

## **Minutes of the Drayton Parish Council Meeting** held on 10<sup>th</sup> February 2025 at 7:00pm in the Caudwell Day Centre

**Present:** Richard Wade (Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Pervin Shahin, Adrian Cooke (arrived at 7:17pm and left at 7:29pm).

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

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

**Public:** 5 members of the public were present.

**274. Apologies for Absence.** Adrian Cooke arrived at 7:17pm and left at 7:29PM.

**275. Declarations of Interest, Dispensations or Use of Delegated Powers.** None.

### **276. Public Participation.**

**a) Co-option.** 2 members of the public expressed an interest in joining the Council.

**b) Public Art.** A member of the public requested information on the Public Art projects. The parishioner was asked to submit his questions in writing to the Clerk.

**c) Group Against Reservoir Development (GARD).** A member of GARD reported on the reservoir that is needed to protect public water supplies during periods of drought.

### **277. Chairperson's Report.**

**a) Henleys Lane Dangerous Trees.** Richard Wade has forwarded the landowner a quotation for a safety survey.

**b) OCC Councillor Peter Stevens.** Richard Wade has walked around the Village with Peter Stevens and looked at all the problem areas..

### **278. Report from VWHDC Councillor Adrian Cooke.**

**a) Reservoir.** Thames Water have been sending large vehicles down Barrow Road.

**b) Unity Council.** Adrian Cook reported on the local authority reorganisation.

**c) Joint Local Plan** has gone to the examiners.

### **279. Report from OCC Councillor Peter Stevens** was not present.

**a) High Street Vehicle Activated Signs (VAS).** The broken VAS along the High Street is a 30mph sign and needs changing to a 20mph sign.

**b) County Councillor Priority Fund.** The new defibrillator for the Village Green has been delivered.  
Action: All Councillors to consider where the best spot on the Village Green is to install it.

### **280. Minutes of the Previous Parish Council Meetings.**

a) It was **resolved** to approve the minutes of the meeting held on 10<sup>th</sup> December 2025.

Proposed: Pervin Shahin                      Seconded: Patricia Athawes                      Resolved: Unanimous

b) It was **resolved** to approve the minutes of the meeting held on 14<sup>th</sup> January 2025.

Proposed: Patricia Athawes                      Seconded: Pervin Shahin                      Resolved: Unanimous

### **281. Action Checklist.** See Appendix A for this month's action list. The following actions were updated:

BW8. Jonathan Fowler has asked the landowners permission in writing, to improve the bridleway surface. Action completed and removed.
Grass Cutting Tender. It was decided due to high interest, it was not necessary to send the advert to all the contractors that submitted quotations last time. Action removed.
The Drayton Chronicle. Clerk has clarified which grant applications have been approved and for which financial years. Action completed and removed.
28 & 30 Church Lane Access. The Clerk has got a quotation from SLCC to update our 'Deeds of Access'. Action completed and removed.
Henleys Lane Dangerous Trees. The Deputy Clerk got a quotation from an arborist to cut and make safe the trees. Action completed and removed.

**282. 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) The two Councillors authorised to make the on-line payments between this and the next Parish Council meeting were Patricia Athawes and Elaine Wade. We are still waiting for Unitary Bank to add the new bank signatories.

**b) Bank Statements and Reconciliation.** The bank statements and reconciliation to the 30<sup>th</sup> January 2025 were **approved** and signed.

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

**d) Pavilion Reserve.** It was **resolved** to move £31,315.00 from general reserve to the Pavilion Reserve.

Proposed: Patricia Athawes                      Seconded: Pervin Shahin                      Resolved: Unanimous

**e) Public Art Wayfinding Reserve.** It was **agreed** to create a Wayfinding Reserve (346) for the S106 monies received.

**f) Bank.** It was **agreed** to transfer £200,000.00 from the Unity current account to the Unity instant access savings account (interest 2.6%).

**283. Planning Committee** (Elaine Wade). See Appendix C.

**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. It was **agreed** to submit our previous objections but updated to reflect the new 'Joint Local Plan'.

**284. Neighbourhood Development Plan Working Group.**

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

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

**BW8.** Drayton Construction have advised they plan to commence work on the refurbishment of Bridleway 8 on 24<sup>th</sup> March 2025 (subject to weather conditions).

**286. Public Art Working Group.** (Pervin Shahin).

**Village Trail / Wayfaring Walking Route.** No S106 money has been received from Cala Homes / Dovecote residents to go towards the village trail.

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

**288. MS365.** It was **resolved** to approve the quote from Micro-shade and move from Citrix to MS365.

Proposed: Richard Wade                      Seconded: Patricia Athawes                      Resolved: Unanimous

**289. Items to be noted from Parish Councillors.**

**a) Abingdon Road Pavement.** Elaine Wade raised concerns of the narrow pavement that slopes towards the main road.

**b) Hilliat Fields.** Pervin Shahin reported that a recent Facebook post suggested putting Walnuts along Hilliat Fields to stop cars parking on the grass.

**290. Date of the next Meeting.** 10<sup>th</sup> March 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).

**291. 28 & 30 Church Lane Access.** We are waiting for the solicitor to draw up the 'Deeds of Access' so that the owners of 28 & 30 Church Lane are guaranteed access to their properties over Parish Council land.

**292. Henleys Lane Dangerous Trees.** Richard Wade has forwarded the land owner a quotation for a safety survey.

**293. Grass Cutting Tender.** 4 tenders have been received so far. The closing date is 14<sup>th</sup> February 2025.

The Chairperson declared the meeting closed at 8:39pm.

**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.
Defibrillator. All Councillors to consider where the best spot on the Village Green is to install it.

**Appendix B  
Finance  
Payments & Receipts January 2025**

31-Jan-25	19:06	Service Charge		-8.55
31-Jan-25	06:27	B/P to: Mrs Anita James	CLERK JAN SALARY	-1478.7
31-Jan-25	06:25	B/P to: Mr C J Price	DEP CLERK DEC SALA	-835.36
31-Jan-25	06:25	B/P to: HMRC Cumbernauld	075PH00148296	-267.19
31-Jan-25	06:25	B/P to: Jonathan Fowler	PM JAN SALARY	-1098.13
31-Jan-25	06:25	B/P to: OCC Pension Fund	DRAYTONPC2010 JAN	-1063.74
28-Jan-25	08:09	B/P to: Auditing Solutions	INV: A8750	-612
28-Jan-25	08:09	B/P to: Jules Meredith	DOMAINRENEWALFINAL	-127.44
28-Jan-25	08:09	B/P to: Microshade Consult	DRA001 INV20273	-266.75
28-Jan-25	08:09	B/P to: Jonathan Fowler	EXPENSESDEC 24	-61.19
28-Jan-25	08:09	B/P to: Mr C J Price	EXPENSES DEC 24	-36.8
28-Jan-25	08:09	B/P to: DraytonChronicle	DONATION 2023/24	-2000
28-Jan-25	08:09	B/P to: ChrisWilmott-Smith	CARETAKING DEC 24	-393
28-Jan-25	08:09	B/P to: Communit Heartbeat	INV 24487 DERIBRIL	-3234
28-Jan-25	08:09	B/P to: Tony Davis	WAYFUNDING STAGE 1	-500
23-Jan-25	14:04	Complaint goodwill		75
22-Jan-25	06:16	Direct Debit (CASTLE WATER LTD)	TW1281321123	-7.56
14-Jan-25	08:38	HILL RESIDENTIAL	PLANNING FEE	8360
14-Jan-25	06:17	HMRC VTR	XEV126000100287	19217.54

<b>Payments for approval 10 February 2025</b>		
<b>Payee</b>	<b>Goods/Services</b>	<b>£</b>
Clerk /Deputy clerk/Programme Manager	January salaries	3,438.83
HMRC	Employer Tax & NI	1,416.75
OCC Pensions	Feb-25	1,077.06
Chris Deputy Clerk	Expenses Jan 2025	67.59
Anita James clerk	Expenses Nov-Jan	171.80
Jon Fowler Programme Manager	Expenses Jan 2025	34.01
Microshade	IT Feb25	266.75
Damacus	Donation	4,000.00
Citizens Advice	Donation (S 137 Nov 26 51/24 )	600.00
Stanhope Wilkinson	Prepare supplementary drawings Walnut Meadows	780.00

### **Disposition of Council Funds 31 January 2025**

Unity Savings Account: £16,083.25

Unity Current Account: £263,431.21

### **Appendix C Planning Applications**

**P24/V1886/RM.** Reserve 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:** Reserved Matters - Approval on 11th February 2025.

**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:** Listed Building Consent on 7th February 2025.

**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:** Planning Permission on 7th February 2025.

**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.

**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 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:** Noted. **VWHDC:** Planning Permission on 7th February 2025.

**P25/V0038/HH.** Rear & first floor extension to convert bungalow to a two storey dwelling. 75 Abingdon Road Drayton Abingdon OX14 4HW.

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

**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:** Pending **VWHDC:** Pending.

**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.

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

**P25/V0195/HH.** Construction of new enclosed porch and garden room. 2B Furlongs Drayton Abingdon OX14 4GE.

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

## **Appendix D Programme Managers Report**

Walnut Meadows: The Reserved Matters planning application covering the MUGA and Pavilion, which was due to be determined on 30<sup>th</sup> December, is still showing as “under consideration” on the Vale planning portal. I have received email confirmation that the application will be approved but until the Planning Officer’s report is available I don’t know all the conditions that may be imposed. The Officer has advised her report will be available by 13<sup>th</sup> February. If there are conditions imposed, it may delay the construction of the MUGA which is scheduled for April. One condition I am aware of is the need for a drainage strategy covering the MUGA, Pavilion and Car Park area. I have been in discussion with David Hemstock, who undertook the drainage strategy for the pitch area, to provide a fee proposal for the RM planning application area. The Mechanical & Electrical & feasibility report we commissioned has been received. It shows we will need to have a 40KVa electrical supply installed to the Pavilion and provides recommendations for the heating, lighting and ventilation. Miller Homes have re-started design of the adopted roads to ascertain the “as is” position against the designs that were approved. They have already discovered that the swale at the entrance to the site, which should connect to drainage in Abingdon Road, has not been built correctly. They will be undertaking analysis of the other swales which will involve using machinery to ascertain what is below the swales. As part of the land transfer agreement, MH were due to plant wetland wildflower seed in the swales by February 2025, however due to the road adoption investigation work to dig up part of the swales, it has been agreed the wildflower planting will be delayed. I held a Teams call with Dave Cookson from the Vale in relation to the S106 drawdown requests I have submitted:

MUGA - £189,728 requested. Needs to be approved at the Vale Full Council on 14<sup>th</sup> May which means we are unlikely to receive the funding before the MUGA is completed. However, we have sufficient reserves to cover the build cost.

Sports Pitches - £278,860 requested and approved. Awaiting draft legal agreement.

BW8 - £18903 requested. Should receive funding Mid-March

Manor Farm: A response is still awaited from Cala and the Vale.

Footpaths: Drayton Construction have advised they plan to commence work on the refurbishment of Bridleway 8 on 24<sup>th</sup> March (subject to weather conditions). I have produced a spec for the upgrade to BW29 but I’m struggling to get quotes (only one has been provided from the 4 companies approached). Since we will be applying for S106 funding for the work we need a minimum of 2 quotes.