



# Drayton Parish Council

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## Minutes

held on Monday 4<sup>th</sup> June 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, Andrew Cooke, Tamsin Meredith.

**Not Present:** Pervin Shahin, Graham Webb.

**In attendance:** David Perrow (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Richard Webber (arrived at 8:15pm and left at 8:42pm).

**Public:** 5 members of the public were present.

[Clerk's note: David Perrow (Parish Clerk) is leaving the Council and this is his last meeting. Lorraine Watling has been appointed as replacement.]

**98/2018 Apologies for Absence.** Pervin Shahin, Graham Webb.

**99/2018 Declarations of Interest, Dispensations and Use of Delegated Powers.** None.

**100/2018 News from OCC Councillor.** Richard Webber arrived later in the meeting. See item 104/2018.

**101/2018 News from VWHDC Councillor.** Stuart Davenport was not present.

### 102/2018 Public Participation.

**(a) Allotments 2019-20 rent increase.** Tim Atkins (Allotment Warden) reported that the last person on the waiting list has been allocated a plot and that a few items of produce have been stolen. Richard Williams will arrange an Allotment Working Group meeting in July to consider the proposed allotment rent increase. Matter continued under item 114/2018.

**ACTION:** Richard Williams to arrange an Allotment Working Group meeting in July.

**(b) East Way Bridle Way BW1.** 2 Parishioners reported that a road is being constructed along this bridle way just passed the Milton Road. It was **noted** that motor vehicles are not permitted to drive along bridle ways.

**ACTION:** Clerk to report infringement to VWHDC Planning enforcement and OCC Countryside Services.

**Richard Webber arrived at 8:15pm.**

**103/2018 Minutes.** The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

**Proposed:** Richard Wade

**Seconded:** Patricia Athawes

**Resolved:** Unanimous

**104/2018 News from OCC Councillor** (Richard Webber).

**(a) Northamptonshire County Council and Cherwell District Council.** A scheme which saved Cherwell District Council millions of pounds is coming to an end due to the crisis at cash-strapped Northamptonshire County Council. It comes as the running of Northamptonshire County Council has been taken over by government commissioners following a cash crisis, with a review looking into the possibility of a unitary authority. The two councils currently share a chief executive and leadership team as well as a number of other council services after joining forces in 2010. As a result Cherwell has been left looking for another body to fill the gap and plans to join forces with Oxfordshire County Council are on the table.

**(b) For Sale Signs.** It was **noted** that on 29<sup>th</sup> May 2018 it was found that an estate agency had illegally erected a for sale sign on OCC highways land (an offence under section 224 of the Town and Country Planning Act 1990) and also damaged the Barton Court road name sign by attaching the For Sale sign to it (an offence under the Criminal Damage Act 1971). It was also **noted** that the Parish Council has the power and will be removing illegal signs from OCC land under the '2008 OCC Removal of Advertising Signs

Agreement' (under section 101 of the Local Government Act 1972 and Section 19 of the Local Government Act 2000).

**(c) OCC Councillor Priority Fund.** In February 2018, OCC agreed to set aside £945,000.00 in 2018/19 and 2019/20 for a Councillor Priority Fund. Richard Webber has about £8,000.00 allocated for Drayton.

**ACTION:** Clerk to add item to Projects Board Committee meeting agenda.

**105/2018 Action Checklist from the Previous Meeting** (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below:

**(a) PWLB Loan.** OALC have been approached to check to see if we have met the criteria for the loan, including adequate public consultation.

**(b) FP14 Barbed Wire.** It was **noted** that there is barbed wire along FP14.

**ACTION:** Richard Wade to remove.

**(c) Henleys Lane / Church Lane Traffic and Parked Vehicles.** It was **noted** that there will be a working group follow up meeting on 13<sup>th</sup> June 2018.

**Richard Webber left at 8:42pm.**

**106/2018 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 and May)	*£500.00	Nil
Clerk's Salary PC: £520.75(40 hrs per month); D2020 £260.37 (20 hours o/t)	*£781.12	Nil
Deputy Clerk's Salary (40 hrs per month).	*£356.58	Nil
HMRC – Tax and NI PC: £281.23 D2020: £96.01	*£377.24	Nil
Deputy Clerk's Pension (employee 5.5 % £25.94; Employer 21.7% £102.36)	*£128.30	Nil
Clerk's Expenses	*£403.53	£65.45
New Clerk's expenses	*£466.79	£85.50
Internal Auditors Fee 2017-18 – Arrow Accounting	£263.16	Nil
WS Supplies 2x 2 drawer filing cabinets with delivery	*£348.00	£58.00
DAMASCUS Parish – Hire of St Peters Church Hall	£30.00	Nil
Interview Expenses for candidate for Clerk's job	£22.50	Nil
Drayton Football Club – Grass Cutting Grant s19 (May 2 cuts @£70 per cut)	£140.00	Nil
FODSA grant for village fete (s19)	£500.00	Nil
DAMASCUS Youth Group – Annual Grant s19	£3,500.00	Nil
Clean Slate (s137 grant)	£100.00	Nil
D/D Castle Water – Allotments/Burial Ground water services to 24 <sup>th</sup> May (54 days)	*£8.88	Nil
<b>Total payments this month</b>	<b>£8,426.10</b>	<b>£208.95</b>
<b>Receipts:</b>		
Burial and Memorial Fees		Nil
<b>Total Receipts last month</b>		<b>Nil</b>

**(a) Bank Reconciliation.** Current account £94,536.60, NS&I Deposit Account £20,034.46, Projects Account £15,059.63, Undrawn cheques None, Payments not yet credited None. Total = £114,571.06 PC account (excluding payments above).

**(b) 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.

**(c) Report from Finance Committee meeting** Pat Athawes gave her verbal report.

**(d) 2017-18 Annual Accounts and Annual Return for External Audit.**

(i) It was **resolved** to approve the end of Year Accounts and Notes to the Accounts:

**Proposed:** Patricia Athawes      **Seconded:** Tamsin Meredith      **Resolved:** Unanimous

(ii) It was **resolved** to receive and accept the Internal Auditor's Report 2017-18. There were no actions to be noted.

**Proposed:** Patricia Athawes      **Seconded:** Tamsin Meredith      **Resolved:** Unanimous

(iii) It was **resolved** to approve the Annual Return 2017-18 for the External Auditor, including Variance Analysis.

**Proposed:** Patricia Athawes                      **Seconded:** Tamsin Meredith                      **Resolved:** Unanimous  
**(e) The setting of the date for the exercise of Electors' Rights.** It was **resolved** to display from 5<sup>th</sup> June to 16<sup>th</sup> July (inclusive).

**Proposed:** Patricia Athawes                      **Seconded:** Tamsin Meredith                      **Resolved:** Unanimous  
**(f) Clerk's & Deputy Clerk's pension.** It was **resolved** that this Council mandates the Oxfordshire County Council Pension Fund (LGPS) to set up and administer pensions on behalf of this Council in respect of any Clerk or Deputy Clerk or other Council staff offered such pension in their employment contract.

**Proposed:** Richard Wade                      **Seconded:** Andrew Cooke                      **Resolved:** Unanimous

**(g) Unity Trust Bank Account set up.** It was **resolved** to add the new Clerk's name to the current bank account authority to View and Submit (VA), not to authorise.

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

**(h) PWLB Loan for Sports Pavilion.** Awaiting formal submission to apply for the loan, when the Parish Council decides to apply.

**107/2018 Projects Board Committee** (Richard Wade).

**Halls Close.** It was **noted** that the decision notice for Halls Close contains a planning condition for a payment of a biodiversity offset payment of £7,636.00. The Hilliat Tree planting would not qualify, but the PC discussed planting a community orchard/wildflower meadow at Lyford Close.

**ACTION:** Clerk to consult biodiversity with Rev'd Meg Heywood.

**108/2018 Rights of Way & Conservation Working Group** (Graham Webb was not present).

**(a) Conservation Area Report** the VWHDC has recommended a number of suggested amendments.

**ACTION:** Clerk to amend report.

**(b) Allotments/Church Hedge Trimming.** It was **noted** that the hedge along FP11 (belonging to St Peters Church on one side and allotments on the other) needs cutting.

**ACTION:** Clerk to ask Village Caretaker to give hedge a trim.

**(c) Footpath/Cycle Path Improvements.** It was **noted** that there is a meeting on 13<sup>th</sup> June 2018 with Duncan Scroggs (Green & Tidy) to get quotes/ideas for surfacing of further footpaths.

**109/2018 Leisure & General Purposes Working Group** (Richard Williams).

**Village Caretaker** report were **noted**.

**110/2018 Planning Committee Business** (Richard Wade).

**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.

**P18/V1226/FUL.** Demolish a pair of semi detached cottages and outbuildings and construct a 5 bedroom dwelling and triple garage. 3 & 4 Mill Lane Sutton Courtenay Abingdon Oxfordshire OX14 4BE.

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

**P18/V1120/FUL.** Erection of 2 bedroomed house. 122 Abingdon Road Drayton Abingdon Oxfordshire OX14 4HT.

**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 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.**

**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.

It was **agreed** to hold a Planning Committee meeting on 18<sup>th</sup> June 2018 at 7:00pm in the Village Hall.

**111/2018 Henleys Lane / Church Lane Traffic and Parked Vehicles.** Matter had been already been discussed. See item 105/2018 (c).

**112/2019 Wootton and St Helen Without Joint Neighbourhood Plan.** The Clerk received an email on 24<sup>th</sup> May 2018 from Richard Bahu (Evidence Coordinator, Steering Group) with the 'Wootton and St Helen Without Neighbourhood Plan 2018-2031' attached.

**ACTION:** Richard Williams to comment on Neighbourhood Plan.

**113/2018 Data Protection Changes / General Data Protection Regulation (GDPR).**

**Email Addresses.** New [\\*@draytonpc.org](mailto:*@draytonpc.org) email addresses are pending.

**114/2018 Allotments 2019-20 Rent Increase.**

**Membership.** It was **noted** that Graham Webb is no longer a member of the Allotment Working Group.

**115/2018 Correspondence.**

**(a) Twinning, Lesparre-Médoc (France).** The Deputy Clerk received an email on 31<sup>st</sup> May 2018 from Michael Bell (Chairman, Drayton Twinning) stating:

*You may be aware that I am the Chairman of Drayton Twinning and have been since inception in the year 2000. In Drayton, Twinning takes place under the auspices of the Parish Council. As you will see below I have moved to Salisbury and thus will not be able to continue my Chairmanship of this group. For various reasons the number of active members of Drayton Twinning has fallen in recent times and at the time of writing I cannot say that anyone will take up my position. Having spoken with the Vale Group for all twinning in the VWHDC, I am advised that you should be made aware of this vacancy.*

It was **noted** that Drayton School may wish to get involved with Lesparre-Médoc (France). Pat Athawes will raise this at a School Governors Meeting.

**(b) Sutton Wick Lane Grass Area.** The Clerk received an email on 27<sup>th</sup> May 2018 from a parishioner stating:

*Please ask the Grass Cutting contractor to cut SWL grass. Tight to the Walnut tree trunk outside Casa Mia.*

It was **noted** that this is a wild flower area and is to be cut twice a year.

**116/2018 Items to be Noted from Parish Councillors.**

**Abingdon Road Blocked Drains.** Colin Arnold reported blocked drains along the Abingdon Road.

**ACTION:** Colin Arnold to report blocked drains on fix my street.

**117/2018 Dates of the next Meetings.**

**(a) Parish Council.** 2<sup>nd</sup> July 2018. 7:30pm. Caudwell Day Centre.

**(b) Planning Committee.** Meeting on 18<sup>th</sup> June 2018. 7:00pm. Village Hall.

**(c) Projects Board Committee.** 18<sup>th</sup> June 2018. 7:30pm. Village Hall, Small Hall.

**(d) Finance and Personnel Committee.** 17<sup>th</sup> September 2018. 7:00pm. Village Hall, Small Hall.

**The Chairman declared the meeting closed at 9:28pm.**

**Signed:**

**Date:** 2<sup>nd</sup> July 2018

**Name:** Richard Williams

**Appendix A  
Action Check List**

<b>Lorrain Watling. OCC Councillor Priority Fund.</b> Clerk to add item to Projects Board Committee meeting agenda.
<b>David Perrow. East Way Bridle Way BW1.</b> Clerk to report infringement to VWHDC Planning enforcement and OCC Countryside Services.
<b>David Perrow. Allotments/Church Hedge Trimming.</b> Clerk to ask Village Caretaker to give hedge a trim.
<b>David Perrow. Conservation Area Report.</b> Clerk to amend report.
<b>David Perrow. Halls Close.</b> Clerk to consult biodiversity with Rev'd Meg Heywood.
<b>David Perrow. Data Protection Changes / General Data Protection Regulation (GDPR).</b> Email address to be set up. Done.
<b>David Perrow. PWLB Loan.</b> Clerk to check with OALC that we meet their criteria for the loan. Waiting for reply.
<b>David Perrow. Allotments.</b> Clerk to discuss matter with the new Clerk and suggest that he/she consults a solicitor regarding the acquisition of more land for allotments.
<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. Done – awaiting reply.
<b>Richard Wade. Henleys Lane / Church Lane Traffic and Parked Vehicles.</b> Richard Wade to hold a working group follow up meeting. 13 <sup>th</sup> June 2018.
<b>Richard Wade. FP14 Barbed Wire.</b> Richard Wade to remove. Done.
<b>Richard Williams. NDP Text Revisions.</b> Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.
<b>Richard Williams. Allotments 2019-20 rent Increase.</b> Richard Williams to arrange an Allotment Working Group meeting in July.
<b>Richard Williams. Wootton and St Helen Without Joint Neighbourhood Plan.</b> Richard Williams to comment on Neighbourhood Plan.
<b>Stuart Davenport. Manor Farm, Gravel Lane Footpath.</b> Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement on our complaint.
<b>Colin Arnold. Abingdon Road Blocked Drains.</b> Colin Arnold to report blocked drains on fix my street.