



Drayton Parish Council

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Minutes of the Meeting of Drayton Parish Council Held on Monday 13th April 2015 at 7:30pm At the Caudwell Day Centre, Gravel Lane, Drayton, OX14 4HF



Present: Richard Williams (Chairman); Laurence Zipson (Vice Chairperson); Naomi Broomfield; Richard Webber; Patricia Athawes; Mark Jesson.

Not Present: Graham Webb; Janet Manning; Stuart Davenport.

In attendance: David Perrow (Parish Clerk and Responsible Financial Officer); Christopher Price (Deputy Parish Clerk and Meeting Administrator).

The meeting started at 8:10pm due to late finish of the preceding Annual Parish Assembly meeting.

001/2015-16 Apologies for Absence.

Apologies for absence had been received from Graham Webb; Janet Manning; Stuart Davenport and were **noted**.

002/2015-16 Public Participation.

1 member of the public was present.

(a) P14/V2504/FUL (see 019/2015-16 Planning Committee Business below for full details). Daniel Scharf raised 3 matters of concern regarding this planning application to build 73 dwellings on land west of Abingdon Road, Drayton.

- There are no 2 bed units available for sale.
- The development extends the boundary of the village.
- The sustainability of this development.

It was **noted** that the amendment to this planning application does not address any of the issues raised from the Parish Council's response (submitted on 25th March 2015). Stuart Walker (VWHDC, Major Applications Officer) would like the Parish Council's response to the amendment by 15th April 2015. It was **agreed** to request more time, ideally this would be after 18th May 2015, when the new Parish Council meets and a new Planning Committee is formed.

ACTION: Clerk to request more time.

003/2015-16 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.

004/2015-16 Minutes.

(a) Minutes of the Previous Parish Council Meeting held on 2nd March 2015 were **confirmed** with no amendments. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Laurence Zipson **Seconded:** Mark Jesson **Resolved: Unanimously**

(b) Minutes of the Planning Committee Meeting held 17th March 2015 were **confirmed** with 1 amendment: Removal of the word 'DRAFT'. Richard Williams (Chairman) signed the minutes as a correct record.

Proposed: Laurence Zipson **Seconded:** Richard Williams **Resolved: Unanimously**

005/2015-16 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) Village Green. The Clerk sent an email on 3rd March 2015 to Mark and Kerry Dearden (owners of 'The Stables') with an application for a licence for erection of scaffolding on the green attached. The Clerk sent

an email on 18th March 2015 to Kerry Dearden giving authorisation for the work to begin. Grass cutting will take place once the work has finished. It was **noted** that an easement may be required over the Green for access to '12 Gravel Lane'. Matter continued under 008/2015-16 Village Green.

(b) Lock Way Playground. Patricia Athawes (Drayton Community Primary School Representative) and Naomi Broomfield (DAMASCUS Project Representative) are still consulting Drayton's clubs and groups.

006/2015-16 Finance & Personnel Committee (Naomi Broomfield).

	Payments	Invoice Amount	Including VAT
OSA 1906 s10	Steven Sadler - Village Caretaker Invoice	*£448.08	£5.93
LGA 1972 s112	Clerk's Salary PC: £160.69 Drayton2020: £361.56	*£522.25	nil
LGA 1972 s112	Deputy Clerk's Salary	*£313.06	nil
LGA 1972 s111	HM R&C Tax and NI PC: £118.32 D2020: £90.28	*£208.60	nil
LGA FP 1963 s5	Clerk's Expenses	*£263.95	£31.00
LGA FP 1963 s5	Deputy Clerk's Expenses	*£39.25	nil
OSA 1906 s10	Jenks Oxford. Tree work. Invoice No: 2661	*£918.00	£153.00
LGA (1972) s114	Microshade – Quarterly Hosting April-May-June	*£158.40	£26.40
LGA 1972 s.142	Newman partnership – D2020 Design & artwork	*£420.00	£70.00
LGA (1972) s143	OALC – Annual Subscription	*£443.92	£73.99
SI 2003/533 s4	Arrow Accounting. Internal Audit. Invoice No: P095	£233.76	nil
LGA 1972 s.142	Drayton Chronicle – D2020 advert	£30.00	nil
LGA 1972 s.142	Drayton Chronicle – PC advert	£12.00	nil
LGA (1972) s143	ORCC – Annual Subscription	£65.00	nil
LGA 1972 s.142	Rainbow Colour – D2020 Referendum signage	£252.00	£42.00
LGA 1972 s.142	Rainbow Colour – D2020 stickers	£81.00	£13.50
S&A Act 1908 s26	Thames Water – 10 th March 2015 DIRECT DEBIT	*£9.20	nil
LGA 1972 s137 (4)	Grant application -Enrych Oxfordshire – <u>Subject to approval</u>	£500.00	nil
LGA 1972 s137 (4)	Grant application –St Johns Ambulance - <u>Subject to approval</u>	£700.00	nil
	Total payments this month	£5,618.47	£415.82
	Receipts		
	Burial and Memorial fees		£250.00
	Current Account bank interest to 31 st March		£17.75
	Total Receipts last month		£267.75

(a) Bank Reconciliation. Current account £38,317.51, Deposit Account £19,673.85, Undrawn cheques: £35.00, Unbanked payments: None. **Total funds = £57,956.36 excluding payments above.**

(b) Grant Applications.

- Enrych Oxfordshire. £500.00
- St Johns Ambulance. £700.00

It was **noted** that these grants will overspend the Parish Council's S137 budget of £1,000.00 in the first month of the financial year. It was also **noted** that both these grants exceed the Parish Council's donation request criteria. It was **resolved** to grant reduced amounts. Enrych Oxfordshire: £100.00 and St John's Ambulance: £200.00.

Proposed: Patricia Athawes **Seconded:** Naomi Broomfield **Resolved: Unanimously**

(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) Risk Assessment 2014-15. It was **resolved** to approve the following Risk Assessment 2014-2015 documents. Richard Williams and Naomi Broomfield signed the documents.

- Financial
- Council Activities
- Statement of Internal Control.

Proposed: Richard Williams

Seconded: Naomi Broomfield

Resolved: Unanimously

007/2015-16 Drayton2020 Neighbourhood Plan (Richard Williams).

(a) Referendum result. Yes: 634 votes (90.8%), No: 64 votes (9.2%), Spoilt Papers: 2, Turnout: 33.5% 596 people polled on the day with 104 postal and proxy votes. Total: 700 votes (2 were spoiled so 698 valid votes).

(b) NDP Implementation Plan. It was **resolved** to create an ‘Neighbourhood Plan Implementation Committee’. Terms of Reference would be drafted in May.

Proposed: Richard Williams

Seconded: Mark Jesson

Resolved: Unanimously

008/2015-16 Village Green.

(a) Land Registry. It was **resolved** to apply for a qualified title (title number: ON315203).

Proposed: Laurence Zipson

Seconded: Mark Jesson

Resolved: Unanimously

ACTION: Clerk to apply for qualified title.

(b) Works at The Stables, The Green. This item of business had been discussed earlier in the meeting under 005/2015-16 Action Checklist from the Previous Meeting (a) Village Green.

009/2015-16 Parish Council Elections.

Will be held on 7th May 2015. There are 12 candidates standing for election. Drayton is entitled to 11 councillors so the election will be contested. It was **noted** that a contested election will cost circa £3,500.00.

010/2015-16 New Plaque, Sutton Wick Lane.

On 7th March 2015 a memorial event was held and a plaque was erected to remember the people killed on 5th March 1957 when a Blackburn Beverley C Mk 1 heavy transport aircraft, serial number XH117, of 53 Squadron Royal Air Force crashed in the village of Sutton Wick, Drayton, following shut-down of one engine and partial loss of power on another. After take-off, No. 1 engine was shut down as a precautionary measure and whilst on final approach back to RAF Abingdon, No. 2 engine failed to respond to throttle inputs. The aeroplane struck cables and trees 18 minutes after lifting off. Of the seventeen passengers and five crew on board, all but four died in the accident. Two people on the ground were also killed. It was **noted** that the Parish Council was not asked for permission to erect the plaque on Council land at Sutton Wick. It was **resolved** to retrospectively accept and approve the plaque that has been erected on Parish Council land.

Proposed: Richard Webber

Seconded: Patricia Athawes

Resolved: Unanimously

011/2015-16 Salt / Grit Bins.

Salt/Grit from these bins can be used for public footpaths and cost £250 + VAT and will be filled once prior to the start of winter by OCC for free. It was **agreed** to procure a salt / grit bin for Whitehorns Way.

ACTION: Deputy Clerk to contact OCC and order a salt / grit bin.

012/2015-16 BMX Track.

This item of business was deferred to the next meeting.

013/2015-16 Village Notice Boards.

This item of business was deferred to the next meeting.

014/2015-16 Lockway Play Area.

This item of business had been discussed earlier in the meeting under 005/2015-16 Action Checklist from the Previous Meeting (b).

015/2015-16 Millennium Green Trust Representative.

This item of business was deferred to the next meeting.

016/2015-16 Rights of Way & Conservation Working Group (Graham Webb).

Graham Webb was unable to attend the meeting.

FP11, Footpath from Church Lane to the Allotments. Jennifer Pooley (Footpath Warden) sent an email on 3rd March 2015 to the Clerk reporting on this path being slippery, steep, very narrow and potentially dangerous. It was **resolved** to give authorisation to the allotment holders to make improvements to the footpath but a written risk assessment needs to be carried out, the volunteers need to be identified and instructed/trained in the work and organised by a leader. This needs to be lodged with the Clerk in advance of the work.

Proposed: Mark Jesson

Seconded: Naomi Broomfield

Resolved: Unanimously

ACTION: Deputy Clerk inform Tim Atkins (Allotment Warden).

017/2015-16 Leisure & General Purposes Working Group (Richard Williams).

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

(b) **Allotment/Burial Ground hedge trimming/tenancy agreement.** This item of business was deferred to the next meeting.

(c) **Allotment Noticeboard.** It was **noted** that the allotment noticeboard is substandard and not fit for purpose. It was **agreed** to make improvements to the noticeboard.

ACTION: Clerk to obtain costings for improvements to the noticeboard.

018/2015-16 Press & Public Relations Working Group (Laurence Zipson).

(a) **Parish Council Application.** It was **noted** that there is a new app available from www.bouddigital.com. It was **agreed** that this app was not useful for Drayton Parish Council to use.

(b) **Village Website.** Laurence Zipson will continue the role of Webmaster until December 2016.

(c) **Defibrillator.** Laurence Zipson will continue to check the defibrillator until further notice.

019/2015-16 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.	Planning Perm 5 th Mar
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.	Listed Building Consent 11 th Mar
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 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/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).	Response with comment.	Pending.
P15/V00	76 Steventon Road	Proposed extension. Depth: 5.30m Height: 2.95m	NA	PDH Agreed

83/PDH	Drayton OX14 4LD	Height to eaves: 2.95m		11 th Mar.
P15/V00 82/LDP	76 Steventon Road Drayton OX14 4LD	Hip-to-gable loft conversion incorporating a dormer on the rear facing roof slope.	NA	Responded 17 th Mar.
P14/V23 66/LB P14/V23 45/HH	30 High Street Drayton Abingdon OX14 4JW	Installation of a 10 panel solar panels onto south facing roof of the garage.	Supporter.	Listed Building Consent 20 th Mar.
P15/V01 69/FUL	Land near Chadwick's Farm Garford Abingdon OX13 5PH	Construction of solar photovoltaic park with associated infrastructure	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.(as amended by plans received 16 February 2015)	Response with comment.	Listed Building Consent 11 th Mar.
P15/V05 14/HH	6 Crabtree Lane Drayton Abingdon Oxfordshire OX14 4HS	Two storey and single storey rear extensions. Re-modelling of existing layout to incorporate additional living accommodation for elderly relative.	Pending 3 rd April.	Pending.
P15/V06 35/FUL	Land adjacent to no.'s 15-17 High Street Drayton OX14 4JW	Removal of existing detached garage building. Erection of new detached 3-bed dwelling house, provision of parking and amenity space (retention of existing vehicular access).	Pending 16 th April.	Pending.
P15/V06 94/HH	72 Steventon Road Drayton OX14 4LD	Erection of two-storey extension to flank with single-storey 'link' to existing, detached garage.	Pending 20 th April.	Pending.
P15/V07 00/HH	76 Steventon Road Drayton OX14 4LD	Hip to Gable loft conversion and dormer in rear roof slope.	Pending 22 nd April.	Pending.

P14/V2504/FUL. This item of business had been discussed earlier in the meeting under 002/2015-16 Public Participation.

020/2014-15 News from District & County Councillor (Richard Webber).

This item of business had been discussed earlier in the Annual Parish Assembly meeting.

021/2014-15 Best Kept Front Garden Competition (Richard Webber).

This item of business was deferred to the next meeting.

022/2014-15 Correspondence.

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

Dog Excrement. Martin Colenutt sent an email on 17th March 2015 to the Deputy Clerk reporting on dog fouling along the footpath that runs behind the school and asked for signs to be put up as it is a regular walkway for Children going to and from school. It was **noted** that there are already a lot of signs up around the village asking dog owns to pick up after them. The Deputy Clerk sent an email on 17th March 2015 to Gary Marcham (Enforcement officer, VWHDC) informing him of the dog fouling. Gary is carrying out dog fouling patrols and anybody who is witnessed allowing their dog to foul without cleaning up will be issued with a £50.00 fixed penalty notice.

023/2015-16 Items to be noted from Parish Councillors.

(a) Village Hall Grant. Naomi Broomfield (Representative, Drayton Hall & Recreation Ground Management Committee) asked about the £3,000.00 grant the Village hall has applied for. The Clerk is waiting for the Village Hall to submit its supporting papers and then the Finance & Personnel Committee can approve the grant.

ACTION: Clerk to inform the Village Hall Management Committee.

(b) Parking on the Green. Mark Jesson suggested plastic paving driveway grid turf grass protector drainage mat around the edge of the Village Green.

ACTION: Mark to circulate details of plastic paving driveway grid turf grass protector drainage mat.

024/2015-16 The Date of the next Parish Council Meetings.

Due to the Parish Council election, the dates of the next meetings have to be delayed in order for the summons to meeting to be correctly served on elected councillors, since the count/notification of results is on 9th May 2015.

(a) The Date of the next Parish Council Meeting was confirmed as Monday 18th May 2015, at 7:30pm, in the Caudwell Day Centre.

(b) The Date of the next Finance and Personnel Meeting was confirmed as Monday 18th May 2015, at 7:00pm, in the Caudwell Day Centre.

Clerk advised after the meeting that the Caudwell Day Centre is not available on this date and has booked the Village Hall instead.

The meeting concluded at 9:50pm

Signed:

Date: 18th May 2015

Name:

Role: Chairman, Drayton Parish Council