

Minutes of the Drayton Parish Council Meeting held on 8th April 2025 at 7:00pm in the Caudwell Day Centre

Present: Richard Wade (Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Pervin Shahin, Elizabeth Sheppard, Adrian Cooke (arrived at 7:06, left at 8:25)

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: 6 members of the public were present.

308 Apologies for Absence. None received

309 Declarations of Interest, Dispensations, or Use of Delegated Powers. Elaine Wade declared an interest in the allotments as she is an allotment owner.

310 Public Participation.

a) Walnut Meadow Small POS Fence. A parishioner raised concern over the wooden fence Miller Homes put up that is already falling own. The Council is clarifying ownership of the fence. Matter continued under item 318 b).

b) Village Hall. Fred Stevens (Village Hall Chair) asked if a grant application had been submitted from the Village Hall. The Council has no record of any recent grant application.

c) FP11. A parishioner complained about the overgrown hedge along FP11, behind St Peter's Church that forces walkers to walk over the cremation tablets.

ACTION: Deputy Clerk to obtain a quotation to cut the overgrown hedge.

d) Walnut Meadow Sports Facility. A parishioner asked when the Walnut Meadow Sports Facility will be built.

Adrian Cooke arrived at 7:06pm

311 Chairperson's Report.

a) St Peter's Church. The Council has taken responsibility for the Church yard grass cutting.

d) Walnut Meadow Sports Facility. The building of the MUGA will start soon.

312 Report from VWHDC Councillor Adrian Cooke.

a) Reservoir. Adrian Cooke has done a site walk about.

b) Car Parking. The VWHDC are trialling ticket less ticket machines.

c) New Vehicle Depot at the Haseley Trading Estate. A new vehicle depot at the Haseley Trading Estate will significantly contribute towards South Oxfordshire and Vale of White Horse District Councils long-term future of successful waste collections in the districts.

313 Minutes of the Previous Parish Council Meeting.

The minutes of the previous meeting were approved.

Proposed: Patricia Athawes Seconded: Elaine Wade Resolved: Unanimous

314 Action Checklist from the Previous Meeting (See Appendix A for latest action list).

Entrance Signs. Pervin has painted the word 'Drayton' on the entrance signs. Action completed and removed.
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Manor Farm Public Open Space. Adrian Cooke has discussed handover with the VWHDC. Action completed and removed.

315 Financial Management (See Appendix B).

a) Payments (Clerk & RFO):

i) The list of payments and income for March 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 Richard Wade.

b) Bank Statements and Reconciliation: The bank statements and reconciliation as of March 2025 were approved and signed.

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

316 Planning Committee Elaine Wade (See Appendix C).

317 Report from OCC Councillor Peter Stevens.

a) P25/V0180/O. Outline application for the erection of up to 31 dwellings with associated means of access, car parking, public open space, landscaping, sustainable drainage system (SuDS) and associated infrastructure (all matters reserved except for access). Land West of Little Smiths Farm Drayton. OCC objected to this planning application the footpath needs extending to the High Street.

b) Broken Vehicle Activated Sign (VAS). Peter Stevens is still trying to get the broken VAS along the High Street fixed and will investigate getting a mobile VAS.

c) Traffic Calming. OCC has approved our traffic calming plan.

318 Neighbourhood Development Plan Working Group (Programme Manager).

a) Programme Manager Report. See appendix D for the monthly report from the Programme Manager.

b) Walnut Meadow Small POS Fence. The new fence along the South / Eastern edge of the Walnut Meadow Small POS erected by Miller Homes is already falling down and the ownership of the fence is unclear. Jonathan Fowler will ask Miller Homes if they can clarify ownership of the fence.

c) MUGA Construction Water Bowser. It was **resolved** to approve the rental of a refillable water bowser for the MUGA construction at a cost of £1,580.40 inc VAT.

Proposed: Richard Wade Seconded: Patricia Athawes Resolved: Unanimous

d) Construction of the MUGA. It was **resolved** to approve to proceed with the construction of the MUGA at the end of April/early May.

Proposed: Adrian Cooke Seconded: Elaine Wade Resolved: Unanimous

e) MUGA Lighting Supply. It was **resolved** to approve the purchase of a feeder pillar for the MUGA lighting supply at a cost not to exceed £500.00 plus VAT.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved: Unanimous

319 Rights of Way & Conservation Working Group (Richard Wade).

BW8. Ownership of BW8 is unclear as the land is not registered. The VWHDC have approved the S106 funding. It was **resolved** to accept the S106 monies to sum of £18,903.00 to improve the bridle way surface.

Proposed: Richard Wade Seconded: Patricia Athawes Resolved: Unanimous

320 Landscape Management Plan Working Group (Richard Wade). Nothing to report.

321 Public Art Working Group (Pervin Shahin).

a) Wayfinding. The artist drawing the maps has done a site visit.

b) Stolen Walnut. A concrete Walnut has been stolen from the Village Green.

ACTION: Clerk to contact our insurance company and make a claim for £1,400.00 to have it replaced.

322 Sutton Wick Lane Pond. An application has been submitted to the sum of £9,000.00 to have the pond drained, cleaned, refilled and a pump installed.

323 Village Green.

a) Land belonging to OCC Highways. The 2 parcels of grass along the northern edge of the Village Green belong to OCC Highways.

ACTION: Deputy Clerk to confirm ownership and ask OCC if the Parish Council can adopt the land.

b) Notice Boards. The Village Green has a lot of street clutter around the south bound bus stop. The 2 public notice boards are old and tatty and the internet has made them obsolete. It was **resolved** to remove the 2 notice boards and put a new one up inside the bus stop.

Proposed: Elaine Wade Seconded: Pervin Shahin Resolved: Unanimous

ACTION: Deputy Clerk to remove the 2 notice boards on the Village Green and put a new one up inside the bus stop.

c) Defibrillator. It was **agreed** to install the new defibrillator next to the North bound bus stop.

ACTION: Deputy Clerk to ask OCC if the defibrillator can be installed next to the North bound bus stop on the Village Green.

324 Allotments.

a) Plot Limitation. It was **resolved** to limit allotment tenancies to one per household.

Proposed: Elaine Wade Seconded: Pervin Shahin Resolved: Unanimous

ACTION: Clerk to update allotment rules and regulations.

b) Inspection. All plots show signs of activity following the inspection held on the 3rd April 2025. The next inspection will be at the end of July.

325 MS365 changeover. No major issues to report.

326 Date of the next Parish Council Meeting. 13th May 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).

327 Grass Cutting Tender. Out of the 6 companies that submitted bids for the village grass cutting, it was **resolved** to appoint 'The Landscape Group Oxford'.

Proposed: Richard Wade Seconded: Patricia Athawes Resolved: Unanimous

ACTION: Clerk to inform the 6 companies that submitted bids if they won the contract or not.

328 Deed of Access for 28 Church Lane. New deeds have been drawn up by solicitors that guarantee the homeowners of 28 and 30 Church Lane access to their properties across Parish Council land. It was **resolved** to proceed with progressing the deeds with the owners paying all costs. The deeds will need to be approved by Council before they are signed.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved: Unanimous

ACTION: Clerk to progress.

329 Henley's Lane Dangerous Trees. It was **resolved** to have a safety assessment done on the 10 Chestnut Trees along Henleys Lane.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved: Unanimous

ACTION: Richard Wade to tell the landowner that the Parish Council is going to have a safety assessment done on the 10 Chestnut Trees.

The meeting finished at 9:11pm

**Appendix A
Action Checklist**

FP11. Deputy Clerk to obtain a quotation to cut the overgrown hedge.
Stolen Walnut. Clerk to contact the insurance company to enquire about the claim for the Walnut that was stolen.
Land belonging to OCC Highways. Deputy Clerk to confirm ownership and ask OCC if the Parish Council can adopt the land.
Notice Boards. Deputy Clerk to remove the 2 noticeboards from the Village Green and put a new one up inside the bus stop.
Defibrillator. Deputy Clerk to ask OCC if the defibrillator can be installed next to the North bound bus stop on the Village Green.
Allotment Plot Limitation. Clerk to update allotment rules and regulations.
Grass Cutting Tender. Clerk to inform the 6 companies that submitted bids if they won the contact or not.
Deed of Access for 28 Church Lane. Clerk to progress.
Henley's Lane Dangerous Trees. Richard Wade to tell the landowner that the Parish Council is going to have a safety assessment done on the 10 Chestnut Trees.

Appendix B Financial Management

Payments and Receipts April 2025 Payments for Approval 8 April 2025

Payee	Goods/Services	Amount £
Clerk	March salary	1,505.34
Deputy Clerk	March salary	817.69
Programme Manager	March salary	1,097.93
Chris Willmott	Caretaking March	393.00
HMRC	Tax and NI	505.54
OCC Pensions	Apr-25	1,071.97
Chris Deputy Clerk	Expenses February 25	44.45
Jon Fowler Programme Manager	Expenses February 25	69.20
Anita James- clerk	Expenses Dec-March 25	215.70
Microshade	Change over to MS365 and monthly hosting	1,096.56
Rialtas	Software support annual fee	243.60

Income and Expenditure March 2025

31-Mar-25	Service Charge		-9.3
31-Mar-25	Allotment	B6B	6
31-Mar-25	B/P to: OCC Pension Fund	DRAYTON PC 210 MAR	-1071.97
31-Mar-25	B/P to: HMRC Cumbernauld	075PH00148296	-505.54
31-Mar-25	BROAD PK&EA		24
28-Mar-25	Transfer to 20374554		-200000
28-Mar-25	B/P to: Jonathan Fowler	MARCH SALARY	-1097.93
28-Mar-25	B/P to: Mr C J Price	MARCH SALARY	-817.69
28-Mar-25	B/P to: Mrs Anita James	MARCH SALARY	-1505.34
26-Mar-25	B/P to: OALC	D00114/2025/1	-683.66
26-Mar-25	B/P to: Heaton	INV 2611 PAVILLION	-3672
26-Mar-25	B/P to: Jonathan Fowler	EXP FEB 25	-80
26-Mar-25	B/P to: Microshade Consult	INV 20513	-251.44
26-Mar-25	B/P to: Dig Ventures	INV 0733	-5094
26-Mar-25	B/P to: Mr C J Price	EXPENSES MARCH	-98.19
26-Mar-25	B/P to: ChrisWilmott-Smith	CARETAKING FEB 25	-393
26-Mar-25	B/P to: SLCC	MEM252555-3	-300
21-Mar-25	Allotment		24
20-Mar-25	Allotment		18
19-Mar-25	Allotment		12
18-Mar-25	Allotment	PLOT A4.A	12

18-Mar-25	Direct Debit (CASTLE WATER LTD)	TW1281321123	-35.07
17-Mar-25	Allotment	plot A3	24
14-Mar-25	Allotment	E1 E2	24
14-Mar-25	Allotment	B7A	12
12-Mar-25	Allotment		12
12-Mar-25	Allotment	Plot C1a	24
11-Mar-25	Allotment	B3 KIDD	24
11-Mar-25	Allotment	ALLOTMENT C1B	12
11-Mar-25	Allotment	B1a	9
11-Mar-25	Allotment	B7B	12
11-Mar-25	Allotment	B9	24
10-Mar-25	Allotment	PLOT A9	24
10-Mar-25	Allotment	Plot 10	24
10-Mar-25	Allotment	Plot A7b	12
10-Mar-25	Allotment	Allotment plot A2	24
10-Mar-25	Allotment		24
10-Mar-25	Allotment	PLOT C3	18
10-Mar-25	Allotment	PLOT B8	24
10-Mar-25	Allotment	PLOTS D3 D4 E3 E4	48
10-Mar-25	Allotment	ALLOTMENT B4B	12
10-Mar-25	Allotment	B4A	12
07-Mar-25	Allotment	T	12
07-Mar-25	Allotment	Plot C4	24
06-Mar-25	Allotment	A1	24
06-Mar-25	Allotment	PLOT A5A RENT	12
06-Mar-25	Allotment	PLOT A7A	12
06-Mar-25	Allotment		24
06-Mar-25	Allotment		24
06-Mar-25	Allotment	PLOT B2B	12

Disposition of Council Funds as of 31/03/25

Unity Current Account: £31,082.25

Unity Savings Account £216,239.30

Appendix C Planning

<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: Planning Permission on 28th February 2025.</p>
<p>P25/V0038/HH. Rear & first floor extension to provide accommodation within the roof. (Description amended 10th March 2025) (Amended plans received 10th March 2025- Reducing the height of the extensions). PC: Noted. VWHDC: Planning Permission on 1st April 2025.</p>
<p>P25/V0028/HH. Conversion of existing detached double garage to form ancillary accommodation to the existing dwelling. 87 Abingdon Road Drayton Abingdon OX14 4HL. PC: Noted. VWHDC: Planning Permission on 13th March 2025.</p>
<p>P25/V0180/O. Outline application for the erection of up to 31 dwellings with associated means of access, car parking, public open space, landscaping, sustainable drainage system (SuDS) and associated infrastructure (all matters reserved except for access). Land West of Little Smiths Farm</p>

Drayton. PC: Objection. VWHDC: Pending.
P25/V0195/HH. Construction of new enclosed porch and garden room. 2B Furlongs Drayton Abingdon OX14 4GE. PC: Noted. VWHDC: Planning Permission on 24th March 2025.
P25/V0324/HH. Single and two storey extensions to side and rear. Foxhollow Church Lane Drayton Abingdon OX14 4JS. PC: Noted. VWHDC: Pending.
P25/V0445/HH. Installation of recessed PV panels to garage building. 2B Furlongs Drayton Abingdon OX14 4GE. PC: Noted. VWHDC: Pending.
P25/V0557/LB. Removal of one window. The Manor 68 High Street Drayton Abingdon OX14 4JR. PC: Noted. VWHDC: Pending.
P25/V0669/HH and P25/V0670/LB. Demolition of the existing garage, proposed new rear extension and new double garage. 3 Church Lane Drayton Abingdon OX14 4JS. PC: Noted. VWHDC: Pending.
P25/V0674/HH. Erection of an entrance porch to the back door, add two conservation rooflights to the kitchen roof. 6 The Green Drayton Abingdon OX14 4JA. PC: Noted. VWHDC: Pending.
P25/V0703/HH. Demolition of conservatory. Two storey rear extension with associated works. 1 High Street Drayton Abingdon OX14 4JL. PC: Pending. VWHDC: Pending.

Appendix D Programme Manager Report.

Walnut Meadows: The contractor constructing the MUGA will be starting work at the end of this month / early May. The MUGA contractor originally estimated there would be an additional cost of £10K - £13K to import and compact stone to bring the FFL (Finished Floor Level) of the MUGA up to 64.60m in order to drain the area following the archaeological excavation. I subsequently spoke to the drainage consultant and agreed we would use a secondary outfall into the northern drainage ditch to drain the MUGA, Pavilion and car-park. I have obtained permission from a local land owner to install a 160mm pipe across the corner of his field into the ditch. This will involve installing the pipe and headwall at an estimated cost of £2K as opposed to the original estimate of £10K - £13K for additional stone. Glanville's will be surveying the Reserved Matters area in order to obtain updated levels following the re-grading work by Miller Homes and the archaeological excavation. Once the updated level survey is available it will be possible to update the drainage strategy and confirm use of the secondary outfall. I have obtained a quote from the electrical circuit owner to provide a supply into the site for the MUGA lighting. I am in the process of obtaining quotes to dig the trench for the supply together with a feeder pillar. I have also obtained a quote for a refillable water bowser as a water supply is required by the MUGA contractor and there is no supply to the site currently. The sports pitch contractor is planning to commence work on the sports pitches in May. However, a draft legal agreement covering the S106 funding is still awaited from the Vale. If the legal agreement is not agreed by the time the sports pitch contractor starts work, we may have to delay the work as we do not have sufficient reserves to fund the work. I have produced an updated Construction Traffic Management Plan as this is required by Vale Planning as a condition of the RM planning approval. I am awaiting confirmation of the fee payable by the Parish Council before submitting the discharge of conditions planning application.

Footpaths: We are still awaiting the release of S106 funding from the Vale in order to refurbish Bridleway 8. We had the work scheduled to start on 24th March but the Vale are currently refusing to release funding as the Land Registry shows no designated owner for the land.

Manor Farm: The Chairman and I attended a meeting between the Vale and Cala to discuss the handover of the PoS. Cala have now agreed to stop pesticide spraying (other than spot spraying) and sow the wildflower area allowing the fencing to be removed and the PoS handed over to the PC 12 months earlier than previously the case.