



# Drayton Parish Council

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## Minutes of the Meeting of Drayton Parish Council

Held on Monday 7<sup>th</sup> July 2014 at 7:30pm

At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



**Councillors Present:** Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Naomi Broomfield (left at 9:40pm), Patricia Athawes, Mark Jesson, Richard Webber (arrived at 9:05pm), David Mercer (arrived at 7:40pm), Stuart Davenport.

**Councillors not Present:** Graham Webb, Janet Manning.

**In Attendance:** David Perrow (Parish Clerk and Responsible Financial Officer) (left at 9:00pm), Christopher Price (Deputy Parish Clerk and Meeting Administrator).

### 067/2014-15 Apologies for Absence.

Apologies for absence had been received from Janet Manning, Graham Webb, Richard Webber (late arrival) and they were **noted**.

### 068/2014-15 Public Participation.

4 members of the public were present.

**(a) New Gates, Caudwell Day Centre Car Park.** Melvyn Beesley and Christopher Roberts (residents of Caudwell Close) conversed with the Parish Council regarding the new gates and reported that there will be a meeting with Sovereign Housing Association on 10<sup>th</sup> July 2014. It was **agreed** that Richard Williams should attend the meeting. It was also **noted** that Sovereign Housing Association have no record of the covenant that only Drayton residents may live in the Caudwell Close Sovereign Vale housing, and that the Clerk had therefore asked Mr Paul Caudwell to check his family's/solicitor's records to track down this covenant if it exists.

**ACTION:** Richard Williams to attend the meeting with Sovereign Housing Association on 10<sup>th</sup> July 2014.

### David Mercer (arrived at 7:40pm).

**(b) Allotments.** Tim Atkins (Allotment Warden) reported on malicious damage to a number of plots and also a number of thefts of vegetable matter. Tim **agreed** to submit a formal police report. It was **noted** that four plots are overgrown but that there is no waiting list. It was also **noted** that there is no vehicular access to the allotments, thus delivery of e.g. bulk manure is not possible.

**(c) New Beech Hedge on the Green, The Stables.** Oenone Grant conversed with the Parish Council regarding the new beech hedge that has been planted on the Village Green. Oenone presented two maps that clearly show the new hedge outside the boundary of the property 'The Stables' (continued under item: 076/2014-15 New Beech Hedge on the Green, The Stables).

### 069/2014-15 Declarations of Interest and Dispensations.

There were no declarations of interest at this stage of the meeting, nor any dispensations received in advance by the Clerk needed for consideration.

### 070/2014-15 Minutes.

**(a) Minutes of the Previous Parish Council Meeting** held on 2<sup>nd</sup> June 2014 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

**Proposed:** Laurence Zipson

**Seconded:** Patricia Athawes

**Resolved: Unanimously**

**(b) Minutes of the Extra-Ordinary Parish Council Meeting** held on 13<sup>th</sup> June 2014 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

**Proposed:** Patricia Athawes

**Seconded:** David Mercer

**Resolved: Unanimously**

### 071/2014-15 Action Checklist from the Previous Meeting.

The Action checklist from the last meeting was **noted** and the points below were provided as additional information:

**(a) Millennium Green footpath improvement/restoration.** It was **noted** that the Millennium Green Trust has a new Chairman.

**(b) Sutton Wick/Casa Mia Annual Grass Cut, Wild Flower area.** On 15<sup>th</sup> June 2014, the Deputy Clerk spoke to Gwyn Jones confirming that the outworn ambulance that is parked on this grass verge should be removed by the end of July 2014.

**(c) Millennium Green Grass.** It was **noted** that parts of the Millennium Green is over grown with nettles. **ACTION:** Clerk to notify the new Millennium Green Trust Chairman.

**(d) Signs.** It was **noted** that signs should **not** be fixed to trees and should be removed forthwith.

**072/2014-15 Finance & Personnel Committee (Naomi Broomfield).**

	<b>Payments</b>	<b>Invoice Amount</b>	<b>Including VAT</b>
Open Spaces Act 1906 s10	Village Caretaker	*£533.55	£6.84
Open Spaces Act 1906 s10	Lee Collins – April 2013 Grass Cutting Invoice	*£590.00	nil
LGA (1972) s112	Clerk’s Salary PC: £151.58 Drayton2020: £341.05	*£492.63	nil
LGA (1972) s112	Deputy Clerk’s Salary	*£299.16	nil
LGA (1972) s111	HM R&C Tax and NI PC: £112.65 D2020: £85.15	*£197.80	nil
LG (FP) A 1963 s5	Clerk’s Expenses	*£49.75	£3.32
LG (FP) A 1963 s5	Deputy Clerk’s Expenses	*£89.24	£14.87
SI 2003/533 s4	BDO – External Audit Fee	*£360.00	£60.00
LGA 1972 s.142	Complete Presentations (D2020 - Display Screens)	*£1,392.00	£232.00
LGA 1972 s.142	John Minns – Design Posters etc for D2020 Exhibition	£232.50	nil
LGA 1972 s.142	Rainbow Colour (Drayton2020 – Printing)	£275.00	£15.00
LGA 1972 s134 (4)	Drayton Village Hall – Hire for D2020 exhibition	£193.00	nil
LGA 1972 s134 (4)	Caudwell Day Centre Room Hire (Apr-May-Jun) – PC £25.00 D2020 £50.00	£75.00	nil
LGA 1972 s134 (4)	Andrew Bax – Web address reg Fee (NAMESCO)	£26.39	£4.40
Smallholdings & Allotments Act 1908 s26	Thames Water (Direct Debit)	£14.42	nil
	<b>Receipts</b>		
	Allotments – Access Fee		£65.50
	Burial fees		£230.00
	Locality Drayton2020 Grant – Final Payment		£700.00
	Unity Trust Bank Interest to 30 <sup>th</sup> June 2014		£19.45
	<b>Total Receipts last month</b>		<b>£1014.95</b>

**(a) Bank Reconciliation for June 2014.** Naomi Broomfield, as Chairperson of the Finance & Personnel Committee checked the bank reconciliation to end June 2014. Current account £38,658.50, Deposit Account £19,527.39, Undrawn cheques £71.50, Unbanked payments £65.50.

**Total funds = £58,179.89 excluding payments above.**

**(b) Payments.** The Clerk explained the payments listed above which were **approved** for payment. The list of online payments via Unity Bank (see items starred \* above) was signed off and the two people to approve online payments were appointed: Patricia Athawes and Richard Williams. Naomi Broomfield and Patricia Athawes signed the cheques for the remaining (unstarred) payments.

**(c) National Savings & Investment Account.** It was **resolved** to complete the National Saving Account form.

**Proposed:** Laurence Zipson                      **Seconded:** Mark Jesson                      **Resolved: Unanimously**  
Four members from the Finance and Personnel committee will be authorised to approve withdrawals (two out of the four to sign each request): Richard Williams, Graham Webb, Patricia Athawes and Naomi Broomfield. Laurence Zipson, Mark Jesson and Stuart Davenport (non-members of the Finance and Personnel committee) signed the form.

**073/014-15 Reserved Business** (this item of business was expedited).

No members of the public or press were present, so no resolution to exclude was necessary.

**Allotment Access.** On 2<sup>nd</sup> July 2014, Graham Webb sent a letter to the Clerk with a proposal to purchase some land from the Parish Council. The minutes from 3<sup>rd</sup> June 2013 states:

**052/2013-14 RESERVED BUSINESS**

**(b) Allotment Access.** *The agreement plan appears to reserve in Parish Council ownership more land than might be required. The Council **resolved** to consider an access agreement over Council land and if a highway engineer creates some maps/plans, the Parish Council could consider selling some land not required for any future access.*

**Proposed:** Daniel Scharf

**Seconded:** Richard Williams

**Resolved Unanimously**

It was **resolved not** to sell any land to Graham Webb.

**Proposed:** Naomi Broomfield

**Seconded:** Laurence Zipson

**Resolved: 6 Yes and 1 Abstention**

**ACTION:** Clerk to inform Graham Webb of the Councils decision.

**David Perrow left at 9:00pm.**

**074/2014-15 Drayton2020 Neighbourhood Plan** (Richard Williams).

**(a) Developer Exhibition.** The developer exhibition held on 27<sup>th</sup> and 28<sup>th</sup> June 2014 was a success and well attended.

**(b) Sustainability Appraisal Final Report June 2014.** This section of the 'Drayton Neighbourhood Development Plan 2014-2031' has been a lot of work.

**Richard Webber arrived at 9:05pm.**

**075/2014-15 New Gates, Caudwell Day Centre Car Park.**

This item of business was discussed earlier in the meeting under item 068/2014-15 Public Participation.

**076/2014-15 New Beech Hedge on the Green, The Stables** (continued). On 16<sup>th</sup> June 2014, the Clerk sent a letter to Mr & Mrs Dearden (owners of 'The Stables'). The letter informs Mr & Mrs Dearden that the new hedge has been planted on public land, and part of the historic Drayton Village Green. The letter requests that Mr & Mrs Dearden either provide proof of ownership of the land or that they remove the hedge and restore the area to its original open grass state. On 20<sup>th</sup> June 2014, Kerry Dearden emailed the Clerk and acknowledged receipt of the letter. It was **agreed** that the Parish Council should register the land with the Land Registry as part of the Village Green.

**ACTION:** Clerk to register the land with the Land Registry as part of the Village Green.

**077/2014-15 News from District & County Councillor** (this item of business was expedited).

**(a) Milton Road 40mph Speed Limit.** New speed limit signs have been installed but some are still covered, and some of the old signs are still yet to be removed.

**(b) The Area Stewardship Grant.** Richard Webber should be receiving a £12,500.00 grant to be spent on highways issues over the Sutton Courtenay & Marcham Division.

**ACTION:** Councillors to think about highways issues to spend the money on.

**(c) P14/V1196/FUL.** 159 Residential Dwellings. Land East of Drayton Road Abingdon. It was **noted** that if approved, this new planning application will have traffic implications for Drayton.

**078/2014-15 Hedge Bordering Properties 13, 14 and The Green.**

The Deputy Clerk has located planning application P78/V1464/COU. North Barn 13 The Green, Drayton, Abingdon, OXON, OX14 4HZ. Change of use of two agricultural barns to four residential dwellings together with the erection of garages and outbuildings. Demolition of lean-to storage shed. Farm buildings adjacent to village green, Drayton. The planning application was granted on 17<sup>th</sup> July 1978 and includes the following statement: *'doubling the area of the Village Green, by the removal of an eye stopping wall thus opening the perspective to a really handsome Village Green. This concept is in all a most positive solution to enhancing the center of our village.'* It was **noted** that this planning application is now 36 years old.

**079/2014-15 Rights of Way & Conservation Working Group** (Graham Webb).

Graham Webb was unable to attend the meeting.

**080/2013-14 Leisure & General Purposes Working Group** (Richard Williams).

Village Caretaker and Grass Contractors' Reports were received and **noted**.

**081/2014-15 Press & Public Relations Working Group** (Laurence Zipson).

There were no items to discuss.

**082/2014-15 Planning Committee Business.**

Ref	Address	Details	Parish	VWHDC
P14/V02 96/FUL	3 Marcham Road Drayton Abingdon OX14 4JH	Erection of 1 x Semi-detached house and 2 x 1 bedroom maisonettes in a 2 storey block for Social Housing use.	Response – with comment.	Pending.
P14/V02 96/FUL	Land Adjacent To 3 Marcham Road Drayton Abingdon OX14 4JH	Amendment - Erection of 1 x Semi-detached house and 2 x 1 bedroom maisonettes in a 2 storey block for Social Housing use.	Noted.	Pending.
P14/V07 96/HH	30 Church Lane Drayton Abingdon OX14 4JS	Proposed pitched roof to two existing dormer windows, external alterations and cladding.	Response – No Objection.	Planning Perm 2nd June 2014.
P14/V04 04/HH	58 Whitehorns Way Drayton Abingdon OX14 4LJ	First floor side extension to provide new bedroom & shower room. New mono pitch roof to existing flat roof section of rear single storey ext.	Response – No Objection.	Planning Perm 4th June 2014.
P14/V10 69/HH	9 Drayton Mill Drayton Abingdon OX14 4FD	Proposed loft conversion and entrance extension.	Supporter.	Pending.
P14/V11 33/LB P14/V11 32/FUL	3 Church Lane Drayton OX14 4JS	Erection of new dwelling and creation of new dropped kerb and vehicular access by demolishing a section of the boundary wall.	Response with comment.	Pending.
P14/V10 63/LB P14/V10 62/HH	The Stables The Green Drayton Abingdon OX14 4JA	Provision of new windows in gable and substitution of two number doors with windows and internal alterations.	Objection with comment.	Pending.
P14/V12 01/FUL	Breakers Yard Sutton Wick Lane Drayton OX14 4HJ	Change of use of breakers yard to Use Class B8 storage or as contractor's storage yard. Enclosure of front of existing large building on site with doors.	Supporter.	Pending.
P14/V11 00/HH P14/V11 01/LB	The Manor 68 High Street Drayton Abingdon OX14 4JP	Replacement of existing oil storage facilities.	Supporter.	Pending
P14/V12 02/FUL	5 and 6 Mill Lane Sutton Courtenay Abingdon Oxon OX14 4BE	Proposed replacement of two existing residential mobile homes with 2 single storey dwelling houses.	Response with comment.	Pending
P14/V11 38/HH	124 Whitehorns Way Drayton Abingdon OX14 4LQ	Porch to the front of the house which will be 3m in width and 1m 400cm in depth and 3m high.	Supporter.	Pending

**(a) Resignation.** Richard Webber resigned from the Parish Council Planning Committee due to a conflict of interest as he is now a member of the VWHDC Planning Committee.

**(b) Election of Chairperson for the Planning Committee.** It was **Resolved** that Richard Williams be elected Chairman of the Planning Committee.

**Proposed:** Laurence Zipson

**Seconded:** Mark Jesson

**Resolved: Unanimously**

**ACTION:** Deputy Clerk to update contact list.

**(c) Planning Application Circulation Order.** It was **agreed** to circulate planning applications in the following order: Patricia Athawes, Laurence Zipson, Janet Manning, Richard Williams.

**(d) P13/V1429/FUL.** Milton Garden Machinery Milton Road Drayton OX14 4EZ. Proposed addition of domestic accommodation to existing business premises. This planning application was **refused** planning permission on 16<sup>th</sup> September 2013 by the VWHDC. It was **reported** that there may be someone living in the additional accommodation.

**ACTION:** Deputy Clerk to report matter to VWHDC planning enforcement.

### **083/2014-15 Correspondence.**

The items on the List of Correspondence received were **noted**.

**(a) Chairman's Community Awards Lunch.** On 11<sup>th</sup> October 2014, Cllr Mike Badcock (VWHDC, Chairman) will be hosting the Chairman's Annual Community Awards Lunch at The Beacon, Wantage. The theme for this year's awards is once again 'Volunteering for the Vale'. Nominations can be for anyone who lives within the Vale of any age that you feel is worthy of recognition for volunteering within the local area. The following nominations were put forward: Daniel Scharf (Ex-Chairman, Drayton Parish Council), Richard Seamark (Drayton Football Club), John Scott (Drayton2020) and David Mercer (Drayton2020). Dead line for submitting nominations is 22<sup>nd</sup> August 2014.

**ACTION:** Councillors to think of nominations.

### **Naomi Broomfield left at 9:40pm.**

**(b) Notification of Roadworks: A34 Harwell Resurfacing.** The Highways Agency will be carrying out re-surfacing work along a section of the A34 north and southbound carriageways, near Harwell. 7<sup>th</sup> July 2014 for four nights (Northbound Carriageway). 11<sup>th</sup> July 2014 for four nights (Southbound Carriageway).

**(c) Lights Out Event.** On 4<sup>th</sup> August 2014, 10:00pm to 11:00pm. The VWHDC are keep to encourage this event to commemorate the centenary of the First World War.

### **084/2014-15 Items to be noted from Parish Councillors.**

**(a) Dog Bin.** Laurence Zipson reported that the dog bin at the end of East Way is overflowing.

**ACTION:** Deputy Clerk to report.

**(b) Overgrown Hedged.** Richard Webber reported that the East Way / Binning Close hedge is overgrown.

**ACTION:** Deputy Clerk to ask Steve Sadler (Village Caretaker) to trim.

**(c) Emergency Plan.** David Mercer suggested an emergency plan for Drayton Village.

**ACTION:** David Mercer to draft Drayton Village emergency plan.

### **085/2014-15 The Date of the next Parish Council Meeting.**

The Date of the next Parish Council Meeting was confirmed as Monday 4<sup>th</sup> August 2014, at 7:30pm, to be held in the Caudwell Day Centre, Gravel Lane, Drayton.

### **The meeting concluded at 9:55pm**

**Signed:**

**Date: 4<sup>th</sup> August 2014**

**Name: Richard Williams**

**Role: Chairman, Drayton Parish Council**