

## **Minutes of the Drayton Parish Council Meeting** **held on 20<sup>th</sup> March 2025 at 7:00pm in the Caudwell Day Centre**

**Present:** Richard Wade (Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Pervin Shahin, Adrian Cooke.

**Not Present:** All councillors were present.

**In Attendance:** Anita James (Clerk and RFO), Christopher Price (Deputy Clerk).

**Public:** Five members of the public were present.

**294 Apologies for Absence.** None.

**295 Declarations of Interest, Dispensations, or Use of Delegated Powers.** Elaine Wade declared an interest in the allotments as an allotment owner, and Richard Wade declared an interest as the spouse of Elaine Wade.

**296 Co-option of Councillors.** The following individuals were co-opted:

- a) Liz Sheppard. *Proposed:* Richard Wade *Seconded:* Elaine Wade *Resolved:* Unanimous
- b) Andrew Cherriman. *Proposed:* Richard Wade *Seconded:* Pervin Shahin *Resolved:* Unanimous
- c) William Brown. *Proposed:* Richard Wade *Seconded:* Patricia Athawes *Resolved:* Unanimous

**297 Public Participation.**

A trustee from Drayton Youth Charities provided a brief history of the charity, established in 1954, and offered financial support to the parish council to help achieve its aim of assisting the youth of Drayton. The Chair, Richard Wade, expressed appreciation for the financial support and stated that the council would determine how best to allocate the funds.

**298 Chairperson's Report.**

- a) **Walnut Meadow Sports Facility:** Following an inspection of the Walnut Meadow Sports Facility, the Chair emphasized the need to promote awareness of the development. It was suggested that a school or college student could assist in this effort.
- b) **Manor Farm POS:** Cala Homes has agreed to cease the use of chemical spraying and will remove the Hemlock manually.
- c) **Danes Convenient Store:** Following a recent aggressive incident, the Parish Council has sent a letter of support to the store's owners.

**299 Report from VWHDC Councillor Adrian Cooke:**

- a) **Budget:** The Vale of White Horse District Council (VWHDC) approved its budget on the 12th and remains financially stable.
- b) **Unity Council:** Councillor Adrian Cooke provided an update on the local authority reorganization.
- c) **Brown Bins:** Brown bins now require a permit sticker for collection.
- d) **Reservoir:** Thames Water is conducting borehole drilling and site surveys.

**300 Minutes of the Previous Parish Council Meeting.** The minutes of the previous meeting were approved. *Proposed:* Patricia Athawes *Seconded:* Pervin Shahin *Resolved:* Unanimous

**301 Financial Regulations.** The updated Financial Regulations, as approved by the Finance Committee on 28th January 2025, were accepted and approved.

*Proposed:* Adrian Cooke *Seconded:* Elaine Wade *Resolved:* Unanimous

**302 Internal Controls Policy.** The updated Internal Controls Policy, as approved by the Finance Committee on 28th January 2025, was accepted and approved.

*Proposed: Adrian Cooke Secoded: Elaine Wade Resolved: Unanimous*

**303 2024/25 Budget.** The 2024/25 Budget, as approved by the Finance Committee on 26th November 2024, was accepted and approved. *Proposed: Adrian Cooke Secoded: Elaine Wade Resolved: Unanimous*

**304 Risk Policy and Schedule.** The following were accepted and approved:

- I. The updated Risk Management Policy.
- II. The updated Financial and Operational Risk Assessment Schedule.

*Proposed: Pervin Shahin Secoded: Adrian Cooke Resolved: Unanimous*

**307 Financial Management (See Appendix A).**

**a) Payments (Clerk & RFO):**

- i) The list of payments and income for February 2025 was received and approved.
- ii) The payments scheduled to be made following the meeting were approved.
- iii) The two councillors authorized to make online payments between this and the next Parish Council meeting were Patricia Athawes and Elaine Wade.

**b) Bank Statements and Reconciliation:** The bank statements and reconciliation as of 28th February 2025 were approved and signed.

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

Due to a scheduling conflict with another group using the Caudwell Day Centre, the meeting concluded early at 8:00 pm.

### Appendix A Financial Management

28-Feb-25	19:06	Service Charge		-8.55
28-Feb-25	06:31	B/P to: OCC Pension Fund	DRAYTON PC 210	-1077.06
28-Feb-25	06:30	B/P to: Mr C J Price	FEB SALARY	-835.36
28-Feb-25	06:29	B/P to: Jonathan Fowler	FEB SALARY	-1098.13
28-Feb-25	06:26	B/P to: Mrs Anita James	FEB SALARY	-1505.34
20-Feb-25	06:18	Direct Debit (CASTLE WATER LTD)	TW1281321123	-23.59
19-Feb-25	06:23	B/P to: HMRC Cumbernauld	075PH00148296	-1416.75
19-Feb-25	06:22	B/P to: TheLandscapeGroup	INV 1980 OCT 24	-1453.56
13-Feb-25	08:52	B/P to: Microshade Consult	DRA001 INV20273	-266.75
13-Feb-25	08:52	B/P to: ChrisWilmott-Smith	CARETAKING JAN 25	-393
13-Feb-25	08:52	B/P to: Stanhope Wilkinson	INV 290981 13 DEC	-780
13-Feb-25	08:52	B/P to: DraytonChronicle	INV 25007	-18
13-Feb-25	08:52	B/P to: Jonathan Fowler	EXPENSES JAN 25	-34.01
13-Feb-25	08:52	B/P to: Mr C J Price	EXPENSES JAN 25	-67.59
13-Feb-25	08:52	B/P to: Mrs Anita James	EXP 01/12/24- 30/01	-171.8

13-Feb-25	08:52	B/P to: Abingdon DAMASCUS	24/25 S137	-4000
13-Feb-25	08:52	B/P to: Abingdon Bridge, T	24/25 S137	-4000
13-Feb-25	08:52	B/P to: OSVCAB	24/25 S137	-600
10-Feb-25	18:34	WEBB GP	ACCESS RENTAL 24/5	70.03
10-Feb-25	18:34	WEBB GP	ACCESS RENTAL 23/4	66.63
05-Feb-25	10:38	AB STONE&MAR	57c Wedge	70
05-Feb-25	03:18	TONKS BR LTD SW	293 BURIAL	100
03-Feb-25	14:48	EDWARD CARTER FUNERAL DIRECTORS	306 HEADSTONE	70

<b>Payments for approval 20 March 2025</b>		
<b>Payee</b>	<b>Goods/Services</b>	<b>Amount £</b>
Clerk /Deputy clerk/Programme Manager	March salaries	TBA
Chris Willmott	Caretaking February	393.00
HMRC	Employer Tax & NI	TBA
OCC Pensions	Mar-25	TBA
Chris Deputy Clerk	Expenses February 25	98.19
Jon Fowler Programme Manager	Expenses February 25	TBA
Microshade	IT March 2525	251.44
SLCC Membership 25/25	SLCC Membership 25/26	300.00
OALC membership 25/26	OALC membership 25/26	683.66
Heaton Design	Feasibility study Pavillion	3,672.00
Dig ventures	Inv 0733 stage 3 post evacuation	5,094.00