment rent increase in the light of feedback received and look at a policy on charging structures and allotment usage and demand/waiting list. The Group will arrange to meet with the Allotment Warden and allotment tenants.

(c) **Lockway Playground Phase 3.** The Clerk received an email from Annabel Brown (Area Sales Executive, Proludic Ltd) with proposed phase 3 suggestions and a quotation to the sum of £9,900.00. The proposal includes the removal of the existing swings and replace with new swings. It was **noted** that the current swings are old and no longer fully comply with current EC regulations, but if checked (as they are) still meet RoSPA requirements (low risk). It was **agreed** to keep this item on the agenda for the new Clerk to progress further designs and quotes after consulting with parents.

92/2018 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.

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/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:** Approval on 19th April 2018.

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:** Planning Permission on 9th April 2018.

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:** Planning Permission on 19th April 2018.

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:** Planning Permission on 24th April 2018.

P18/V0794/FUL. Conversion of existing barn to 1 residential unit and revision to associated parking forecourt. Removal of barn and erection of 1 residential dwelling with attached double garage and erection of 1 residential dwelling with detached double garage (variation to consents 10/02088/FUL and 10/02089/LBC). Land to the rear of 24 High Street Drayton ABINGDON OX14 4JL.

PC: Objection: The Parish Council feels that the new residential dwellings are not sympathetic to the High Street or the existing Grade II Listed barn. The proposed dwellings are within the Drayton Conservation Area and should respect the nature of the Conservation Area as well as the setting of the Listed Building. We would also like the wall along the High Street to be reinstated so that it looks harmonious to the adjacent wall. **VWHDC:** Pending.

P18/V1003/O. Outline application for one residential property with all matters reserved. 39 Hilliat Fields Drayton Abingdon Oxfordshire OX14 4JF.

PC: Objection: The Parish Council feel that this planning application is over development of a small site that is poorly located on a corner. **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.

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. **VWHDC:** Pending.

93/2018 Henleys Lane / Church Lane Traffic and Parked Vehicles. Richard Wade reported on the public meeting held 11th May 2018. Some 60 flyers had been delivered to local residents and the meeting was very well attended. The working group will now hold a follow up meeting.

ACTION: Richard Wade to hold a working group follow up meeting.

94/2018 Correspondence. All correspondence had been circulated prior to the meeting via email.

95/2018 Items to be Noted from Parish Councillors.

Allotments. Pervin Shahin suggested that the Council seek advice from a solicitor regarding the acquisition of more land for allotments.

ACTION: Clerk to discuss matter with the new Clerk and suggest that he/she consults a solicitor regarding the acquisition of more land for allotments.

96/2018 Reserved Business. There were no Public or Press to exclude.

To receive a Report and Recommendation from the Interview Panel for the Clerk/RFO Vacancy.

Interviews for the 2 candidates were held on 4th May 2018. Their CVs had been circulated prior to the meeting. It was **agreed** to offer one the Clerk's job and the other the D2020 Projects Officer's job (3 year contract) at the advertised rates of pay.

97/2018 Dates of the next Meetings.

(a) **Parish Council.** 4th June 2018. 7:30pm. Caudwell Day Centre.

(b) **Planning Committee.** 4th June 2018. 7:00pm. Caudwell Day Centre.

(c) **Projects Board Committee.** 21st May 2018. 7:30pm. Village Hall, Small Hall.

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

The Chairman declared the meeting closed at 10:24pm.

Signed:

Date: 4th June 2018

Name: Richard Williams

**Appendix A
Action Check List**

New Clerk. Data Protection Changes / General Data Protection Regulation (GDPR). Email address to be set up.
David Perrow. PWLB Loan. Clerk to check with OALC that we meet their criteria for the loan.
David Perrow. Allotments. Clerk to discuss matter with the new Clerk and suggest that he/she consults a solicitor regarding the acquisition of more land for allotments.
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.
Richard Wade. Henleys Lane / Church Lane Traffic and Parked Vehicles. Richard Wade to hold a working group follow up meeting.
Chris Price. Appointment of Committees/Representatives. Deputy Clerk to ask representatives if they are willing to continue.
Richard Williams. NDP Text Revisions. Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.
Stuart Davenport. Manor Farm, Gravel Lane Footpath. Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement on our complaint.