

# Drayton Parish Council

## **Minutes of the Parish Council Meeting**

Held on Monday 13th October 2025 at 7:00pm in the Caudwell Day Centre

Councillors Present: Richard Wade (Chairperson), Pervin Shahin (Vice-Chairperson), Patricia Athawes (Vice-Chairperson), Elaine Wade, Andrew Cherriman (arrived 7:08pm), William Brewer.

Councillors Absent: Adrian Cooke, Elizabeth Sheppard.

In Attendance: Anita James (Clerk and RFO), Christopher Price (Deputy Clerk), Jonathan Fowler (Programme Manager), Peter Stevens (OCC).

Public: 6 members of the public.

### **125/25 Apologies for Absence**

Received from Adrian Cooke.

### **126/25 Public Participation**

- a) Abingdon DAMASCUS Youth Project – Roxy Elford (Line Manager) reported on recent activities and confirmed the project’s mission to empower young people.
- b) BW27 Kiln Lane – A parishioner suggested allocating S106 funds to improve this bridleway.
- c) The Abingdon Bridge – Holly Freeland (Head of Wellbeing and Innovation) thanked the Council for grant support and outlined how the charity helps young people build resilience and belonging.

Andrew Cherriman arrived at 7:08pm.

### **127/25 Declarations of Interest, Dispensations or Use of Delegated Powers**

Elaine Wade – Allotments; Trustee of The Abingdon Bridge.

Pervin Shahin – Trustee of the Abingdon DAMASCUS Youth Project.

Richard Wade – Declared interest as spouse of Elaine Wade.

### **128/25 Chairperson’s Report**

Funding options for the Walnut Meadow Sports Facility are being explored. Grass seed has been laid on the football pitches.

### **129/25 Report from VWHDC Councillor**

Adrian Cooke submitted a written report.

Food and Warmth Grant Scheme – A joint initiative with South Oxfordshire supports local organisations assisting residents with cost-of-living challenges.

### **130/25 Report from OCC Councillor Peter Stevens**

- a) Local Plan – Inspectors recommended withdrawal due to inadequate consultation with Oxford City.
- b) Reservoir (SESRO) – A joint motion with the Green Party will oppose the plan due to inadequate emergency procedures.
- c) Local Government Reorganisation – Proposals aim to improve efficiency and service delivery.
- d) HIF1 Road – Detailed design completed.
- e) Vehicle Activated Sign – High Street sign remains out of order.
- f) Traffic Calming – OCC finalising detailed design.

### **131/25 Minutes of the Previous Meeting**

The minutes were approved.

Proposed: P. Shahin    Seconded: E. Wade    Resolved: Unanimous.

### **132/25 Action Checklist (Appendix A)**

IT issues resolved. Action closed.

Walnut Meadow POS Fence – One of two rotten posts repaired. ACTION: Deputy Clerk to follow up on remaining repair.

Grants Policy – Published and circulated. Action closed.

Wayfinding – S106 drawdown submitted. Action closed.

Sutton Wick Lane Pond – Cleaning scheduled for 14 October.

Storage Container – Ordered and delivered. Action closed.

### **133/25 Financial Management (Appendix B)**

a) Payments and Income – September 2025 noted; regular payments approved annually.

Proposed: R. Wade    Seconded: A. Cherriman    Resolved: Unanimous.

post-meeting payments approved. Online payments authorised: P. Athawes and E. Wade.

b) Bank Statements and Reconciliation – Noted.

c) Disposition of Funds – Noted.

### **134/25 Asset Check**

Deputy Clerk completed asset check. The bench at Sutton Wick Lane/Abingdon Road is damaged beyond repair.

ACTION: Deputy Clerk to report to police.

### **135/25 Internal Auditor 2025/26**

Resolved to appoint Auditing Solutions as Internal Auditor for 2025/26.

Proposed: R. Wade    Seconded: P. Shahin    Resolved: Unanimous.

### **136/25 Finance and Personnel Committee Minutes**

Approved minutes from 30 June and 3 September 2025; Chair to sign.

**137/25 Abingdon DAMASCUS Youth Project**

Trustee contacted regarding 2025 donation.

ACTION: Clerk to respond.

**138/25 Services of Locum Clerk (April 2024)**

Resolved not to pay remaining £448.18 to LGRC due to insufficient handover.

Proposed: R. Wade Seconded: P. Shahin Resolved: Unanimous.

**139/25 Planning Committee Report (Appendix C)**

P25/V2033/FUL – 1 The Green, Drayton. Application for 15 dwellings deemed overdevelopment with excessive density and traffic concerns.

**140/25 Neighbourhood Development Plan Working Group**

a) Programme Manager's Report (Appendix D) noted.

b) MUGA – Chair and Vice-Chair to sign S106 legal agreement, witnessed by Clerk.

**141/25 Rights of Way & Conservation Working Group**

Following a Chronicle article, parishioners have suggested bridleway improvements using S106 funding.

**142/25 Landscape Management Plan Working Group**

No matters to report.

**143/25 Public Art Working Group**

a) Wayfinding – Artist visit completed.

b) Stolen Walnut – Resolved to pay £96 (two men, three hours) for installation of four walnuts, from general reserves.

Proposed: P. Shahin Seconded: E. Wade Resolved: Unanimous.

**144/25 Sutton Wick Lane Pond**

Draining, dredging, and cleaning scheduled for 14 October 2025.

**145/25 Walnut Meadow Small POS Fence**

One of two rotten posts repaired; second pending (see 132/25).

**146/25 Parish Council Noticeboard**

Report of graffiti and burn damage to southbound bus stop noticeboard. Replacement costings required.

**147/25 Village Green Litter Bin**

VWHDC confirmed bin site is on Parish land. ACTION: Deputy Clerk to instruct Village Caretaker to prioritise litter picking.

**148/25 Reservation of Burial Plots**

Resolved to amend burial regulations to permit, in exceptional cases, reservation of adjacent plots. Multi-depth plots encouraged. Reservations to comply with settlement agreement.

Proposed: R. Wade Seconded: P. Shahin Resolved: Unanimous.

**149/25 Items Noted by Councillors**

CCTV – Village Green now covered by local business CCTV.

**151/25 Date of Next Meeting**

Monday 10th November 2025.

**Reserved Business (Public and Press Excluded)**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1, the public and press were excluded.

**152/25 Henley’s Lane Dangerous Trees**

No response received from landowner.

**Meeting Closed**

9:21pm.

**Appendix A  
Action Checklist**

Henley’s Lane Dangerous Trees. Clerk to find out what powers the Parish Council may to recover the cost from the landowner and find out what responsibility's the Parish Council has to ensure the safety of it's parishioners.

Walnut Meadow Small POS Fence. Deputy Clerk to follow up on the second rotten post repair.

Sutton Wick Lane Pond. Clerk to pay £1,750.00 to drain, dredge, clean Sutton Wick Pond and ask the local homeowner for the £1,000.00 donation.

Asserts Check. Deputy Clerk to report damaged bench to the Police.

The Abingdon DEMASCUS Youth Project. Clerk to respond to the trustee regarding donation for 2025.

Village Green Litter Bin. Deputy Clerk to ask the Village Caretaker to target the Village Green when litter picking.

**Appendix B  
Financial Management**

**Income and Expenditure October 2025**

31-Oct-25	Service Charge		-8.1
31-Oct-25	B/P to: OCC Pension Fund	DRAYTON PC 210	-1130.2
31-Oct-25	B/P to: HMRC Cumbernauld	075PH00148296 MN 7	-750.92
31-Oct-25	VWHDC ACCOUNTS PAY	NA	189728
30-Oct-25	ABING MARATHON	AB MARA25 DONATION	250
29-Oct-25	B/P to: Jonathan Fowler	OCT SALARY	-1121.68
29-Oct-25	B/P to: Mrs Anita James	OCT SALARY	-1583.08
29-Oct-25	B/P to: Mr C J Price	OCTOBER SALARY	-876.7
29-Oct-25	TONKS BR LTD SW	222 GRAVE	310
24-Oct-25	VWHDC ACCOUNTS PAY	NA	51067.84
24-Oct-25	VWHDC ACCOUNTS PAY	NA	3733.36
23-Oct-25	B/P to: Agripower	INV 20309	-61281.4
20-Oct-25	Direct Debit (CASTLE WATER LTD)	TW1281321123	-65.11
15-Oct-25	B/P to: ChrisWilmott-Smith	Sep-25	-655
15-Oct-25	B/P to: Andrew Mckeown	WALNUT	-1746
15-Oct-25	B/P to: Mr C J Price	EXPENSES AUG/SEP	-89.7
15-Oct-25	B/P to: E.T.C Sports	INV 10190 FINAL	-8348.4
15-Oct-25	B/P to: ORM Fencing Ltd	INV0312	-108
15-Oct-25	B/P to: Jonathan Fowler	EXPENSES SEP	-161.58
15-Oct-25	B/P to: Communit Heartbeat	INV 27920	-61.14
15-Oct-25	B/P to: Hill Residential	DUPLICATE PAYMENT	-8360
15-Oct-25	B/P to: AL Vickery & Son	INVOICE 22	-8.7
03-Oct-25	B/P to: Containers Direct	113023 LOCK UP	-3354
03-Oct-25	B/P to: Oxford Oak	INV 947 WALNUT	-517.2

**Payments for Approval following the meeting**

Payments for Approval 13 October 2025				
Payee	Goods/Services	Amount £	Budget	Power
Clerk	October Salary		Salaries	LGA

		1,583.08		1972
Deputy Clerk	October Salary	876.70	Salaries	LGA 1972
Programme Manager	October Salary	1,121.68	Salaries	LGA 1972
Chris Willmott	Caretaking September	655.00	Caretaker costs	LGA 1972
HMRC	Tax and NI Sep	750.92	Employer NI and Tax	LGA 1972
OCC Pensions	Sep pension	1,130.20	Pensions	LGA 1972
Chris Deputy Clerk	Expenses August/September 25	89.70	Expenses	LGA 1972
Jon Fowler Programme Manager	Expenses Sep 25	161.58	Reserves (£49.98) /Expenses	LGA 1972
Microshade	Monthly hosting September	148.62	IT infrastructure	LGA 1972
AL Vickery & Sons	Paint (Pervin) inv 22	8.70	Maintenance materials	LGA 1972
Community heartbeat	Replacement defibrillator pads	44.00	Maintenance materials	LGA 1972
ECT	Final stage payment	6,957.00	S106 MUGA £189,000	LGA 1972
Hill Residential	Refund of duplicate payment received in April 2024	£7,860		
Paid since last meeting (prior approval obtained)				
Containers direct	Container	2,795.00	General Reserves	LGA 1972
Oxford Oak	Noticeboard	£431	Ear marked Reserves Halls Close	LGA 1972

### Balances as of 30 September 2025

Unity Trust Current Account    £161,195.87  
Unity Trust Savings Account    £47,708.10

### Appendix C Planning

P25/V1441/HH. Single storey rear / side extension to existing kitchen with tiled monopitched roof and rooflights. 6 Holly Lane Drayton Abingdon OX14 4FW.  
PC: Noted. VWHDC: Planning Permission on 11th September 2025.

P25/V1472/HH. Creation of first-floor with associated works to roof form and fenestration. Installation of 2no.

dormer windows. Demolition of existing conservatory. 39A Steventon Road Drayton Abingdon OX14 4JX. PC: Noted. VWHDC: Planning Permission on 16th September 2025.
P25/V1496/HH and P25/V1497/LB. Installation of an Air Source Heat Pump. Dove Cottage Stonehill Drayton Abingdon OX14 4AA. PC: Noted. VWHDC: Pending.
P25/V1889/HH. Rebuild of existing attached annex to side of house. 11 Crabtree Lane Drayton Abingdon Oxfordshire OX14 4HS. PC: Response: This rebuild of an existing attached annex could be developed into an extra private dwelling which would lead to additional traffic and car parking issues on an already narrow and congested road. VWHDC: Pending.
P25/V1856/HH. Erection of a single storey wrap around extension for a new family and kitchen area. 11 Friars Mews Drayton Abingdon OX14 4GS. PC: Noted. VWHDC: Pending.
P25/V1961/HH. Erection of a two-storey rear extension. October House 64 High Street Drayton Abingdon OX14 4JR. PC: Noted. VWHDC: Pending.
P25/V1778/HH, P25/V1779/LB. Single storey extension to rear, 2no new window openings to south and west elevations, associated internal alterations. Gilbourns Farmhouse 155 Drayton Road Sutton Courtenay Abingdon OX14 4HA. PC: Noted. VWHDC: Pending.
P25/V2033/FUL. Demolition of existing single dwelling and associated outbuildings and structures and erection of 15 dwellings together with associated access, parking, landscaping, drainage and associated works. 1 The Green Drayton Abingdon OX14 4JA. PC: Pending. VWHDC: Pending.

#### **Appendix D Programme Manager Report.**

Walnut Meadows: Eon have now missed two confirmed appointments to install an electricity meter into the feeder pillar at Walnut Meadows for the MUGA lighting. They have now confirmed a third appointment on Thursday 9th October. Until the electricity is installed, the MUGA lights cannot be connected.

An invoice for £13,628 has been submitted to Miller Homes to cover the additional costs the Parish Council incurred due to MH not removing buried waste from the sports pitch area as required.

A contractor engaged by Miller Homes will be installing gullies and a drain in Chestnut Drive w/c 13th October. The drain will run across our land and into the existing swale. The work is an interim measure, to prevent flooding, prior to the complete rebuilding of the road during 2026. It has been agreed MH's contractor will use the hard standing area within sports pitch area for their welfare unit.

A 20ft storage container has been ordered to store the netball posts, tennis equipment for the MUGA plus items for the Pavilion once it is constructed. The container will be delivered on Tuesday 14th October.

The NDP Group is currently investigating booking software for the MUGA, sports pitches and Pavilion. The plan will be for the software to integrate with our website.

The sports pitch contractor is completing work on the bund and will be seeding the pitch area

w/c 6th October. We have been approached by Abingdon Youth Football Club who in turn have been in discussion with the Football Association about funding a 3G artificial pitch and contributions towards a Pavilion. I am attempting to arrange a meeting with the local FA to understand in more detail.

Manor Farm: Cala have confirmed the wildflower area will be re-seeded early October with a re-inspection of the entire site by the Vale due to occur mid-November.

Traffic Calming: There has been no update from OCC regarding progress with the new crossings on the High Street and Abingdon Road. We have not seen finalized designs despite requesting sight of them prior to them being signed off.