



Drayton Parish Council

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Minutes

held on Monday 9th July 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, Tamsin Meredith.

Not Present: Andrew Cooke, Pervin Shahin, Graham Webb.

In attendance: Lorraine Watling (Parish Clerk and Responsible Financial Officer) (left at 10:04pm), Christopher Price (Deputy Clerk and Meeting Administrator), Richard Webber (OCC) (arrived at 7:39pm and left at 8:22pm), Stuart Davenport (VWHDC) (left at 8:22pm).

Public: 1 member of the public was present.

118/2018 Apologies for Absence. Andrew Cooke, Graham Webb.

119/2018 Declarations of Interest, Dispensations and Use of Delegated Powers. None.

120/2018 Public Participation (agenda item expedited).

Group Against Reservoir Development. Derek Stork (Hon Chairman, GARD) updated the Council on the reservoir that in their eyes is not needed, not resilient against prolonged drought and would increase the risk of local flooding. It was **agreed** that Derek Stork should draft a letter for the Parish Council to consider approving / adopting.

Richard Webber arrived at 7:39pm.

121/2018 News from OCC Councillor Richard Webber.

(a) Henleys Lane / Church Lane. Richard Webber has inspected these roads with an OCC highways engineer and it has been agreed to resurface the road and install a barrier at the end of FP14 to protect pedestrians.

(b) Potholes. Richard Webber reported that there will not be any potholes in 20 years. [Clerk's note: Proposals to double the highways maintenance budget this year and invest a further £120m over the next ten years will be considered by the OCC's Cabinet on Tuesday 17th July 2018. If agreed, an extra £10m would be spent on road repairs and other highway maintenance work this year to tackle the winter backlog of potholes.]

(c) Abingdon to Drayton Cycle Path Improvements. Richard Webber suggested that there are other cycle paths that are higher priority than this one.

122/2018 News from VWHDC Councillor (Stuart Davenport).

(a) P18/V1616/FUL. Demolition of existing dwelling and development of two new dwellings. Close End House 19 East Way Drayton Abingdon OX14 4JZ. Stuart Davenport will 'call in' this new planning application.

(b) Fire-damaged Council Headquarters to be Demolished. The former headquarters of South Oxfordshire and Vale of White Horse District Councils are set to be demolished after the building at Benson Lane, Crowmarsh Gifford, was severely damaged in an arson attack in 2015.

(c) Local Plan 2031 Part 2: Detailed Policies and Additional Sites. The hearing with the Secretary of State is 'going through'.

(d) Abbey Meadow Outdoor Pool is now open. [Clerk's note: Work has finished on the major £1.3million refurbishment of Abingdon's much-loved outdoor pool. The work saw the two previous pools joined together to create one large pool featuring an easy access beach-style walk in area. The changing areas have also been fully refurbished to provide a better environment for all visitors. A rubber crumbed surface was installed to create a safe area around the pool and in front of the changing rooms, while further changes have been carried out to improve accessibility throughout the facility. New energy efficient lighting and equipment will also help to cut maintenance and operational costs.]

(e) Walnut Meadow. It was **noted** that residents have been allowed to move into this new estate even though the development is far from finished and is in an unfit / dangerous state. It was also **noted** that this is a VWHDC planning enforcement matter.

ACTION: Richard Williams and Colin Arnold to make a list of outstanding issues.

Richard Webber and Stuart Davenport left at 8:22pm.

123/2018 Minutes. The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

Proposed: Colin Arnold

Seconded: Matthew Lowy

Resolved: Unanimous

124/2018 Action Checklist from the Previous Meeting (Appendix A). The action checklist was **noted** and specific issues are reported in the Minutes below:

(a) East Way Bridle Way BW1. Arthur McEwan-James (Officer (Public Rights of Way), OCC) is investigating the infringement where a road is being constructed.

(b) Henleys Lane / Church Lane Traffic and Parked Vehicles. A working group meeting was held on 13th June 2018. It was **noted** that a meeting needs to be held between the working group and OCC / Richard Webber.

Richard Webber left at 8:42pm.

125/2018 Finance & Personnel Committee (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker's work for previous month (40 hours)	*£500.00	Nil
Landscape Group – Grass Cutting (April) Clerks note –invoice arrived late so b/f to August meeting for payment	*£tbc	Nil
Former Clerk's Salary PC: (40 hrs contract + 25 hours O/T);	*£826.50	Nil
Clerks Salary: (60 hours contract per month)	*£690.80	Nil
Deputy Clerk's Salary (40 hrs per month).	*£349.79	Nil
HMRC – Tax and NI PC: £275.26 D2020: £101.98 Clerks note – later discovered that the figure listed here was incorrect and did not match the list of payments for authorisation. The error in the HMRC payment will therefore be corrected in subsequent months.	*£377.24	Nil
Deputy Clerk's Pension (employee 5.5 % £25.45; Employer 21.7% £100.39)	*£125.84	Nil
Clerks Pension (deducted from pay to be paid into pension next month £52.44)		
Former Clerk's Expenses	*£18.00	
Clerk's Expenses	*£129.24	£4.49
Deputy Clerk's Expenses	*£40.19	£0.00
Microshade – quarterly hosting fee plus rent	*£189.36	£31.56
Visionict – 12 new hosted email accts fro Council	*£216.00	£36.00
Total payments this month	£3,462.96	£72.05
Receipts:		
Burial and Memorial Fees		£360.00
Total Receipts last month		£360.00

(a) Bank Reconciliation. Current account £89,982.50, Deposit Account £20,034.46, less cheques not yet drawn £3530.00 Total = £106,486.96 PC account (excluding payments above). Projects Account £15,067.14.

(b) Payments. The payments listed above were **approved** for payment and Patricia Athawes and Richard Wade were appointed to approve the online payments (marked *) and sign cheques.

(c) Signatories. It was **resolve** to notify the National Savings and Investments Bank of the Clerks change of address and to confirm members of the Finance Committee as signatories.

Proposed: Patricia Athawes

Seconded: Matthew Lowy

Resolved: Unanimous

(d) VAT. There was a brief discussion of the VAT advice that had been received from OALC's Financial

advisor relating to the new pavilion and this will be further studied by the Project Board.

(e) PWLB Loan for Sports Pavilion. It was **resolved** to engage Oxfordshire Playing Fields Authority (OPFA) for a period of 12 months (start date to be confirmed) within an overall budget of £3,000.00 to help with and advise on funding and technical matters relating to the sports and play facilities at Walnut Meadows.

Proposed: Colin Arnold

Seconded: Patricia Athawes

Resolved: Unanimous

It was **resolved** to consider the opportunity to appoint a Project Manager for other NDP projects.

Proposed: Colin Arnold

Seconded: Patricia Athawes

Resolved: Unanimous

(f) Deputy Clerk's Appraise (Richard Williams). The annual appraisal for the Deputy Clerk was **noted** and it was **resolved** to award the Deputy Clerk 1 spine point pay increment backdated to 1st April 2018.

Proposed: Tamsin Meredith

Seconded: Colin Arnold

Resolved: Unanimous

(g) Bin Outside the Lockway Playground. It was **agreed** to remove and disposal of the damaged litter bin, making good the car park surface. It was also **agreed** to submit a claim on our insurance for a replacement bin to be located on an alternative site.

ACTION: Village Caretaker to remove and dispose of the damaged litter bin and make good the car park surface. Clerk to submit a claim on our insurance for a replacement bin. All Councillors to think of an alternative site for the new bin.

126/2018 Office (Colin Arnold). It was discussed whether, with the retirement of David Perrow as Parish Clerk, there was a need for the Council to have some office space within the village at least until the new pavilion is built. The Clerks job is home based but it was discussed whether it might be useful for them to have a base when working in the village. The option of purchasing a 'portable office' of the type that can be seen on construction sites was discussed as was renting space in the Village or Church Halls or Day Centre for a few hours each week, noting that the Church Hall does not currently have WiFi. The Clerk confirmed that she was happy with the current arrangements. It was **agreed** that the availability of the Village Hall on Tuesday afternoons would be investigated.

127/2018 Community Speed Watch (Colin Arnold). It was **noted** that a Community Speed Watch was held on 27th June 2018 from around 3:00pm to 3:30pm opposite the Junction of Walnut Meadow along the B4017. 50 out of 107 vehicles checked were exceeding the speed limit by more than 10%. The average outbound speed was 32.75mph, Highest speed recorded 46mph. The average inbound speed was 33.76mph, Highest speed recorded 44mph. Our PCSO says that these figure show that there is not a speeding problem.

128/2018 Projects Board Committee (Richard Wade).

Meetings. It was **noted** that the Projects Board Committee Meetings are for discussing new projects and not just for discussing current problems. It was also **noted** that the Deputy Clerk may be needed to take the minutes until someone else is found who can do this role long term. It was **agreed** that the Chairman and Clerk can meet with a person whose details have been passed to the Clerk to investigate whether they might be a suitable candidate for the role of project manager.

Lorraine Watling left at 10:04pm.

129/2018 Rights of Way & Conservation Working Group Graham Webb was not present.

130/2018 Leisure & General Purposes Working Group (Richard Williams).

Village Caretaker report was **noted**.

131/2018 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

<p>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.</p>
<p>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: Withdrawn prior to determination on 13th June 2018.</p>
<p>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: Response: While Drayton Parish Council does not have an objection to this particular proposal, we would not want to see further development along East way bridleway towards Drayton. It is also noted that turning 2 houses into 1 will reduce housing supply. VWHDC: Pending.</p>
<p>P18/V1120/FUL. Erection of 2 bedroomed house. 122 Abingdon Road Drayton Abingdon Oxfordshire OX14 4HT. PC: Response: Drayton Parish Council feel that the site is cramped and the new house will be in close proximity to surrounding buildings. We also note that the new house will only get limited natural light due to the limited number of windows and there size. VWHDC: Pending.</p>
<p>P18/V1547/FUL. Single dwelling house with detached double garage. 208 Steventon Road Drayton Abingdon OX13 6RN. PC: Support. VWHDC: Pending.</p>
<p>P18/V1453/HH. New single storey, two car bay covered garage with adjoining workshop and car entrance reconfiguration. 71 High Street Drayton Abingdon OX14 4JW. PC: Support. VWHDC: Pending.</p>
<p>P18/V1454/HH. Demolition of existing single-storey rear extension to be replaced by a new single-storey rear extension and Internal remodeling. 71 High Street Drayton Abingdon OX14 4JW. PC: Support: The Parish Council would like the neighbours comments on trees and screening to be taken into consideration. VWHDC: Pending.</p>
<p>P18/V1532/LB and P18/V1531/HH. Proposed internal alterations which includes installation of new kitchen with new aga; alterations to existing beams which includes the removal of the existing plywood covering the beams; installation of 'HWAM' woodburner with flue liner in existing fireplaces within the TV room & sitting room. 3 Church Lane Drayton Abingdon OX14 4JS. PC: Support. VWHDC: P18/V1532/LB: Pending. P18/V1531/HH: Withdrawn prior to determination on 6th July 2018.</p>
<p>P18/V1506/HH. Single storey extension to rear. 56 Steventon Road Drayton Abingdon OX14 4LD. PC: Support. VWHDC: Pending.</p>

Planning applications that are not in Drayton.

<p>P17/V1154/LB. PC: Objection (see August planning minutes for details). VWHDC: See Amendment : No. 1 - dated 10th August 2017.</p>
<p>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.</p>
<p>P17/V1154/LB Amendment : No. 2 - dated 19th September 2017. PC: Noted. VWHDC: See Amendment : No. 4 - dated 16th March 2018.</p>
<p>P17/V1154/LB Amendment : No. 4 - dated 16th March 2018. 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: See Amendment : No. 5 - dated 7th June 2018.</p>
<p>P17/V1154/LB Amendment : No. 5 - dated 7th June 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.</p>

PC: Objection: Given that alternative technical solutions seem to be ruled out, Drayton Parish Council remains concerned that the bridge will be closed for a minimum of 10 months. The negative effects this will have on traffic and local businesses will be both significant and prolonged. We would like to see consideration given to reducing the length of this disruption by, for example, using off-site prefabrication where possible, as seems to be the norm for motorway bridges etc. **VWHDC:** Pending.

132/2018 Correspondence. All correspondence had been circulated prior to the meeting via email.

133/2018 Items to be Noted from Parish Councillors.

Defibrillator Battery. Tamsin Meredith reported that the defibrillator battery is low and needs replacing at a cost of £220.00. It was **agreed** to procure a new battery.

ACTION: Clerk to procure a new battery for the defibrillator.

134/2018 Dates of the next Meetings.

(a) Parish Council. 6th August 2018. 7:30pm. Caudwell Day Centre.

(b) Planning Committee. 6th August 2018. 7:00pm. Caudwell Day Centre.

[Clerk's note: It was later decided to not hold this meeting. The next meeting will be on 20th August 2018.]

(c) Projects Board Committee. 16th July 2018. 7:30pm. Village Hall, Small Hall.

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

The Chairman declared the meeting closed at 10:15pm.

Signed:

Date: 6th August 2018

Name: Richard Williams

**Appendix A
Action Check List**

OCC Councillor Priority Fund. Deputy Clerk to add item to Projects Board Committee meeting agenda.
Allotments/Church Hedge Trimming. Deputy Clerk to ask Village Caretaker to give hedge a trim. Done.
Conservation Area Report. David Perrow to amend report.
PWLB Loan. David Perrow to check with OALC that we meet their criteria for the loan. Waiting for reply.
FP16 Barbed Wire. David Perrow to follow up meeting with OCC and ask if Highway road surface waste is available and suitable for our footpaths. Done – awaiting reply.
Allotments. Clerk to consult a solicitor regarding the acquisition of more land for allotments.
Defibrillator Battery. Clerk to procure a new battery for the defibrillator. On order.
Halls Close. Clerk to consult biodiversity with Rev'd Meg Heywood.
Bin Outside the Lockway Playground. Village Caretaker to remove and dispose of the damaged litter bin and make good the car park surface. Clerk to submit a claim on our insurance for a replacement bin. All Councillors to think of an alternative site for the new bin.
Walnut Meadow. Richard Williams and Colin Arnold to make a list of outstanding issues.
NDP Text Revisions. Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.
Allotments 2019-20 Rent Increase. Richard Williams to arrange an Allotment Working Group meeting in July.
Wootton and St Helen Without Joint Neighbourhood Plan. Richard Williams to comment on Neighbourhood Plan.
Manor Farm, Gravel Lane Footpath. Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement on our complaint.