

# Drayton Parish Council

## Minutes of the Parish Council Meeting

Held on Monday 7th July 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 Elizabeth Sheppard

**Not Present:** Cllr William Brewer, Cllr Adrian Cooke, Cllr Andrew Cherriman

### In Attendance:

Anita James (Clerk and RFO), Christopher Price (Deputy Clerk), Jonathan Fowler (Programme Manager)

**Public:** 2 members of the public

### 54/25 Apologies for Absence

Apologies were received from Cllrs Brewer, Cooke, and Cherriman.

### 55/25 Public Participation

Fred Stevens (Chair, Village Hall Committee) requested more Parish Council support for the Village Hall Management Committee.

### 56/25 Declarations of Interest, Dispensations or Use of Delegated Powers

- Cllr Elaine Wade declared an interest in the Allotments (allotment holder).
- Cllr Richard Wade declared an interest in the Allotments (spouse of an allotment holder).

### 57/25 Chairperson's Report

- a) **Walnut Meadow Sports Facility:** MUGA is near completion. Buried waste from Miller Homes is being removed to enable drainage works.
- b) **BW8:** New surface has been laid and is a significant improvement.
- c) **P25/V0180/O:** The planning application has been amended. The Parish Council must resubmit its objection.

### 58/25 Report from VWHDC Councillor

No report – Cllr Adrian Cooke was absent.

### 59/25 Report from OCC Councillor

No report – Cllr Peter Stevens was absent.

## **60/25 Minutes of the Previous Meeting**

Council RESOLVED to approve the minutes, and they were duly signed by the Chair.

## **61/25 Action Checklist from the Previous Meeting (Appendix A)**

### **Notable Updates:**

- Sutton Wick Lane Pond: there is no available CIL money as it is all earmarked for NDP. Action completed and removed.
- FP11: Village Caretaker had trimmed the footpath beside the Allotments.  
**Action:** Cllrs to level the footpath.
- FP12: Deputy Clerk has contacted landowner.  
**Action:** Deputy Clerk to contact Milton Parish Council.

## **62/25 Financial Management (Appendix B)**

### **62.1/25 Payments and Income**

- i. Payments and income for June 2025, noted.
- ii. Post-meeting payments. Council RESOLVED to approve the payments.
- iii. Online payment authorisation: Cllrs Athawes and Wade

### **62.2/25 Bank Statements and Reconciliation**

Noted and signed by two signatories.

### **62.3/25 Disposition of Council Funds**

Noted

### **62.4/25 S106 BW29**

Council RESOLVED to approve the drawdown for S106 agreement 6V84 for cycle paths (£11,802.00) for the receipt of £11,802.00 for S106 resulting from the development of land south to High Street, planning ref P15/V2447/FUL (date of agreement 31 October 2016)

### **62.5/25 BW08 S106**

Council RESOLVED to approve the drawdown of S106 funds for improvements to BW08 (P25/V2703/106) (£18,903.2)

## **63/25 Planning Committee Report (Appendix C)**

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

## **64/25 Neighbourhood Development Plan Working Group (Appendix D)**

### **64.1/25 Programme Manager's Report**

Noted

#### **64.2/25 Miller Homes – Buried Waste**

Removal costs now £10,000.00. Meeting with Miller Homes arranged.

#### **64.3/25 MUGA**

Electrical trenching supplier selection **deferred** due to missing feeder pillars.  
Council RESOLVED to approve the purchase feeder pillars (£500.00)

#### **65/25 Rights of Way & Conservation Working Group**

Cllr Richard Wade reported that S106 funds are still available to surface BW29.

#### **66/25 Landscape Management Plan Working Group**

No report

#### **67/25 Public Art Working Group (Cllr Shahin)**

##### **67.1/25 Wayfinding**

A sketch was presented for the new noticeboard – approval deferred to next meeting.

##### **67.2/25 Stolen Walnut Sculpture**

Clerk had been notified that the Insurance company will payout £1,455.00.

#### **68/25 Sutton Wick Lane Pond**

An application has been submitted to the Drayton Alms Houses Trust for cleaning the pond.

#### **69/25 Village Green CCTV**

GDPR complications may restrict Parish Council from installing CCTV.

#### **70/25 Communication Strategy**

Uncertainty regarding existence of an existing strategy.

**Action:** Clerk to investigate.

#### **71/25 South East Strategic Reservoir Option – Land Access**

Council RESOLVED to approve the contract with SESRO for non-intrusive surveys (environmental, visual, wildlife).

**Action:** Jonathan Fowler to draft a caveat to prevent damage to Walnut Meadow. Clerk to respond to Thames Water.

#### **72/25 Allotment Plot Limitation**

Council RESOLVED to change the rules to one plot per household.

### **73/25 Walnut Meadow Small POS Fence**

**Action:** Clerk to chase SLCC for legal advice.

### **74/25 Items from Parish Councillors**

The tree obscuring the Steventon Road VAS has been cut back.

### **75/25 Date of Next Meeting**

Monday 11th August 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

### **76/25 Deed of Access – 28 Church Lane**

Plans submitted and forwarded to solicitors.

**Action:** Clerk to circulate new deeds for approval.

### **77/25 Henley's Lane Dangerous Trees**

No response from landowner.

Cllr R. Wade to write again and state that the Council will conduct a safety assessment and seek to recover costs.

**Action:** Clerk to confirm legal powers to recover costs

**Meeting Closed:** 8:37pm

### **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.

**Walnut Meadow Small POS Fence.** Clerk to seek legal advice if the Parish Council has a responsibility to maintain the fence.

**FP11.** Cllrs to level footpath next to the Allotments.

**FP12 to Milton Permissive Footpath.** Deputy Clerk to send a letter to Milton Parish Council.

**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.** Jonathan Fowler to draft caveat to stop damage to the Walnut Meadow sports field. Clerk to respond to Thames Water.

**Deed of Access for 28 Church Lane.** Clerk to circulate the new deeds for approval at the next meeting.

**Appendix B  
Financial Management**

<b>Payments for approval 7 July 2025</b>		
<b>Payee</b>	<b>Goods/Services</b>	<b>Amount £</b>
Clerk	July Salary	1,541.65
Deputy Clerk	July Salary & 4 hours overtime	880.55
Programme Manager	July Salary	1,098.13
Chris Willmott	Caretaking June	655.00
HMRC	Tax and NI	710.89
OCC Pensions	Jun-25	1,104.84
Chris Deputy Clerk	Expenses June 25	54.21
Clerk Anita James	Expenses June 25	141.00
Jon Fowler Programme Manager	Expenses June 25	58.40
Microshade	Monthly hosting	255.24
Caudwell Day Centre	January-June 25 bookings	202.50
Judith Meredith	1 year web domain hosting	12.36
Agripower Ltd	Inv 20222	19,600.00
Hemstock	HD/5544	258.00

**Income and Expenditure for June 2025**

30-Jun-25	Allotment	24
30-Jun-25	Allotment	24
27-Jun-25	B/P to: Mr C J Price	-899.78
27-Jun-25	B/P to: Jonathan Fowler	-1097.93
27-Jun-25	B/P to: OCC Pension Fund	-38.41
27-Jun-25	B/P to: HMRC Cumbernauld	-714.14
27-Jun-25	B/P to: Mrs Anita James	-1541.65
18-Jun-25	Direct Debit (CASTLE WATER LTD)	-4.67
13-Jun-25	B/P to: Microshade Consult	-255.24
13-Jun-25	B/P to: E.T.C Sports	-41742
13-Jun-25	B/P to: Waterdirect	-3120
13-Jun-25	B/P to: Mr C J Price	-56.68
13-Jun-25	B/P to: Tim Atkins	-19.99

13-Jun-25	B/P to: OALC	-624
13-Jun-25	B/P to: DraytonConstructn	-21252.04
13-Jun-25	B/P to: Jonathan Fowler	-90.8
13-Jun-25	B/P to: E.T.C Sports	-58438.8
13-Jun-25	B/P to: TheLandscapeGroup	-2180.34
13-Jun-25	B/P to: ChrisWilmott-Smith	-678.3
10-Jun-25	Transfer from 20374554	100000
05-Jun-25	B/P to: Waterdirect	-516
05-Jun-25	Allotment	9
02-Jun-25	Allotment	12
02-Jun-25	MJD Carriage Maste	100

### Balances of account as of 30 June 2025

**Unity Current Account** £58,974.18

**Savings Account** £117,374.70

**Total** £176,348.88

### Appendix C Planning

<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 Drayton. PC: Objection. VWHDC: Pending.</p>
<p>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 &amp; 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.</p>
<p>P25/V1220/FUL and P25/V1221/LB. Proposed conversion &amp; 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: Pending. VWHDC: Pending.</p>
<p>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: Pending. VWHDC: Pending.</p>

### Appendix D Programme Manager Report.

Walnut Meadows: Work on the MUGA is progressing well with the asphaltting being finalised this week. The contractor will complete installation of the fence and gates next week and then vacate the site for 4 weeks until the asphalt has hardened before returning to paint the lines. The floodlighting also needs to be completed at a later date. An electricity supply is being run into the site w/c 14th July which will supply the MUGA floodlights. Approval of a quote to dig the trench for the ducting is on the agenda for the Full Council on the 7th July. The sports pitch work is also proceeding to plan with regrading of the ditch to the north of the site having been completed together with the installation of a new pipe to drain the MUGA, Pavilion and Car-Park area. Drainage for the main pitch area is currently being installed following an exercise to remove the buried waste Miller Homes left behind. An on site meeting with Miller Homes is

taking place on 14th July to reach an agreement on the additional costs incurred by the PC due to the buried waste. The additional expense is now just short of £10K. Following a recommendation from the NDP Working Group I am investigating arranging the supply of water to the site. We will need to water the newly sown sports pitches and will need a water supply for the Pavilion. The provision of a water supply is earlier than originally planned (was due to happen 2026) but there are likely to be cost savings by doing the work now.

Footpaths: The agreement for the release of S106 funding for the refurbishment of Bridleway 8 that was undertaken in April is being signed at the July Full Council. The Vale have Coubcil RESOLVED the release of S106 funds for the Bridleway 29 refurbishment. This work can therefore proceed once Drayton Construction advise of a start date.

Manor Farm: It would appear none of the wildflower seeds sown by Cala's contractor in the area behind the Heras fencing have germinated. An update from Cala as to the way forward is awaited.