



Agenda for the Drayton Parish Council Meeting
Notice is hereby given that the next Parish Council Meeting
will be held on 12th January 2026 at 7:00pm in the Caudwell Day Centre

Members of the Parish Council are hereby summoned to attend the meeting of Drayton Parish Council for the purpose of transacting the following business set out in the agenda hereunder. Members of the public are welcome to attend and participate during the public participation session.

Councillors are reminded to declare an Interest for relevant agenda and a request for dispensation if required. (Please contact the clerk if you are unsure).

Signed: Anita James
Anita James (Clerk)

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Clerk@DraytonPC.org

1/26 Apologies for Absence. Council to receive, review and approve apologies submitted.

2/26 Public Forum. (15 minutes maximum).

Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.

3/26 Declarations of Interest, Dispensations or Use of Delegated Powers.

4/26 Report from Chairperson. (5 minutes maximum).

5/26 Report from VWHDC Councillor Adrian Cooke. (5 minutes maximum).

6/26 Report from OCC Councillor Peter Stevens. (5 minutes maximum).

7/26 Minutes of Previous Meetings. To accept and approve the minutes from the previous meeting.

8/26 Action Checklist from the Previous Meeting. To note the list of actions undertaken and completed since the last meeting.

9/26 Financial Management.

a) Payments (Clerk & RFO)

i) To receive and note the list of payments.

ii) To approve the payments to be made following the meeting.

iii) To confirm the two Councillors who will authorise the on-line payments between this and the next Parish Council meeting.

b) Bank Statements and Reconciliation. To sign the bank reconciliation and note the bank statements to 31 December 2025.

c) Disposition of Council Funds. To note the disposition of council funds.

10/26 Council to consider, approve and adopt the complaints policy.

11/26 Council to consider, approve and adopt:

- I. Dignity at Work/Bullying and Harassment Policy
- II. Respect and Civility policy
- III. Grievance and disciplinary policy

12/26 Council to consider having a separate staffing committee (instead of Finance and Personnel) where membership of the staffing committee will be open to all members of the Parish Council and its quorum will be three members.

13/26 Planning Committee (Elaine Wade).

Planning Applications. To note the planning applications discussed by the Planning Committee.

14/26 Neighbourhood Development Plan Working Group (Programme Manager).

- a) Programme Managers Report. To note the monthly report from the Programme Manager.
- b) MUGA Venue Booking Software. Update.

15/26 Public Art Working Group (Pervin Shahin).

- a) Way Finding. Update.
- b) Christmas Tree. To consider suggestions for a Xmas tree on the Village Green.

16/26 Rights of Way & Conservation Working Group (Richard Wade).

17/26 Landscape Management Plan Working Group (Richard Wade).

18/26 Sutton Wick Lane Pond (Elaine Wade). Update on flooding and cleaning of Sutton Wick Pond.

19/26 To discuss the recent anti-social behaviour / vandalism at the Walnut Meadows MUGA

20/26 Any items to be noted from Parish Councillors. (No decisions will be taken under this item).

21/26 Date of the next Parish Council Meeting. 9th February 2026.

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 are to be excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

22/26 Personnel Issues.

Standing Order 3. Meetings Generally (x) A meeting shall not exceed a period of 3 hours.