

Minutes of the Drayton Parish Council Meeting held on 10th December 2024 at 7:00pm in the Caudwell Day Centre

Present: Richard Wade (Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Pervin Shahin, Susan Harris, Adrian Cooke (left at 8:32pm).

Not Present: All Councillors were present.

In attendance: Anita James (Clerk and RFO), Christopher Price (Deputy Clerk), Jonathan Fowler (Programme Manager), Peter Stevens (OCC).

Public: 3 members of the public were present.

225/2024 Resignations. The resignations of Graham Webb and Sue Harris were noted. Drayton is entitled to 11 Parish Councillors so there are currently 6 vacancies.

226/2024 Apologies for Absence. None.

227/2024 Declarations of Interest, Dispensations or Use of Delegated Powers. Elaine Wade declared an interest with the allotments as she is an allotment tenant.

228/2024 Public Participation.

a) Henleys Lane Trees. A parishioner raised concern over some of the trees along Henleys Lane as the recent storm brought down a heavy branch from one of the chestnuts and, with it, the power cable which has now become detached from Old Lodge. Matter continued under item 249/2024.

b) Manor Farm to Henleys Lane Footpath. A parishioner raised concern over the slope of the footpath from Manor Farm into Henleys Lane. It was noted that the footpath needs a survey.

c) Drayton Chronicle - Grant Application. A member of the Drayton Chronicle team asked about the grant applications they had submitted to the Parish Council. Matter continued under item 236/24.

229/2024 Chairperson's Report.

a) Bereavements. There has been a lot of bereavement in the Village. Richard Williams (Ex Chairman of the Parish Council), Alan Alston (Football Club) and Ian Oram.

ACTION: Richard Wade to write to next of kins with the Council's condolences.

b) Storm Bert brought down a number of trees that the Village Caretaker swiftly dealt with.

230/2024 Report from OCC Councillor Peter Stevens.

a) High Street Vehicle Activated Signs (VAS). The VAS along the High Street is still broken. Peter Stevens will escalate the matter.

b) 20mph Speed Limit. The Police will now enforce this speed restriction.

c) Defibrillator. Funds have been received from OCC and the new defibrillator for the Village Green is on order.

d) The Thames Valley Flood Scheme is a large-scale project to reduce flood risk across the Thames Valley. It strives to boost climate resilience for communities, businesses and infrastructure.

e) Dalton Barracks. The first of a planned four stage public consultation and engagement programme for a Garden Village on the Dalton Barracks site has started.

231/2024 Report from VWHDC Councillor Adrian Cooke.

a) Joint Local Plan. The VWHDC have sent their Joint Local Plan to the inspector.

b) Southern Water. The VWHDC has submitted a response.

c) Future Oxfordshire Partnership (FOP) is a joint committee of the six councils of Oxfordshire together with key strategic partners. They work together to deliver a better future for the county.

d) Reservoir. The Thames Water clay compact trials are behind schedule.

232/2024 Minutes of the Previous Parish Council Meeting. It was **resolved** to approve the minutes of the previous meeting.

Proposed: Patricia Athawes Seconded: Pervin Shahin Resolved:
Unanimous

233/2024 Action Checklist. See Appendix A for this month's action list. The following actions were updated:

Entrance Signs. Pervin Shahin will paint the word 'Drayton' on the entrance signs. ACTION: Pervin Shahin to paint the word 'Drayton' on the entrance signs.
MS365. The Clerk has circulated the quotation for MS365. Action completed and removed.
Allotments. The Deputy Clerk has issued a final warning to the 2 allotment holders. Action completed and removed. Matter continued under item 246/2024.
28 Church Lane. This action changed. Action removed.

234/2024 MS365. This item of business to approve the proposal to update the IT Infrastructure to MS365 was deferred to the next meeting.

235/24 2025/26 Budget. It was **resolved** to approve the 2025/26 budget and precept as recommended by the Finance & HR committee. The precept will be increased to £138,171.00 which is an extra £5.16 on a band D property.

Proposed: Patricia Athawes Seconded: Richard Wade Resolved:
Unanimous

236/24 Chronicle Grant Applications. The Chronicle submitted grant applications to the sum of £2,500.00 for the 2023/24 financial year and a grant application to the sum of £2,500.00 for the 2024/25 financial year. It was **resolved** to approve the grant application for the 2024/25 financial year. The Parish Council will include a grant for the Chronicle in our budget and recommend that the Chronicle increase their advertising fees inline with inflation.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved: 4 for and
1 against

237/24 Neighbourhood Development Plan Working Group. Item expedited.

Manor Farm Public Open Space. The Parish Council is keen to take ownership of the Manor Farm POS for various reasons, including stopping the use of poison being used to kill the hemlock and have the heras fencing removed. Cala Homes would also like to hand the POS land over to the Parish Council, but the VWHDC are preventing the handover from happening, and have suggested that only the half of the POS outside of the heras fencing is transferred. It was **resolved** to not take only half of the POS and the rest when CALA has cleared the POS as proposed by the VWHDC.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved:
Unanimous

And it was **resolved** to ask the VWHDC if we can take ownership of the whole of the POS, and deal with the hemlock ourselves.

Proposed: Richard Wade Seconded: Patricia Athawes Resolved:
Unanimous

ACTION: Adrian Cooke to discuss handover with the VWHDC.

238/2024 Finance and Personnel Committee (See Appendix B).

a) Payments.

- i) The list of payments was received and **approved**.
 - ii) The payments to be made following the meeting were **approved**.
 - iii) It was **agreed** to add Richard Wade and Elaine Wade as bank signatories.
- b) Bank Statements and Reconciliation.** The bank statements and reconciliation to the 30 November 2024 were **approved** and signed.
- c) Disposition of Council Funds.** The disposition of council funds was received and noted.
- d) Finance and Personnel Committee.** It was noted that the Finance and Personnel Committee is not quorate as Graham Webb and Susan Harris have resigned.

Adrian Cooke left at 8:32pm.

239/2024 Planning Committee. See Appendix C.

240/2024 Neighbourhood Development Plan Working Group. Continued.
Programme Managers Report (Jonathan Fowler). See Appendix D.

241/2024 Rights of Way & Conservation Working Group (Richard Wade).

BW8. Jonathan Fowler has obtained 3 quotations to improve the bridleway surface. It was **resolved** to award the contract to Drayton Construction who quoted £19,000.00.

Proposed: Elaine Wade

Seconded: Pervin Shahin

Resolved:

Unanimous

ACTION: Jonathan Fowler to seek landowners permission to improve the bridleway surface.

242/2024 Landscape Management Plan Working Group (Richard Wade). Nothing to note.

243/2024 Public Art Working Group. (Pervin Shahin).

Village Trail / Wayfaring Walking Route. Pervin Shahin and Abigail Brown (Arts Development Officer, VWHDC) have had a meeting with artist that is going to draw the maps that will be mounted on lecterns, to be paid for from the Halls Close £8,000.00 S106 monies.

ACTION: Clerk to ask the Halls Close developer for the £8,000.00 S106 monies. And get a copy of the Dovecote S106 agreement.

244/2024 Sutton Wick Lane Pond. The council is struggling to obtain quotations to have the pond dredged.

245/2024 Grass Cutting Specification. Due to the poor state of the St Peter's Church burial ground it was **agreed** to withhold payment to them and add the St Peter's Church Graveyard to the Parish Council's grass cutting specification.

ACTION: Clerk to do a final check of the Grass Cutting Specification and with the help of the Deputy clerk, publicise for tender.

246/2024 Allotments. All warning letters have been issued and 2 allotment holders have been issued with a final warning to work their plots. Another inspection will be held in early April 2025.

247/24 Deep Clean in Village. The VWHDC are due to carry out a deep cleanse operation in Drayton on 3rd March 2025 and would like to know what areas in the Village to target. Matter deferred to the next meeting.

248/24 2025 Meeting Dates. As Elaine Wade can not make 11th February 2025 or 11th March 2025 it was **agreed** to change these meetings to 10th February 2025 and 10th March 2025.

ACTION: Deputy Clerk to check if OCC Councillor Peter Stevens and VWHDC Councillor Adrian Cooke can make the 2025 meeting dates.

249/2024 Items to be noted from Parish Councillors.

Henleys Lane Trees. Continued. It was agreed to write to OCC and the landowner regarding the dangerous trees along Henleys Lane.

ACTION: Clerk to write to OCC and Richard Wade to write to the landowner.

250/2024 Date of the next Meeting. 14th January 2025.

Reserved Business. Exclusion of the Public and Press. In view of the nature of the business to be transacted any members of the public and press were excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

251/2024 28 & 30 Church Lane Access. The Council acknowledge that they cannot dispose of the access land at 28 Church Lane at undervalue but want to restore the rights of the owners of the affected properties to those they enjoyed prior to the purchase of the allotment land by the Council and subsequent rental agreements drawn up in 1994.

ACTION: Clerk, in consultation with the Chair, to write to Society Local Council Clerks to obtain legal advice.

The Chairperson declared the meeting closed at 10:10pm

**Appendix A
Actions Checklist**

Entrance Signs. Pervin to paint the word 'Drayton' on the entrance signs.
Village Trail / Wayfaring Walking Route. Pervin Shahin to send the Clerk details of the S106 funds that are available.
Bereavement. Richard Wade to write to next of kins with the Council's condolences.
Manor Farm Public Open Space. Adrian Cooke to discuss handover with the VWHDC.
BW8. Jonathan Fowler to seek landowners permission to improve the bridleway surface.
Village Trail / Wayfaring Walking Route. Clerk to ask the Halls Close developer for the £8,000.00 S106 monies. And get a copy of the Dovecote S106 agreement.
Grass Cutting Specification. Clerk to do a final check of the Grass Cutting Specification and publicise for tender.
2025 Meeting Dates. Deputy Clerk to check if OCC Councillor Peter Stevens and VWHDC Councillor Adrian Cooke can make the 2025 meeting dates.
Henleys Lane Trees. Clerk to write to OCC and Richard Wade to write to the landowner.
28 & 30 Church Lane Access. Clerk to write to SLCC to obtain legal advice.

**Appendix B
Finance**

Income and Expenditure for November 2024

Date	Payee/Payer	Details	Amount
30-Nov-24	Service Charge	Unity Bank Charges	-8.55
29-Nov-24	B/P to: Mr C J Price	DEPCLERKPAYNOV2024	-1037.9
			-
29-Nov-24	B/P to: Mrs Anita James	CLERK NOV SALARY	1724.97
			-
29-Nov-24	B/P to: Jonathan Fowler	PROG MAN SALA NOV	1292.47
29-Nov-24	B/P to: HMRC Cumbernauld	075PH00148296	-446.1
			-
29-Nov-24	B/P to: OCC Pension Fund	DRAYTON PC 210	1291.82
28-Nov-24	ALSTON AP+GA	57C ASH PLOT ALAN	200
21-Nov-24	B/P to: Jonathan Fowler	EXPENSES OCT 24	-90.8
21-Nov-24	B/P to: ChrisWilmott-Smith	CARETAKING OCT 24	-393
			-
21-Nov-24	B/P to: TheLandscapeGroup	INV 1958 SEP GRASS	1453.56
21-Nov-24	B/P to: Rialtas	INV 32087	-168
21-Nov-24	B/P to: Mr C J Price	EXPENSES OCT 24	-43.3
21-Nov-24	B/P to: Microshade Consult	INV 20023 MONTHLY	-258.75
	Direct Debit (CASTLE WATER		
19-Nov-24	LTD)	TW1281321123	-5.56
13-Nov-24	TONKS BR LTD SW	295 INTERMENT	300
11-Nov-24	ABING MARATHON	AB MARA24 DONATION	250

Payments for approval 10 December 2024

Payee	Goods/Services	Amount £
Clerk /Deputy clerk/Programme Manager	December salaries	TBA
HMRC	Employer Tax & NI	TBA
OCC Pensions		Dec-24 TBA
Chris Deputy Clerk	Expenses November 24	76.95
Anita James Clerk	Expenses Oct/Nov 24 (includes ink for printer)	189.64
Jon Fowler Programme Manager	Travel/home working	£80.00
Caretaker	September	393.00
Microshade	Sep/Oct/Nov monthly	699.11
Irwin Mitchell	Advice 28 Church Road	3,607.20

**Disposition of
Council funds
30 November
2024**

	£
Current Account	246,564.99
Savings Account	15,976.25
	262,541.24

**ppendix C
Planning Applications**

P24/V1886/RM. Reserved matters application relating to application P21/V1924/FUL for the Pavilion for appearance, landscaping, layout and scale. (Hybrid Planning application: Formation of sports pitches with associated groundworks, drainage and landscaping (Full application) and sports pavilion with associated car parking and access (outline application with all matters reserved except access). (Retrospective)). Land West of Abingdon Road Drayton.
PC: Noted. **VWHDC:** Pending.

P24/V1859/HH. Demolish existing conservatory to rear and remove existing pitched roof to kitchen

extension. Construct new single storey extension to replace conservatory and construct flat roof over new extension and existing kitchen extension. 234 Steventon Road Drayton Abingdon Oxfordshire OX13 6RN.

PC: Noted. **VWHDC:** Planning Permission on 9th December 2024.

P24/V2238/FUL. Proposed conversion and change of north barn into an annexe, including two bays of new first floor accommodation. The Manor 68 High Street Drayton Abingdon OX14 4JR.

PC: Noted. **VWHDC:** Refusal of Planning Permission on 11th December 2024.

P24/V2239/LB. Proposed conversion and change of north barn into an annexe, including two bays of new first floor accommodation. The Manor 68 High Street Drayton Abingdon OX14 4JR.

PC: Noted. **VWHDC:** Refusal of Listed Building Consent on 11th December 2024.

P24/V2325/HH. Erect single storey garden room and shed. 2B Furlongs Drayton Abingdon OX14 4GE.

PC: Response: At 10x4m this would be a huge garden room. Is it a business or a hobby? Seems very big for a hobby. Also it's close to 22 High St so if it's a business then that could be problematic.

VWHDC: Pending.

P24/V2374/HH. Installation of air source heat pump. 12 Monk Close Drayton Abingdon OX14 4GW.

PC: Objection: The proposed location of the heat pump is a long way from the applicants house while being very close to the neighbouring property. There is likely to be a noise nuisance for the neighbour as a result particularly when using their garden. **VWHDC:** Pending.

P24/V1430/LB Amendment. Demolition of existing storage buildings, link extension and conservatory. Erection of single storey rear extension, loft conversion with 1 new dormer windows to rear and internal reconfigurations to main dwelling. Like for like replacement of single glazed timber windows with double glazed timber windows to main dwelling. New detached two bay garage with ancillary accommodation above. (Revised plans and heritage statement as shown on submitted documents received 8 November 2024). 58 High Street Drayton Abingdon OX14 4JW.

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

P24/V1427/HH Amendment. Demolition of existing storage buildings, link extension and conservatory. Erection of single storey rear extension, loft conversion with 1 new dormer windows to rear and internal reconfigurations to main dwelling. Like for like replacement of single glazed timber windows with double glazed timber windows to main dwelling. New detached two bay garage with ancillary accommodation above. (Revised plans and heritage statement as shown on submitted documents received 8 November 2024). 58 High Street Drayton Abingdon OX14 4JW.

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

P24/V2419/HH. Proposed erection of carport, including repositioned entrance door. 15 Fisher Close Drayton Abingdon OX14 4LT.

PC: Objection: As indicated in the pre-proposal advice at 2.9x5m the proposed car port is too small for a modern car as recommended by OCC guidelines. As such construction of the carport would reduce off street parking from 2 to 1 spaces for future occupants. In addition such a large extension would dominate the street scene as well as the outlook from the neighbouring property. **VWHDC:** Pending.

P24/V1859/HH Amendment. Demolish existing conservatory to rear and remove existing pitched roof to kitchen extension. Construct new single storey extension to replace conservatory and construct flat roof over new extension and existing kitchen extension. New external render to existing kitchen extension. (As clarified by amended materials section of the application form received 21 November 2024). 234 Steventon Road Drayton Abingdon Oxfordshire OX13 6RN.

PC: Pending **VWHDC:** Pending.

Appendix D Programme Managers Report

Walnut Meadows: The Planning Enforcement Team at the District Council are not going to take any further action against Miller Homes for their failure to remove the buried waste within the sports pitch area. I have been in discussion with the Miller Homes project manager in an attempt to get Miller Homes to remove the waste from site.

The architect the Parish Council engaged to design the Pavilion has submitted amended plans to VWHDC Planning as OCC raised an objection to the Reserved Matters planning application covering the MUGA, Pavilion and Car Park. OCC's objections related primarily to disabled parking spaces, car turning circles, bin collection and a requirement to provide EV charge points. VWHDC are due to determine the application by 30th December.

Miller Homes have replaced some dead/missing trees at the green space alongside the footpath to Corneville Road. They still have some hedging to replace and plant some wetland wildflower seed mix before February 2025 as per the legal agreement.

I have been in discussion with the lighting contractor for the MUGA in relation to provision of an electrical supply. It would be cost effective to provide the electric supply for the Pavilion at the same time as the MUGA lighting.

Manor Farm: I attended a site inspection of the PoS on 18th November together with VWHDC and Cala. The intention had been to issue a Certificate of Practical Completion, however, since Heras fencing is still in place and Cala intend to continue spraying for Hemlock for a further 12 months this was not possible. Since the area behind the Heras fencing was not ready for inspection the suggestion from the Vale was to complete the handover of the PoS in two phases.

As Cala intend to continue spraying they are not going to remove the Heras fencing and once spraying is complete (Dec 2025) there will then be a 12 month maintenance period, meaning the PC will not have ownership of the land behind the Heras fencing until end of 2026 / early 2027.

Footpaths: I have now obtained 3 quotes for the upgrade work to Bridleway 8. The selection of a supplier is on the agenda for the December Full Council.

Traffic Calming: The Statutory consultation for the new crossing has now commenced with a closing date of 3rd January 2025. The topo surveys have been completed with the detailed designs commencing early in the new year.