



Drayton Parish Council

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DRAFT Minutes of the Meeting of Drayton Parish Council Held on Monday 2nd February 2015 at 7:30pm At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman), Laurence Zipson (Vice Chairman), Graham Webb, Mark Jesson, Patricia Athawes, Naomi Broomfield, Janet Manning, Richard Webber (arrived at 8:20pm), Stuart Davenport.

Not Present: All members were present.

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

196/2014-15 Apologies for Absence.

Apologies for absence had been received from Richard Webber (late arrival) and were **noted**.

197/2014-15 Public Participation.

2 members of the public were present.

(a) **P14/V2504/FUL** (see 210/2014-15 Planning Committee Business for details). Colin Arnold expressed an interest in this planning application to erect 73 dwellings on land west of Abingdon Road. The Clerk sent an email on 8th January 2015 to Jacqui Cleave (VWHDC Planning Department) and requested that the deadline be extended to end April 2015. Because of the General and Local Elections there is no May VWHDC Planning Committee meeting, so the last date for this is 8th April 2015 (before a 2 month gap until June). Stuart Walker (VWHDC Case Officer) advised the Clerk that his report needs to be submitted to the VWHDC Planning Committee by 27th March 2015 so will need all responses in by 25th March 2015 at the latest. The time table therefore is as follows: 12th March 2015, Drayton2020 referendum (result will be known that night); 16th March 2015, Drayton Parish Council Planning Meeting (in public, notification and Agenda issued 1 week before); By 20th March 2015, have draft of Parish Council response agreed by Planning Committee and circulated to full Parish Council by email; 23rd March 2015 submit Parish Council response to VWHDC; 25th March 2015, Closing date for responses to VWHDC.

(b) **P14/V2531/FUL** (see 210/2014-15 Planning Committee Business for details). Paul Manthorpe from Milton Garden Machinery thanked the Parish Council for its **support** with this planning application. Planning Permission was **granted** on 23rd December 2014 subject to the following condition: Within 12 months of the date of this planning permission, the existing unauthorised residential building shall be demolished and the materials removed from the site. It was **noted** that Paul has submitted a request to extend this deadline to 24 months.

198/2014-15 Declarations of Interest, Dispensations and Use of Delegated Powers.

There were no declarations of interest at this stage of the meeting, nor any dispensations received in advance by the Clerk needed for consideration. The Planning Applications listed below as submitted to VWHDC were submitted under powers delegated to the Clerk. It was **agreed** that representations to planning applications should be circulated to the Planning Committee before being submitted to VWHDC.

199/2014-15 Minutes.

Minutes of the Previous Parish Council Meeting held on 5th January 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Patricia Athawes

Seconded: Graham Webb

Resolved: Unanimously

200/2014-15 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) **Openness of Local Government Regulations 2014.** The Clerk sent an email on 2nd February 2015 to all the Councillors with the updated NALC Standing Orders attached.

ACTION: Richard Williams to peruse and all other Councillors to read updated NALC Standing Orders.
(b) Salt / Grit Bins. The Clerk sent an email on 7th January 2015 to Andrew Cattell in response to his email requesting salt / grit bins for Drayton. It was **noted** that the OCC website states: ‘Please remember the salt in the bins is intended for use on the public **highway** only, and that bins have be sited in their location for a specific reason. It could be a criminal offence for it to be used for other than its intended use.’ It was **agreed** that the Parish Council should question this policy.

ACTION: Deputy Clerk to draft a letter to be sent to OCC Highways and adhere Parish Council logo stickers onto the two salt / grit bins within Drayton.

(c) Lock Way Playground. The Clerk received an email on 1st February 2015 from Jason Lee (Area Sales Manager, Wicksteed Playgrounds) with a revised quotation of £20,911.58 for the stage 2 refurbishment. Patricia Athawes (Drayton Community Primary School Representative) and Naomi Broomfield (DAMASCUS Project Representative) will be consulting Drayton Community Primary School on 13th February 2015 and will then consult: Youth Group; Girl Guides; Brownies; Toddler Group.

ACTION: Richard Williams to obtain more quotations. Clerk to contact ‘Recreational Officer’ and ‘Oxford Playing Field Association’ for advice.

(d) Access Around Golf Course. The Deputy Clerk received an email on 26th January 2015 from Mark Sumner (Field Officer SouthWest, OCC) stating that this matter is best placed with the Golf Club themselves.

ACTION: Deputy Clerk to ask Steve (Drayton Park Golf Club) for an update regarding insurance implications of a permissive footpath through their car park.

(e) Sutton Wick/Casa Mia, Wild Flower Area. The Deputy Clerk and Graham Webb (Chairman, Rights of Way & Conservation Working Group) visited Adrian White Building Supplies (Wyevale Garden Centre, South Hinksey, Oxford) on 13th January 2015 and ascertained the rocks to be too small a size. It was **noted** that the Sarsen stone in the Lockway Playground may be a suitable rock.

ACTION: Clerk to place advert in the Chronicle requesting information regarding the Sarsen stone. Graham Webb to phone local quarries and Paul Cauldwell.

201/2014-15 Standing Orders Update.

This matter had been discussed earlier in the meeting under 200/2014-15 Action Checklist from the Previous Meeting (a).

202/2014-15 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Steven Sadler - Village Caretaker Invoice	*£210.00	£1.67
LGA 1972 s112	Clerk’s Salary (incl. 25 hrs O/T) PC: £160.63 Drayton2020: £361.42	*£522.05	nil
LGA 1972 s112	Deputy Clerk’s Salary	*£313.06	nil
LGA 1972 s111	HM R&C Tax and NI PC: £118.38 Drayton2020: £90.42	*£208.80	nil
LGA FP 1963 s5	Clerk’s Expenses	*£445.00	£65.47
LGA (1972) s114	Microshade – Quarterly Hosting fee (Jan-March 2015)	*£158.40	£26.40
LG (MP) Act 1976 s19	Grant - Drayton Football Club, Tilsley Park (subject to approval)	£174.00	nil
LG (MP) Act 1976 s19	Grant - Drayton Football Club, Turf (subject to approval)	£300.00	nil
LGA 1976 s137	Grant - Abingdon Bridge (subject to approval)	£550.00	nil
	Information Commission – Annual Data Protection fee (D/D)	*£35.00	nil
	Total payments this month	£2916.31	nil
	Receipts		
	Burial and Memorial fees		£410.00

	National Savings and Investment Annual Interest 2014	£146.46
	Total Receipts last month	£556.46

(a) **Bank Reconciliation.** Current account £42,721.91, Deposit Account £19,673.85, Undrawn cheques: £77.50, Unbanked payments: nil. **Total funds = £63,318.26 excluding payments above.**

(b) **Grant Applications.** The grant applications were **approved** during the Finance & Personnel Committee meeting prior to the Parish Council meeting.

(c) **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: Naomi Broomfield and Patricia Athawes. Naomi Broomfield and Patricia Athawes signed the cheques for the remaining (unstarred) payments.

(d) **Report from the Finance and Personnel Committee.** The Finance & Personnel Committee held its quarterly meeting prior to the Parish Council meeting. Budget is on target and the DRAFT of the revised Financial Regulations was considered. It was **noted** that the Deputy Clerk's contract ends on 5th May 2015. A review of the Deputy Clerk's contract will be on the March Parish Council's Agenda.

Richard Webber arrived at 8:20pm

203/2014-15 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) **Drayton Neighbourhood Development Plan (NDP) Referendum.** The NDP has passed its legal examination and will now go to referendum. Due to a fire at the VWHDC headquarters in Guilford Crowmarsh, the date of the referendum has been delayed by 2 weeks. The referendum will be held on 12th March 2015 at Drayton Village Hall from 7:00am to 10:00pm and will be organised by officers of the VWHDC just like a general election. Voters will be asked the question: 'Should the VWHDC use the NDP when determining planning applications in the Drayton Parish area?' If a majority vote 'YES', the NDP will come into force soon afterwards.

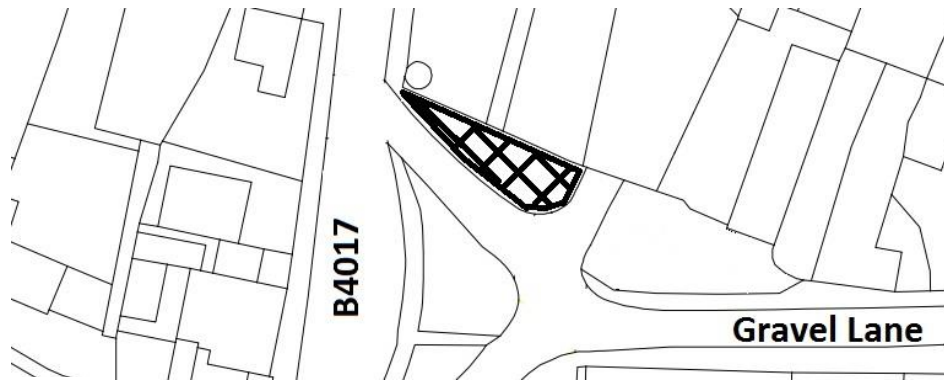
ACTION: Deputy Clerk to display NDP referendum posters and distribute copies of the NDP to shops and pubs.

(b) **Parish Council Elections.** It was **noted** that the Parish Council elections will be held on 7th May 2015, on the same date as the Gerb-neral and District Council (VWHDC) elections.

ACTION: Councillors to indicate their intentions whether they wish to stand for re-election or not.

204/2014-15 Village Green.

Burges Salmon (law firm acting on behalf of Earl of Plymouth Estates Limited (E of P)) sent a letter to the Land Registry (Gloucester Office) dated 9th January 2015 requesting evidence relating to the Parish Council's application to register the land title number ON315203 and included the following statement: *[the maintenance of this area has over many years been undertaken by our client.]* The Clerk sent an email on 22nd January 2015 to Alastair Morrison (Burges Salmon) with the Parish Councils evidence that shows this land as part of the historic Village Green. The Clerk received an email on 29th January 2015 from the Land Registry (Gloucester Office) with a letter attached dated 29th January 2015 from Katharine Brother (Assistant Land Registrar) that included the following statement: *[On the basis of the evidence which you have lodged I am willing to further consider your application on the basis only of a qualified title with the following qualification:- "The estate was registered pursuant to evidence of longstanding management of the land by the first proprietor. This registration does not affect the enforcement of any estate, right or interest adverse to, or in derogation of, the proprietor's title subsisting at the time of registration or then capable of arising." If you wish to proceed on this basis please advise but please note this will only be subject to Land Registry serving notice of your application on all property owners in the immediate vicinity of the property and no objection being lodged. In this regard I enclose a copy of a letter dated 9 January 2015 which we have received from Burges Salmon on behalf of the Earl of Plymouth. I await hearing from you by 20 February 2015 as to how you wish to proceed.]* It was **resolved:** Not to accept a 'qualified title', but to query why the Parish Council's evidence is regarded as insufficient for full title to be awarded; Request that Burges Salmon remove their claim in light of our evidence; Inform E of P that the Parish Council do not want them to cut the Drayton Village Green grass shown in the hatched area below:



Proposed: Mark Jesson

Seconded: Richard Webber

Resolved: Unanimously

ACTION: Clerk to inform Katharine Brother that the Parish Council is not happy to accept a 'qualified title', and to re-present the Parish Council's evidence of ownership; Request that Burges Salmon remove their claim; Inform E of P that the Parish Council is cancelling any licence/contract they believe they have, or which may exist for cutting the Drayton Village Green grass outside the Manor Farmhouse in exchange for the hay from this area.

205/2014-15 Drayton Village Hall Car Park.

The Clerk received an answer phone message on 17th January 2015 from Fred Stevens (Village Hall Management Committee (VHMC)). 2 or 3 vehicles are regularly parking overnight in the Village Hall car park. The VHMC would like to stop this and have left polite notes on the vehicles asking them not to, but have been ignored. Now the VHMC would like a 'No Overnight Parking' sign and thought it prudent to ask Parish Council for Permission. It was **noted** that it might be safer for vehicles to park overnight in the Village Hall car park than on the road. Also, if they are ignoring notes on their windscreens then a sign will probably also be ignored. A gate at the entrance to the car park that is locked at night might be a more enforceable solution.

ACTION: Deputy Clerk to draft letter to be sent to the VHMC.

David Perrow left at 9:00pm

206/2014-15 Lockway Play Area.

(a) **Upgrade.** This item of business was discussed earlier in the meeting under 200/2014-15 Action Checklist from the Previous Meeting (c).

(b) **Dog Excrement.** The Clerk received an email on 14th January 2015 from Stephen Sadler (Village Caretaker) reporting on more dog excrement within the Lockway children's play area. It was **noted** that PCSO Sandra Syphas is still patrolling the area and the January/February 2015 edition of the Chronicle included an article on dog poo and toxocarasis.

ACTION: Deputy Clerk to contact VWHDC Environmental Protection for advice.

207/2014-15 Rights of Way & Conservation Working Group (Graham Webb).

(a) **Footpath Survey.** It was **agreed** to conduct a footpath conditions survey and restoration plan in May / June.

ACTION: Graham Webb to organise a footpath conditions survey and restoration plan in May / June.

(b) **Low Hanging Branches.** It was **noted** that the tree outside the Lockway play area has some low hanging branches that need removing.

ACTION: Stephen Sadler (Village Caretaker) to remove branches.

(c) **Footpaths.** The Clerk received an email on 11th January 2015 from Jennifer Pooley (Footpath Warden) reporting:

- **High Street.** The footpath beneath the horse-chestnut trees on the south side of the High Street is now covered in slippery, rotting leaves and is a mess. The pavement on the north side could also benefit from being tidied up so as to widen it as much as possible.

ACTION: Deputy Clerk to ask Stephen Sadler (Village Caretaker) if he is able to tidy footpaths.

● **B4016.** The footpath along the B4016 between the edge of the Village and the Milton Road is becoming progressively narrower. It needs to have ground growth hacked away and some overhanging bushes trimmed.

ACTION: Deputy Clerk to report matter to OCC.

● **Litter** especially along the Lyford Way hedge and the above mentioned path.

ACTION: Deputy Clerk to ask Stephen Sadler (Village Caretaker) to pick up litter. Richard Williams to include litter in his Chronicle report.

208/2014-15 Leisure & General Purposes Working Group (Richard Williams).

The Village Caretaker's report was received and **noted**.

209/2014-15 Press & Public Relations Working Group (Laurence Zipson).

There were no items to discuss.

210/2014-15 Planning Committee Business (Richard Williams).

Ref	Address	Details	Parish	VWHDC
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.	Response with Comment.	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/V11 96/FUL	Land East of Drayton Road Abingdon	159 Residential Dwellings, Open Space, a New access off Drayton Road (to include removal of 7 TPO'd Lime Trees), engineering works, infrastructure works, car parking and lighting.	Objection with comment	Pending.
P14/V11 96/FUL	Land East of Drayton Road Abingdon	158 residential dwellings, open space, a new access off Drayton Road (to include the removal of 7 TPO'd Lime Trees), engineering works, infrastructure works, car parking and lighting.(as amended by drawings received 13 October 2014)	Objector with comment.	Pending.
P14/V25 31/FUL	Milton Garden Machinery Milton Road, Drayton Abingdon OX14 4EZ	Conversion of existing maintenance building into 2-bed single storey dwelling	Supporter	Planning Perm on 23 rd Dec 2014.
P14/V25 40/FUL	Land East of Drayton Drayton Road Drayton Abingdon OX14 4HA	The erection of a new farmyard complex comprising a 4000 tonne grain store, straw barn, workshop and two smaller grain storage buildings. There will be a concrete apron area and weighbridge, with a new access track and entrance. The proposal also includes a landscaping scheme.	Response with comment.	Pending.
P14/V25 46/LB	Sutton Wick House 18 Sutton Wick Lane Drayton OX14 4HJ	Repairs to roof, general repairs to fabric, re-fit kitchen and bathrooms, new central heating systems and fire separation between flats. (Works already carried out)	None.	Listed Building Consent on 23 rd Dec 2014
P14/V26 07/HH	Stonehill Cottage Stonehill Lane Drayton Abingdon OX14 4AA	Two storey side extension to the north aspect and single storey to the South.	None.	Planning Perm on 8 th Jan 2015
P14/V24 07/HH	New Cut Mill House Mill Road Abingdon OX14 5JZ	Replace the west wing outbuilding	None.	Pending.
P14/V26 09/FUL	Land rear of 122 Abingdon Road Drayton OX14 4HT	Erection of a two-bedroom dwelling.	Response with comment.	Pending.
P14/V25 04/FUL	Land west of Abingdon Road Drayton	Erection of 73 dwellings with associated access, parking, open space, sports pitches, new footpath connection to Corneville Road (full) and pavilion (outline element all matters reserved).	Pending. 25 th Jan Requested deferral.	Pending.

- (a) P14/V2504/FUL had been discussed earlier in the meeting under 180/2014-15 Public Participation (a).
(b) P14/V2531/FUL had been discussed earlier in the meeting under 180/2014-15 Public Participation (b).

211/2014-15 News from District & County Councillor (Richard Webber).

(a) **OCC Chief Executive.** Joanna Simons has stepped down and is not being replaced, as the authority flattens its structure.

(b) **Fire.** On 15th January 2015, a car ploughed into the foyer of the VWHDC headquarters building in Crowmarsh Gifford and a huge fire destroyed much of the building. VWHDC workers are currently using Abbey House in Abingdon but will be moving in the next couple of weeks to new offices at Milton Park.

(c) **Parking Issue along Henley's Lane and Church Lane.** Richard Webber has consulted an OCC Highways Engineer and thinks the best solution might be a 20mph speed limit.

212/2014-15 Best Kept Front Garden Competition (Richard Webber).

To be held in July 2015.

ACTION: Richard Webber to place an advert in the Chronicle.

213/2014-15 Correspondence.

The items on the list of correspondence received were **noted**.

(a) **Blue Plaque.** The Deputy Clerk received an email on 21st January 2015 from Linda Johnson (Warden, St Peters Church) reporting that the St Peters Church Council members agreed to the new position of the Blue Plaque, on the wall of the Church Meeting Room. However, this will involve a new faculty which will have to be approved with the Diocesan Advisory Committee and this can be a lengthy process.

(b) **For Sale Signs.** The Deputy Clerk received an email on 29th January 2015 from Daniel Scharf reporting that there are still illegally erected For Sale signs in Drayton: Thomas Merrifield, Chancellors and Finders Keepers.

(c) **Free Trees.** The Clerk received an email on 23rd January 2015 from Kerry Dearden reporting that the Woodland Trust is offering free trees to schools and Parish Councils. Kerry Dearden asked if the trees could be used on the Village Green to prevent damage that is being caused by cars parking on it. It was **noted** that tree planting is part of the Drayton2020 NDP.

(d) **Didcot Volunteer Centre.** The Clerk received an email on 12th January 2015 from Shirley McAneny (Environment & Economy, OCC) consulting the Parish Councils views regarding the continuation of support through grant funding to the Didcot Volunteer Centre. It was **noted** that OCC's budget is extremely stretched.

ACTION: Richard Williams to respond on behalf of the Parish Council.

214/2014-15 Items to be noted from Parish Councillors.

There were no items to be noted.

215/2014-15 The Date of the next Parish Council Meetings.

The Date of the next Parish Council Meeting was confirmed as Monday 2nd March 2015, at 7:30pm, in the Caudwell Day Centre, Gravel Lane, Drayton.

The meeting concluded at 9:50pm

Signed:

Date: 2nd March 2015

Name: Richard Williams

Role: Chairman, Drayton Parish Council