



# Drayton Parish Council

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## Minutes

held on Monday 6<sup>th</sup> August 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, Pervin Shahin, Graham Webb.

**Not Present:** Andrew Cooke.

**In attendance:** Lorraine Watling (Parish Clerk and Responsible Financial Officer), Christopher Price (Deputy Clerk and Meeting Administrator), Stuart Davenport (VWHDC) (arrived at 7:36pm and left at 8:20pm).

**Public:** Richard Seamark (Football Club), Tim Atkins (Allotment Warden).

**135/2018 Apologies for Absence.** Andrew Cooke, Richard Webber (OCC).

**136/2018 Declarations of Interest, Dispensations and Use of Delegated Powers.** Richard Wade declared a general interest in the allotments as his wife has one.

**137/2018 News from OCC Councillor.** Richard Webber was not present.

**138/2018 News from VWHDC Councillor.** Stuart Davenport gave his report later in the meeting upon his arrival. See item 140/2018.

**139/2018 Public Participation.**

**Football Club.** Richard Seamark submitted an invoice for 3 grass cuts in July.

**Stuart Davenport (VWHDC) arrived at 7:36pm.**

**140/2018 News from VWHDC Councillor (Stuart Davenport).**

**(a) Unity.** Stuart Davenport reported and updated the Council on the County and Vale unity proposal which is currently on hold.

**(b) National Planning Policy Framework (NPPF).** Stuart Davenport updated the Council and reported on the NPPF that is currently being revised. [Clerk's note: Ministry of Housing, Communities and Local Government is publishing the revised NPPF. This is the first revision of the NPPF since 2012. It implements around 85 reforms announced previously through the Housing White Paper, the planning for the right homes in the right places consultation and the draft revised NPPF consultation. The revised NPPF will be a vital tool in ensuring that we get planning for the right homes built in the right places of the right quality at the same time as protecting our environment.]

**(c) Cars Parking on Pavement.** Inconsiderate motorists who are mounting kerbs and parking on the pavement could soon face a fine.

**(d) Walnut Meadow.** Miller Homes appear to be more proactive since recent articles from residents have appeared in the Oxford Mail newspaper. A meeting was held on site with Miller Homes on 2<sup>nd</sup> August 2018. The outstanding issues were discussed and the new contractor was introduced.

**(e) P17/V1154/LB. Demolition of listed railway overbridge, and provision of replacement bridge. Steventon Overbridge.** The VWHDC decision was: Refusal of Listed Building Consent on 2<sup>nd</sup> August 2018.

**141/2018 Public Participation** continued.

**Allotments 2019-20 rent increase.** It was **noted** that there was a meeting on 1<sup>st</sup> August 2018 between Richard Williams, Christopher Price, Daniel Scharf, Robin Butler, Linda Butler, Janet Atkins (on behalf of Tim Atkins (Allotment Warden)). Richard Wade expressed a number of concerns about the meeting. It was **agreed** that the Allotment Working Group (Richard Williams, Matthew Lowy, and Pervin Shahin) should meet to consider the proposed allotment rent increase.

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

**Stuart Davenport (VWHDC) left at 8:20pm.**

**142/2018 Minutes.** The minutes of the previous Parish Council Meeting were **confirmed** and Richard Williams (Chairman) signed them.

**Proposed:** Colin Arnold

**Seconded:** Patricia Athawes

**Resolved:** Unanimous

**143/2018 Action Checklist from the Previous Meeting** (Appendix A). The action checklist was **noted** and specific issues are reported below:

**Conservation Area Report.** The Former Clerk has sent the new Parish Clerk the updated Conservation Area Report with suggested changes required to the previously submitted version.

**ACTION:** The new Clerk will peruse the Conservation Area Report.

**Bin Outside the Lockway Playground.** The Village Caretaker has removed the damaged litter bin and made good the car park surface.

**Walnut Meadow.** On 17<sup>th</sup> July 2018 Richard Williams and Colin Arnold had a walk around the Walnut Meadow development and made a list of outstanding issues.

**Defibrillator Battery.** A new battery has been installed in the defibrillator. It was **noted** that there was a £15.00 delivery charge and the pads now also need replacing.

**144/2018 Finance & Personnel Committee** (Patricia Athawes).

Payments	Invoice Amount	Including VAT
Village Caretaker	500.00	0
Rialtus Group – Clerks training on accounts package	300.00	50.00
The Landscape Group Grass Cutting – invoices 00065 (2 cuts in June) & 000078 (2 cuts in July)	1,000.00	n/a
Community Heartbeat – new battery for the defibrillator	282.00	47.00
Julian Cook - mowing the football pitches x 3 in June 2018 @ £70 a cut	210.00	n/a
Clerk's Salary (60 hours per month)	690.60	n/a
Clerks Pension (employee 5.5% £52.44, employer 21.7% £206.89 also includes contributions due for June 2018 £259.33)	518.66	n/a
Clerk's Expenses	93.23	3.36
Deputy Clerk's Salary (40 hours per month)	361.50	n/a
Deputy Clerk's Pension (employee 5.5% £26.30, employer 21.7% £103.76)	130.06	n/a
HMRC Tax and NI (amount due for P4 is £351.46 which will deducted from the £708.58 overpayment made in P3 – balance is now £357.12)	0	n/a
<b>Total payments this month</b>	<b>4,086.05</b>	<b>100.36</b>
<b>Receipts shown on bank statement this month:</b>		0
Burial and Memorial Fees shown on bank statement this month		0
<b>Total Cleared Receipts last month</b>		<b>0</b>

**(a) Bank Reconciliation.** Current account £82,007.01, Deposit Account £20,034.46 Total = £102,041.47 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 Williams were appointed to approve the online payments (marked \*) and sign cheques.

**(c) Future Payments Reporting.** The Clerk gave an example of cash book reporting. It was **agreed** to trial this method for reporting payments going forward.

**145/2018 Projects Board Committee** (Richard Wade).

**(a) Meetings.** It was **noted** that there was no meeting last month.

**(b) Meeting about s106 with VWHDC.** The Clerk and Chairman recently met an officer at the Vale of White Horse District Council to discuss s106 payments. The District Council processes and time scales were clarified and an updated schedule has subsequently been received and circulated.

**146/2018 Memorials on Cremation Plots Policy.** On 24<sup>th</sup> July 2018 the Clerk received an email from a local funeral director seeking clarification about 18" x 18" cremation tablets. It was **agreed** that the Council policy is for flat ground level tablets in the cemetery. It was **noted** that the '2018 07 DRAYTON PC BURIAL GROUND REGULATIONS AND FEES APRIL 2018.pdf' may need updating to clarify this.  
**ACTION:** The Clerk will respond to the funeral director and review the cemetery documents.

**147/2018 Report from the recent Allotments Meeting** (Richard Williams).  
Matter had been discussed earlier in the meeting under item 141/2018 Public Participation.

**148/2018 Rights of Way & Conservation Working Group** (Graham Webb).  
**Closed Bridge Linking Drayton to Marcham via BW3.** On 26<sup>th</sup> July 2018 the Clerk received an email from a local resident complaining about BW3 linking Drayton to Marcham as it is closed at Marcham Mill bridge. It was **noted** that the bridge had an emergency closure by notice on 22<sup>nd</sup> July 2013. It was **agreed** that the Parish Council should ask Richard Webber (OCC) to look into the matter.  
**ACTION:** Deputy Clerk to ask Richard Webber (OCC) to look into the matter and see if anything can be done to get the bridge reopened.

**149/2018 Leisure & General Purposes Working Group** (Richard Williams).  
**(a) Village Caretaker** report was **noted**.  
**(b) Dog Poo.** It was **noted** that people on the Drayton Families Facebook page have been noting the number of used poo bags left on footpaths running across fields.  
**ACTION:** Richard Wade to write article for Chronicle.

**150/2018 Planning Committee Business** (Richard Wade). The report of the Planning Committee is at Appendix B.

**151/2018 Storage of Parish and Drayton History Society Records.** It was **noted** that the former Parish Clerk no longer wishes to store the Drayton History Society Records. It was also **noted** that Robinsons (self-storage) provide storage space for £6.50 per week. It was **agreed** that Tamsin Meredith should investigate the possibility of renting a cupboard in the Village Hall.  
**ACTION:** Tamsin Meredith to investigate the possibility of the Parish Council renting a cupboard in the Village Hall.

**152/2018 Advertising on the Football Club House.** The Parish Council does not have any objection to the football club displaying advertisements on the club house. It was **noted** that the football club may need permission from the VWHDC.

**153/2018 Correspondence.**

**Trees of Remembrance Project.** On 31<sup>st</sup> July 2018 the Clerk received an email from Peter Clark (Chief Executive, OCC) stating:

*As part of the nation's commemoration of the Centenary of the Armistice of WW1, Oxfordshire County Council is partnering with The Woodland Trust for a project of lasting remembrance. The Woodland Trust has donated young native species tree saplings ("whips") and the county council is offering a commemorative plaque to go alongside these to all town and parish councils in Oxfordshire to be planted by local councils on sites they identify within their communities. We invite you to consider whether planting your tree could be accompanied by a commemorative event involving your community. The aim is to see Remembrance Trees planted by local councils on sites you have identified within your communities, all over the county. We very much hope that you will wish to join in this project, and make the planting of your sapling and plaque part of your community's plans to mark this historic Centenary.*

It was **agreed** to request a tree for Drayton.

**ACTION:** The Clerk will request the tree and Councillors will think of potentially suitable sites for it.

**154/2018 Items to be Noted from Parish Councillors.** None.

**155/2018 Dates of the next Meetings.**

**(a) Planning Committee.** 3<sup>rd</sup> September 2018. 7:00pm. Caudwell Day Centre.

**(b) Parish Council.** 3<sup>rd</sup> September 2018. 7:30pm. Caudwell Day Centre.

**(c) Projects Board Committee.** 20<sup>th</sup> August 2018. 7:30pm. Village Hall, Small Hall.

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

**(e) December Meetings.** It was agreed to change the date from 3<sup>rd</sup> to 10<sup>th</sup> December 2018.

**The Chairman declared the meeting closed at 10:18pm.**

**Signed:**

**Date:** 3<sup>rd</sup> September 2018

**Name:** Richard Williams

**Appendix A  
Action Check List**

<b>Trees of Remembrance Project.</b> Clerk to request tree (done) and all Councillors to think of a suitable site for the tree.
<b>Conservation Area Report.</b> Clerk to peruse Conservation Area Report.
<b>Memorials on Cremation Plots Policy.</b> Clerk to respond to funeral director (done) and review the current Council documents.
<b>PWLB Loan.</b> To check with OALC that we meet their criteria for the loan. Waiting for reply (received).
<b>FP16 Barbed Wire.</b> To follow up meeting with OCC and ask if Highway road surface waste is available and suitable for our footpaths. Done – awaiting reply.
<b>Allotments.</b> Clerk to consult a solicitor regarding the possible acquisition of more land for allotments (deferred whilst a point is clarified – Cllrs looking into this).
<b>Halls Close.</b> Clerk to consult biodiversity with Rev'd Meg Heywood (meeting being held on 4 <sup>th</sup> Sept).
<b>NDP Text Revisions.</b> Richard Williams to draft suggested revisions for the Drayton NDP for the Council to consider.
<b>Allotments 2019-20 Rent Increase.</b> Richard Williams to arrange an Allotment Working Group meeting.
<b>Manor Farm, Gravel Lane Footpath.</b> Stuart Davenport (VWHDC) to get an update from VWHDC Planning Enforcement on our complaint.
<b>Closed Bridge Linking Drayton to Marcham via BW3.</b> Deputy Clerk to ask Richard Webber (OCC) to look into the matter and see if anything can be done to get the bridge reopened. Done.
<b>Storage of Parish and Drayton History Society Records.</b> Tamsin Meredith to investigate the possibility of the Parish Council renting a cupboard in the Village Hall.
<b>Dog Poo.</b> Richard Wade to write article for Chronicle.

## Appendix B – Planning Committee Report

**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/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:** Withdrawn prior to determination on 13<sup>th</sup> July 2018.

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

**PC:** Response: Drayton Parish Council feels 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:** Planning Permission on 13<sup>th</sup> July 2018.

**P18/V1547/FUL.** Single dwelling house with detached double garage. 208 Steventon Road Drayton Abingdon OX13 6RN.

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

**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.

**P18/V1454/HH.** Demolition of existing single-storey rear extension to be replaced by a new single-storey rear extension and Internal remodelling. 71 High Street Drayton Abingdon OX14 4JW.

**PC:** Support: The Parish Council would like the neighbour's comments on trees and screening to be taken into consideration. **VWHDC:** Planning Permission on 2<sup>nd</sup> August 2018.

**P18/V1506/HH.** Single storey extension to rear. 56 Steventon Road Drayton Abingdon OX14 4LD.

**PC:** Support. **VWHDC:** Planning Permission on 9<sup>th</sup> August 2018.

**P18/V1616/FUL.** Demolition of existing dwelling and development of two new dwellings. Close End House 19 East Way Drayton Abingdon OX14 4JZ.

**PC:** Objection: Reiterate previous comment (see August planning minutes for details). **VWHDC:** Pending.

**P18/V1791/HH and P18/V1792/LB.** New conservation roof light, two opening casements added to existing glazed screen and installation of wood-burning stove with flue. Manor Farm Barn The Green Drayton Abingdon OX14 4JA.

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

**P18/V1835/HH.** Summer house and garden shed. Retrospective application. 45 Steventon Road Drayton Abingdon Oxfordshire OX14 4LA.

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

**P18/V0795/LB Amendment: No. 1 - dated 31st July 2018 and P18/V0794/FUL Amendment: No. 2 - dated 31st July 2018.** 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). (amended plans received 31/07/18 to amend design of plot 2 and the boundary treatment around plot 1). 24 land to the rear of 24 High Street Drayton ABINGDON OX14 4JL.

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

**P18/V1644/FUL.** Single storey extension to existing unit. Address: 1-2 Bradfield Court Milton Road Drayton Abingdon OX14 4EF.

**PC:** Objection: Drayton Parish Council feels that this is over development outside of the built up area of the village. We also disagree that this is a single story extension as the plans appear to show a mezzanine

floor and second floor windows. **VWHDC:** Pending.

**P18/V1778/FUL.** Change use of existing cabin to office and showroom. Milton Garden Machinery Milton Road Drayton Abingdon OX14 4EZ.

**PC:** Objection: Drayton Parish Council believes that the planning decision notice that granted planning application P14/V2531/FUL has been violated as the existing unauthorised residential building has not been demolished and the bridleway that adjoins the site has been damaged. Planning decision notice states: 5. Within 12 months of the date of this planning permission, or within one month of the completion of the development, whichever is the sooner (unless otherwise first agreed in writing by the local planning authority); the existing unauthorised residential building shall be demolished and the materials removed from the site. Reason: In the interest of visual amenity (Policy DC1 of the adopted Local Plan). NB: INFORMATIVE A bridleway adjoins the site. This planning permission does not authorise the stopping up, diversion or temporary obstruction of the footpath/bridleway, or any damage to it. Any damage to the bridleway shall be repaired at the applicant's expense. **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 Amendment: No. 1 - dated 10<sup>th</sup> August 2017.**

**PC:** Objection (see September planning minutes for details). **VWHDC:** See Amendment: No. 2 - dated 19<sup>th</sup> September 2017.

**P17/V1154/LB Amendment: No. 2 - dated 19<sup>th</sup> September 2017.**

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

**P17/V1154/LB Amendment: No. 4 - dated 16<sup>th</sup> 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 7<sup>th</sup> June 2018.

**P17/V1154/LB Amendment: No. 5 - dated 7<sup>th</sup> 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.

**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:** Refusal of Listed Building Consent on 2<sup>nd</sup> August 2018.