

Agenda for the Drayton Parish Council Annual General Meeting

**Notice is hereby given that the next Parish Council Meeting
will be held on 12th May 2025 at 7:00pm in the Caudwell Day Centre**

Members of the Parish Council are hereby summoned to attend the meeting of Drayton Parish Council for the purpose of transacting the following business set out in the agenda hereunder.

Members of the public are welcome to attend and participate during the public participation session.

Councillors are reminded to declare an Interest for relevant agenda and a request for dispensation if required. (Please contact the clerk if you are unsure)

Signed: Anita James
Anita James (Clerk)

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Clerk@DraytonPC.org

1/25 Election of Chairperson and signing of Declaration of Acceptance of Office.

2/25 Apologies for Absence. Council to receive, review and approve apologies submitted.

3/25 Election of Vice-Chairperson and signing of Declaration of Acceptance of Office.

4/25 Public Participation. (15 minutes maximum).

Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

5/25 To Approve Standing Orders, Financial Regulations, and the Councils Code of Conduct.

6/25 To Confirm the Terms of Reference and Membership of the Committees and Working Groups:

- I. Finance & Personnel
- II. Planning
- III. Rights of Way and Conservation
- IV. Public art
- V. Neighbourhood Development Plan
- VI. Landscape Management Plan

7/25 To confirm Parish Councillors Leaders:

- I. Cemetery
- II. Reservoir
- III. Public Transport and Cycle Paths
- IV. Drayton Chronical Contributor

8/25 To confirm Parish Council Representatives:

- I. Public Transport Liaison
- II. Drayton Village Hall & Recreation Ground (nominated trustee)
- III. Community Trust (nominated trustee)
- IV. Millennium Green Trust Liaison
- V. DAMASCUS Project
- VI. Neighbourhood Action Group (NAG)
- VII. Footpath Warden
- VIII. Drayton Community Primary School

9/25 To Approve:

- I. Current Account- Unity
- II. Savings Account -Unity
- III. Internal Auditor- Lisa Wilkinson
- IV. External Auditor – Moore

10/25 Subscriptions:

Name	Amount	Frequency
I. SLCC (Prof membership)	300.00	A
II. Microshade (IT support)	251.44	M
III. ROSPA (playground Inspection)	200.00	A
IV. Information Commissioner	35.00	A
V. Rialtas (accounting system)	243.00	A
VI. Parish Online (Website)	350.00	A
VII. OALC	684.00	A
VIII. Water	35.00	M

11/25 Declarations of Interest, Dispensations or Use of Delegated Powers.

12/25 Report from Chairperson. (5 minutes maximum).

13/25 Report from VWHDC Councillor Adrian Cooke. (5 minutes maximum).

14/25 Report from OCC Councillor Peter Stevens. (5 minutes maximum).

15/25 Minutes of the Previous Meeting. To accept and approve.

16/25 Action Checklist from the Previous Meeting. To note the list of actions undertaken and completed since the last meeting.

17/25 Financial Management.

a) Payments (Clerk & RFO)

i) To receive and note the list of payments.

ii) To approve the payments to be made following the meeting.

iii) To confirm the two Councillors who will authorise the on-line payments between this and the next Parish Council meeting.

b) Bank Statements and Reconciliation. To sign the bank reconciliation and note the bank statements for the quarter to 31 April 2025.

c) Disposition of Council Funds. To note the disposition of council funds.

d) To agree on a date for the Annual Governance Documents to be reviewed by the Finance & Personnel Committee and a date for the AGAR to be Approved by full Council.

18/25 Planning Committee.

Planning Applications. To note the planning applications discussed by the Planning Committee.

19/25 Neighbourhood Development Plan Working Group (Programme Manager).

- I. **Programme Managers Report.** To note the monthly report from the Programme Manager.
- II. **Sports Pitch Drainage.** To approve the funding of a further site visit by the drainage consultant to sign off the completed sports pitch drainage at a cost of £700
- III. **Archaeological Archives.** To approve the Clerk to sign the Transfer of Archaeological Archives form in order to deposit the artefacts uncovered during the MUGA excavation with the Oxfordshire Museum
- IV. **MUGA lighting.** To approve the quote for the MUGA lighting electricity supply at a cost of £5491.96 (No VAT is charged)
- V. **Bridleway 29.** To approve the quote(s) for the refurbishment of a 90 metre section of Bridleway 29 and agreement to use S106 funding for the work.
- VI. **S106 / Walnut Meadows sports pitch.** To approve the draft legal agreement for the drawdown of S106 funding for the Walnut Meadows sports pitch implementation.

20/25 Rights of Way & Conservation Working Group (Richard Wade).

BW8. To resolve to accept the S106 funding from Vale of White Horse DC for the upgrade to Bridleway 8 totalling £18,903,23.

21/25 Landscape Management Plan Working Group (Richard Wade).

22/25 Public Art Working Group (Pervin Shahin). Way finding update.

23/25 Sutton Wick Lane Pond. Update.

24/25 Village Green Tree Planting. Proposal from Pervin Shahin to plant a Walnut tree on the Village Green. The cost will be met by some people who live in the village.

25/25 Village Green CCTV. Discussion / Proposal from Pervin Shahin to to install a CCTV camera, with a sign saying that the area is under surveillance.

26/25 Any items to be noted from Parish Councillors. (No decisions will be taken under this item).

27/25 Date of the next Parish Council Meeting. 9th June 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 are to be excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

28/25 Deed of Access for 28 Church Lane. Update.

29/25 Henley's Lane Dangerous Trees. Update.

Standing Order 3. Meetings Generally (x) A meeting shall not exceed a period of 3 hours.