

**Drayton Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 11th August 2025 at 7:00pm at the Caudwell Day Centre**

**Present:** Cllr Richard Wade (Chairperson), Cllr Pervin Shahin (Vice-Chairperson), Cllr Patricia Athawes (Vice-Chairperson), Cllr Elaine Wade, Cllr William Brewer (arrived at 7:05pm), Cllr Adrian Cooke (left at 8:0pm), Cllr Andrew Cherriman.

**Not Present:** Cllr Elizabeth Sheppard.

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

**Public:** 3 members of the public were present.

**78/25 Apologies for Absence.** Apologies were received from Cllr Elizabeth Sheppard.

Cllr William Brewer arrived at 7:05pm.

**79/25 Public Participation.**

Wreath From Parish Council for Drayton War Memorial. A parishioner suggested that the Parish Council purchase a wreath at a cost of £35.00. Matter continued under item 87/25.

**80/25 Declarations of Interest, Dispensations or Use of Delegated Powers.**

Cllr Andrew Cherriman declared an interest in the planning application P25/V1304/HH. A single-storey rear extension, new gable-end crittall-style glazing, replacement of existing rear double doors with crittall-style doors, construction of garden room. 54 High Street Drayton Abingdon OX14 4JW.

**81/25 Chairperson's Report.**

- a) BW29. The bridleway resurfacing work has been done.
- b) Walnut Meadow MUGA is near completion.
- c) Grass Cutting is looking good.
- d) Litter. The Village Caretaker is doing a good job litter picking.

**82/25 Report from VWHDC Councillor.**

- a) Reservoir. Adrian Cooke reported on the reservoir that will protect public water supplies during periods of drought.
- b) P21/V2176/FUL at Kiln Lane. This approved planning application to build 9 large houses has changed to 15 smaller affordable houses.

**83/25 Report from OCC Councillor.** No report – Cllr Peter Stevens was absent.

**84/25 Minutes of the Previous Meeting.** Although the minutes had been made available, Councillors had not read them. The Clerk reminded Councillors that minutes are taken as read when published.

**ACTION:** Clerk to arrange IT training and use email attachments.

**85/25 Action Checklist from the Previous Meeting (Appendix A).**

**FP11.** Cllrs have levelled the footpath next to the Allotments. Action completed and removed.

**FP12 to Milton Permissive Footpath.** The Deputy Clerk has sent a letter to Milton Parish Council. Action completed and removed.

**Communication Strategy.** The Parish Council does not have a communications strategy. Action completed and removed.

**Southeast Strategic Reservoir Option – Request for Land Access to carry out Surveys.**

Jonathan Fowler has drafted a caveat to stop damage to the Walnut Meadow sports field. Clerk to respond to Thames Water.

**Deed of Access for 28 Church Lane.** The Clerk circulated the new deeds. Action completed and

removed.

### **86/25 Financial Management (Appendix B).**

a) Payments and Income

i. Payments and income for July 2025, noted.

ii. Post-meeting payments. Council RESOLVED to approve the payments.

iii. Online payment authorisation: Cllrs Patricia Athawes and Elaine Wade

b) Bank Statements and Reconciliation. Noted and signed by two signatories.

c) Disposition of Council Funds. Noted.

### **87/25 Wreath from Parish Council for Drayton War Memorial.**

It was resolved to purchase a wreath for up to £35.00.

Proposed: Richard Wade

Seconded: Adrian Cooke

Resolved: Unanimous

ACTION: Deputy Clerk to purchase wreath.

### **88/25 Planning Committee Report (Appendix C).**

Report presented by Cllr Elaine Wade. Updates noted on active applications.

### **89/25 Neighbourhood Development Plan Working Group.**

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

b) Miller Homes Buried Waste on the Walnut Meadow Sports Field. Following a meeting on 14<sup>th</sup> July 2025, Miller Homes may cover the cost to remove the unauthorised waste material the imported and buried.

c) Pavilion architect. It was resolved to approve the Pavilion architect to produce amended plans for a reduced building footprint at a cost of £2,460.00. This is needed for the Quantity Surveyor.

Proposed: Richard Wade

Seconded: Adrian Cooke

Resolved: Unanimous

d) Quantity Surveyor. It was resolved to approve the Quantity Surveyor to update the Pavilion cost plan at a cost of £840.00.

Proposed: Richard Wade

Seconded: Pervin Shahin

Resolved: Unanimous

e) MUGA Electrical Trench. The quotes received for the MUGA electrical trench and pavement excavation at Walnut Meadow were reviewed and the quotation for £12,462.42? was approved.

Proposed: Richard Wade

Seconded: Adrian Cooke

Resolved: Unanimous

f) MUGA Electric Meter. The quotes received for the MUGA electric meter installation at Walnut Meadow were reviewed and the quotation for £328.50 was approved.

Proposed: Adrian Cooke

Seconded: Richard Wade

Resolved: Unanimous

g) MUGA Path. The quote for £6,262.09 from the sports pitch contractor to implement a 1.2m self-binding gravel path at the MUGA was approved.

Proposed: Richard Wade

Seconded: Pervin Shahin

Resolved: Unanimous

**90/25 Rights of Way & Conservation Working Group.** BW29 resurfacing work has been done and there is £25,000.00 S106 footpath improvement work remaining.

**91/25 Landscape Management Plan Working Group.** No report.

### **92/25 Public Art Working Group.**

a) Way Finding update and costings. Pervin Shahin presented a sketch of the map by the artist.

b) Council to approve wayfinding maps cost of £2,000. It was resolved to pay £2,000.00 of Public Art S106 money to pay the artist to do the artwork and make the map.

Proposed: Elaine Wade

Seconded: Pervin Shahin

Resolved: Unanimous

b) Stolen Walnut. The Parish Council has received £1,355.00 from our insurance company. It was agreed to purchase a new walnut at a cost of £1,400.00.

Cllr Adrian Cooke left at 8:00pm.

**93/25 Sutton Wick Lane Pond.** It was agreed to drain, dredge, clean Sutton Wick Pond at a cost of £1,750.00. A local homeowner has offered a £1,000.00 donation and the Drayton Almshouse parochial charities will hopefully cover the remaining £750.00.

**94/25 Communication Strategy.** Andrew Cherriman will draft a communication strategy so we can reach out to younger members of the community.

**95/25 Walnut Meadow Small POS Fence.** The Clerk has obtained legal advice. It is unclear if we own the fence or have a responsibility to maintain it. It was agreed to repair the fence as a one off and without pre justice.

**ACTION:** Clerk to obtain a quotation to repair the fence.

**96/25 Village Hall.** Pervin Shahin reported on the Village Hall's Management committee meeting. It was resolved to approve the Village Hall's S106 Improvement proposals.

Proposed: Richard Wade

Seconded: Pervin Shahin

Resolved: Unanimous

**97/25 Deed of Easement for 28 and 30 Church Lane.** It was resolved to approve and sign the new Deed of Easements and Plans that guarantee the homeowners of 28 and 30 Church Lane access to their properties.

**98/25 Burial Ground.** It was agreed to apply for S106 funding to cover the legal fees incurred to remove the covenant from the burial ground.

**98/25 Request to spend S106 - P25V1046 - Dovecote Management Company, £15,240.00 towards an artistic labyrinth.** It was agreed to respond with following statement:” It has been 6 years since the village was consulted and the S106 money is supposed to benefit the whole Village”

#### **99/25 Items from Parish Councillors**

a) Allotments. Following an inspection a few plots have become vacant.

b) Manor Farm POS. The land is looking better, and it is hoped that the Heras fencing can be removed soon.

**100/25 Date of Next Meeting.** 8<sup>th</sup> September 2025.

#### **Reserved Business (Exclusion of Public and Press)**

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

**101/25 Henley's Lane Dangerous Trees.** Still no response from landowner.

**Meeting Closed:** 9:50pm.

### **Appendix A Action Checklist**

**Henley's Lane Dangerous Trees.** Clerk to find out what powers the Parish Council must recover the cost from the land owner.

**Minutes of the Previous Meeting.** Clerk to arrange IT training and use email attachments.

**Wreath from Parish Council for Drayton War Memorial.** Deputy Clerk to purchase wreath.

**Walnut Meadow Small POS Fence.** Clerk to obtain a quotation to repair the fence.

**Communication Strategy.** Clerk to find out if the Parish Council has a communications strategy.

**South East Strategic Reservoir Option – Request for Land Access to carry out Surveys.** Clerk to respond to Thames Water.

### **Appendix B**

## Financial Management

### Payments and Receipts 1-30 July 25

31-Jul-25	Service Charge		-9.45
31-Jul-25	Resident	DPC Accounts	9.7
31-Jul-25	B/P to: Jonathan Fowler	SALARY JULY 25	-1098.13
31-Jul-25	B/P to: HMRC Cumbernauld	075PH00148296 MN 4	-710.89
31-Jul-25	B/P to: OCC Pension Fund	DRAYTON PC 210	-1104.84
31-Jul-25	B/P to: Mr C J Price	JULY 25 SALARY	-880.55
31-Jul-25	B/P to: Mrs Anita James	JULY 25 SALARY	-1541.65
25-Jul-25	VWHDC ACCOUNTS PAY	NA	47038.98
23-Jul-25	TONKS BR LTD SW	Cemetry	200
18-Jul-25	Direct Debit (CASTLE WATER LTD)	TW1281321123	-15.91
17-Jul-25	B/P to: E.T.C Sports	INV 10045	-58438.8
17-Jul-25	B/P to: Agripower	INV 20214	-36070.1
16-Jul-25	Transfer from 20374554		70000
16-Jul-25	Cemetry	Cemetry	270
14-Jul-25	B/P to: Jules Meredith	DOMAINRENEWAL1 YEA	-12.36
14-Jul-25	B/P to: Mr C J Price	EXPENSES JUNE 25	-54.21
14-Jul-25	B/P to: Caudwell DayCentre	INV 8	-202.5
14-Jul-25	B/P to: Hemstock Design Lt	DESIGN & PLANNING	-258
14-Jul-25	B/P to: Agripower	INV 20222	-19600.5
14-Jul-25	B/P to: ChrisWilmott-Smith	Jun-25	-655
14-Jul-25	B/P to: Mrs Anita James	EXPENSES APRIL-JUN	-141
14-Jul-25	B/P to: Corner Water	INV -0385	-1296
14-Jul-25	B/P to: Jonathan Fowler	EXPENSES JUNE 25	-58.4
14-Jul-25	B/P to: Ritherdon	PRO FORMA 1379	-453.48
14-Jul-25	B/P to: TheLandscapeGroup	INV 2058	-1453.56
04-Jul-25	HORWOOD RH + P	Cemetry	70
04-Jul-25	VWHDC ACCOUNTS PAY	S106	30058.43

25			
01-Jul-25	OXFORDSHIRE MEMORI	CEMRTRY	70
01-Jul		ALLOTMENT	24

### Payments for approval following the meeting

Payments for approval 6 August 2025		
Payee	Goods/Services	Amount £
Clerk	August Salary	1,749.47
Deputy Clerk	August Salary	1,003.41
Programme Manager	August Salary	1,225.37
Chris Willmott	Caretaking July	655.00
HMRC	Tax and NI	940.13
OCC Pensions	Aug-25	1,235.80
Chris Deputy Clerk	Expenses July 25	62.04
Clerk Anita James	Expenses July 25	188.00
Jon Fowler Programme Manager	Expenses July 25	112.09
Microshade	Monthly hosting	148.62
Parish Online	Annual website	378.00
Agripower	Inv 20239	79,180.30
Drayton Construction	Inv 4200	14,162.41
ROSPA	Annual Inspection playground	244.80
Landscape Group	inv 2076/2023	2,180.34

### Balances of Accounts as of 30 July 2025

Current Account £82,659.94

Savings Account £47,374.70

### Appendix C Planning

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: Objection. VWHDC: Pending.

P25/V0670/LB and P25/V0669/HH Amendment: No. 1 - dated 10th June 2025. Demolition of the existing garage proposed new rear extension and new double garage. (Ecology PEA & BRA report received 10th June 2025) (Amended location plan received 10th June 2025- Correcting red line error) Address : 3 Church Lane Drayton Abingdon OX14 4JS.  
PC: Noted. VWHDC: Pending.

P25/V1220/FUL and P25/V1221/LB. Proposed conversion & change of use of north barn into an annexe, including two bays of new first floor accommodation. The Manor 68 High Street Drayton Abingdon OX14 4JR.  
PC: Noted. VWHDC: Planning Permission on 12th August 2025.

P25/V0180/O Amendment. 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) (As amended by plans and documentation received 25 June 2025). Land West of Little Smiths Farm Drayton.  
PC: Objection: Drayton Parish Council restates its OBJECTION to this application. The proposers have argued that our objection on planning policy grounds is not valid by questioning the Vale's Housing Supply figures. Until we receive different numbers from the Planning Authority our objection on planning policy grounds remains. The proposers also suggest that they have addressed our concerns about the access from Halls close. As pointed out in our earlier objection the width of Halls Close is constrained by the brick walls of neighbouring properties on both sides of the road. Our objection on the grounds that the current access via Halls Close fails to meet OCC's guidelines remains. VWHDC: Pending.

P25/V1325/HH. Single & two storey front and rear extensions. 9 Abingdon Road Drayton Abingdon OX14 4JB.  
PC: Noted. VWHDC: Pending.

P25/V1304/HH. A single-storey rear extension, new gable-end crittall-style glazing, replacement of existing rear double doors with crittall-style doors, construction of garden room. 54 High Street Drayton Abingdon OX14 4JW.  
PC: Noted. VWHDC: Pending.

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: Pending.

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: Pending. VWHDC: Pending.

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

Walnut Meadows: Work on the MUGA is complete, apart from the line painting and the floodlights. The line painting is waiting for the asphalt to harden and the floodlights for the electrical supply to be run into the site (an agenda item to select a contractor is included on the August Full Council agenda). Following an inspection of the MUGA, a 'snagging list' has been provided to the contractor which will need to be resolved prior to the final payment being made (there is nothing major on the list). I am waiting for The Vale to provide a draft legal agreement in order that we can receive the S106 funding for the MUGA.

An on-site meeting with Miller Homes was held on 14th July to discuss redress of the additional costs incurred by the Parish Council in dealing with the buried waste that should have been removed prior to transfer of the land. The costs are in the region of £10K - £12K. I have sent Miller Homes copies of invoices after they made positive noises that they will compensate the Parish Council. We also discussed the road adoption which is awaiting sign-off of revised designs submitted by Miller Homes to OCC. It transpires that some of the land that has been transferred to the Parish Council will need to be subject to construction for road drainage as part of the road adoption. The Parish Council will therefore be a party to the S38 agreement. The sports pitch contractor will be starting work on the perimeter track in the next 3 – 4 weeks and then installing sand slits and seeding the area towards the Autumn. The pitches require a full growing season before they can be used. The design of the Pavilion that received planning permission is no longer affordable. This is due to a variety of reasons, but the prime causes are: Delays in the construction caused

by Miller Homes burying waste on the site; Interest rates being high (affects the Public Works Loan repayments); Inflationary pressures on the construction costs. It is therefore necessary to investigate a scale-down Pavilion to fit within our budget and the loan repayments we can afford.

Footpaths: The refurbishment of the section of Bridleway 29 where it joins Bridleway 8 has been completed. There is sufficient S106 funding to upgrade a further 250m of bridleway / cycle path. We are investigating which is the most appropriate bridleway to refurbish next.

Manor Farm: The wildflower area sown by Cala in April did not germinate and has been overrun with weeds. After raising the issue, Cala has now removed the weeds and will re-sow the wildflower area in the Autumn. Now that they are no longer spraying herbicide to remove the Hemlock (they are hand-pulling) the Heras fencing will also be removed.

Traffic Calming: I have eventually received a brief update on the new pedestrian crossings following a month of chasing: "they are moving into the detailed design phase and putting together a delivery program including projected dates for implementation." I have requested further information.