

Minutes of the Drayton Parish Council Meeting held on 14th January 2025 at 7:00pm in the Caudwell Day Centre

Present: Richard Wade (Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Pervin Shahin (arrived at 7:02pm).

Not Present: Adrian Cooke.

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

Public: 5 members of the public were present.

252. Apologies for Absence. Adrian Cooke, Jonathan Fowler (Programme Manager).

253. Declarations of Interest, Dispensations or Use of Delegated Powers. None.

Pervin Shahin arrived at 7:02pm.

254. Public Participation.

a) The Abingdon DAMASCUS Youth Project. A Manager and Trustee expressed an interest with the grant application for Damascus. Matter continued under item 17/2025.

b) The Drayton Chronicle. The Advertising Manager expressed an interest in the grant applications for the Chronicle and reported that their advertising rates will be increasing. Pervin Shahin will write an article asking for parishioners to join the Parish Council.

ACTION: Clerk to clarify which grant applications have been approved and for which financial years.

c) Village Hall. The Village Hall Booking Secretary asked some questions about S106 and grant monies.

d) Reserved Business. A Parishioner asked why there are 2 agenda items under reserved business. It was explained that it is due to legal and confidential reasons.

255. Chairperson's Report.

a) Bereavements. The Parish Council has sent condolences letters to the next of kins of Richard Williams (Ex Chairman of the Parish Council), Alan Alston (Football Club) and Ian Oram.

b) Henleys Lane Dangerous Trees. Richard Wade has reached out to the land owner. Matter continued under item 22/2025.

256. Report from OCC Councillor Peter Stevens (arrived at 7.50pm)

a) Devolution Local Government: Local Government reorganisation has shot to the top of the priority list.

b) Flooding continues to be a significant issue, and it was very disappointing that the EA have decided against the Thames Valley Flood Scheme on the grounds that it is "not considered cost effective."

c) Housing Infrastructure Fund (HIF1) Road has been approved by the Secretary of State.

d) High Street Vehicle Activated Signs (VAS). The VAS along the High Street is still broken.

e) County Councillor Priority Fund. The new defibrillator for the Village Green is on order.

257. Report from VWHDC Councillor. Adrian Cooke was not present but had submitted a written report.

258. Minutes of the Previous Parish Council Meeting. Not signed as the Clerk needs to check the accuracy of agenda item 236/24.

259. Action Checklist. See Appendix A for this month's action list. The following actions

were updated:

<p>Village Trail / Wayfaring Walking Route. Pervin Shahin has provided the Clerk with details of the S106 funds that are available and £500.00 for the first stage payment is on the payments list. The Clerk has asked the Halls Close developer for the £8,000.00 S106 monies and has got a copy of the Dovecote S106 agreement. Action completed and removed.</p>
<p>Bereavement. The Parish Council has sent letters to the families with the Council's condolences. Action completed and removed.</p>
<p>BW8. Programme Manager to seek landowner's permission in writing, to improve the bridleway surface. Action updated.</p>
<p>Grass Cutting Specification. The Grass Cutting Specification has been publicised for tender.</p>
<p>2025 Meeting Dates. OCC Councillor Peter Stevens can not make the next 2 meetings and VWHDC Councillor Adrian Cooke can not make the next meeting. Action completed and removed.</p>
<p>Henleys Lane Dangerous Trees. The Clerk has written to OCC and Richard Wade has written to the landowner. Action completed and removed.</p>
<p>28 & 30 Church Lane Access. The Clerk has written to SLCC to obtain legal advice. Action completed and removed.</p>

260. Financial Management (See Appendix B).

a) Payments.

- i) The list of receipts and payments since the last meeting were received.
- ii) The payments to be made following the meeting were **approved**.
- iii) We are still waiting for Unitary Bank to add the new bank signatories. The Clerk is chasing Unity bank but it very difficult to get through.

b) Bank Statements and Reconciliation. The bank statements and reconciliation to the 31 December 2024 were **approved** and signed.

c) Disposition of Council Funds. The disposition of council funds was received and noted.

d) Finance and Personnel Committee Membership. It was **resolved** to add Elaine Wade and Pervin Shahin onto the Finance and Personnel Committee. The next Finance and Personnel Committee meeting will be held on 28th January 2025 at 2:00pm.

Proposed: Richard Wade Seconded: Patricia Athawes Resolved:
Unanimous

261. Planning Committee. See Appendix C.

Chairperson. It was **agreed** to appoint Elaine Wade as Chairperson of the Planning Committee.

262. Neighbourhood Development Plan Working Group.

Programme Managers Report (Jonathan Fowler). See Appendix D.

263. Rights of Way & Conservation Working Group (Richard Wade). Carried forward.

264. Landscape Management Plan Working Group (Richard Wade). Carried forward.

265. Public Art Working Group. (Pervin Shahin).

- **Village Trail / Wayfaring Walking Route.** No monies received to date from the Dovecote Association. £8,200.99 S106 funds have been paid by the Halls Close developers for the village trail. £500.00 of this money will be/has been forwarded to Tony Davies (Artist) for his time so far in creating designs for the trail signs. The artist designing the maps has given us her estimate for the costs, which is £2,000.00. Pervin Shahin has contacted her to send the Clerk a written invoice so that it can be

approved at the next meeting.

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

267. Grass Cutting Tender. The advert has been placed on the Website, Noticeboard, Facebook. The closing date is 14th February 2025.

268. The Abingdon DAMASCUS Youth Project. It was **resolved** to approve the Grant application from The Abingdon DAMASCUS Youth Project to the sum of £4,000.00 for the 2024-25 financial year.

Proposed: Patricia Athawes
Unanimous

Seconded: Elaine Wade

Resolved:

269. New Parish Council Website. It was **resolved** to go live with the new Parish Council website www.draytonparish.gov.uk and to setup a redirect from the www.draytonvillage.co.uk site to the new site.

Proposed: Pervin Shahin
Unanimous

Seconded: Patricia Athawes

Resolved:

270. Items to be noted from Parish Councillors. None.

271. Date of the next Meeting. 10th February 2025 (note a Monday)

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).

272. 28 & 30 Church Lane Access. The Clerk has obtained legal advice from SLCC. It was **resolved** to consult with SLCC to update our 'Deeds of Access' so that the owners of 28 & 30 Church Lane are guaranteed access to their properties over Parish Council land.

Proposed: Richard Wade
Unanimous

Seconded: Patricia Athawes

Resolved:

ACTION: Clerk to get a quotation from SLCC to update our 'Deeds of Access'.

273. Henleys Lane Dangerous Trees. Richard Wade has contacted the landowner. It was **agreed** to get a quotation from an arborist to cut and make the trees safe.

ACTION: Deputy Clerk to get a quotation from an arborist to cut and make safe the trees.

The Chairperson declared the meeting closed at 9:23pm

Appendix A Actions Checklist

Entrance Signs. Pervin to paint the word 'Drayton' on the entrance signs.
Manor Farm Public Open Space. Adrian Cooke to discuss handover with the VWHDC.
BW8. Jonathan Fowler to seek landowner's permission in writing, to improve the bridleway surface.
Grass Cutting Tender. Deputy Clerk to send the advert to all the contractors that submitted quotations last time
DAMASCUS. Clerk to clarify which grant applications have been approved and for which financial years.

28 & 30 Church Lane Access. Clerk to get a quotation from SLCC to update our 'Deeds of Access'.

Henleys Lane Dangerous Trees. Deputy Clerk to get a quotation from an arborist to cut and make safe the trees.

Appendix B Finance

Payments and Receipts since last meeting

31-Dec-24	Service Charge		-8.25
31-Dec-24	Manual Credit - Handling Charge		-0.6
30-Dec-24	B/P to: HMRC Cumbernauld	075PH00148296	-362.71
27-Dec-24	B/P to: HMRC Cumbernauld	075PH00148296	-267.39
27-Dec-24	B/P to: OCC Pension Fund	DRAYTON PC 210	1069.94
20-Dec-24	B/P to: Mr C J Price	SALARY DEC 24	-856.91
20-Dec-24	B/P to: Jonathan Fowler	SALARY DEC 24	1097.93
20-Dec-24	B/P to: Mrs Anita James	SALARY DEC 24	-1478.7
19-Dec-24	HILL RESIDENTIAL	CONDITION11	8360
18-Dec-24	Direct Debit (CASTLE WATER LTD)	TW1281321123	-7.38
16-Dec-24	B/P to: Microshade Consult	DRA001	-699.11
16-Dec-24	B/P to: Mrs Anita James	EXPENSES OCT/NOV 2	-189.84
16-Dec-24	B/P to: Jonathan Fowler	EXPENSES NOV 24	-80
16-Dec-24	B/P to: ChrisWilmott-Smith	CARETAKING NOV	-393
16-Dec-24	B/P to: Irwin Mitchell LLP	3795500 CHURCH LA	-3607.2
16-Dec-24	B/P to: Mr C J Price	EXPENSES NOV 24	-76.95
13-Dec-24	EDWARD CARTER FUNERAL DIRECTORS	200 GRAVE	310
04-Dec-24	M & J DIDCOCK FUNE	49C Wedge	70
03-Dec-24	OCC AP	9020 9701183572 K	2695

Payments for approval 14 January 2025		
Payee	Goods/Services	Amount £
Clerk /Deputy clerk/Programme Manager	January salaries	TBA
HMRC	Employer Tax & NI	TBA
OCC Pensions	Jan-25	TBA
Chris Deputy Clerk	Expenses Dec 25 (wi fi/WFH/printer cartridge)	61.19
Jon Fowler Programme Manager	Expenses Dec 25 (travel/WFH	36.80
Caretaker	Dec-24	393.00
Microshade	IT Jan 25	266.75
Chronical	Donation (S 137 Nov 26 50/24)	2,000.00
Citizens Advice	Donation (S 137 Nov 26 51/24)	600.00

Heart Beat	Defibrillator (grant received 2,695)	3,234.00
Jules Meredith	Web hosting 25/26	127.44
Auditing Solutions	Interim Internal Audit	612.00
Tony Davis	Wayfinding Sculptures stage 1	500.00

Disposition of Council funds 31 December 2024	
	£
Current Account	247,804.08
Savings Account	16,803.25
	264,607.33

Appendix C Planning Applications

<p>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.</p>
<p>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: Planning Permission on 18th December 2024.</p>
<p>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: Planning Permission on 17th December 2024.</p>
<p>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.</p>
<p>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.</p>
<p>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: Planning Permission on 7th January 2025.</p>
<p>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: Noted. VWHDC: Planning Permission on 9th December 2024.</p>
<p>P24/V2638/HH. Demolition of garage and construction of a two storey side extension and a single storey rear extension. 62 High Street Drayton Abingdon OX14 4JR. PC: Noted. VWHDC: Pending.</p>
<p>P24/V1427/HH and P24/V1430/LB. Demolition of existing storage buildings, link extension and conservatory. Erection of single storey rear extension 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</p>

heritage statement as shown on submitted documents received 8 November 2024)(Omission of loft conversion submitted on 06 Jan 2025). 58 High Street Drayton Abingdon OX14 4JW.
PC: Pending **VWHDC:** Pending.

Appendix D Programme Managers Report

Walnut Meadows: The Reserved Matters planning application covering the MUGA and Pavilion was due to be determined by the Vale of White Horse District Council planning team on 30th December. The application is still awaiting a decision and although I emailed the planning officer last week, no update has been received. We need a decision in order that the MUGA contractor can schedule the work.

A Mechanical & Electrical (M&E) feasibility report has been commissioned to examine the domestic water services, heating, ventilation, lighting and above ground drainage for the Pavilion. It will also provide information as to the electrical supply required for the MUGA lighting.

Manor Farm: A suggestion was put to Cala that if they ceased spraying pesticide now and re-planted the wildflower area (which was killed by the spraying) the PC could take over the PoS 12 months earlier than should they continue to spray. A response is awaited.

Footpaths: I have liaised with Drayton Construction (the contractor selected to undertake the upgrade of Bridleway 8) to ensure they commence cutting back vegetation before the bird nesting season commences. A S106 drawdown request has been submitted to the Vale to cover the cost of the work.

I am also preparing a specification for the upgrade to Bridleway 29.

Traffic Calming: The Statutory consultation for the new crossings closed on 3rd January. An update from OCC is awaited.

Website: I have applied further updates to the new website. A proposal seeking approval for the new site to be made live is included in this months agenda.