



**Drayton Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 8th December 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, Adrian Cooke (left at 8:58pm).

**Councillors Absent:** Elizabeth Sheppard, William Brewer.

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

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

**172/25 Apologies for Absence.** Elizabeth Sheppard.

**173/25 Public Participation.**

a) Walnut Meadow Small POS Fence. A parishioner asked the Clerk if payment had been made to repair his fence.

ACTION: Clerk to check if invoice has been paid.

b) A parishioner asked when he would receive his refund for a copy of the Councils accounts. The parishioner stated for the first time that he refuses to provide his bank details. The Clerk said that she would provide a cheque.

ACTION: Clerk to organise a cheque to the parishioner.

c) Reservoir. 3 members of the Wilts & Berks Canal Trust reported on the reservoir and how important it is that the canal is navigable all the way to the Thames.

**174/25 Declarations of Interest, Dispensations or Use of Delegated Powers.** None.

**175/25 Chairperson's Report.** Parish Council tangible achievements in 2025:

- New defibrillator at the Village Green in the north bound bus stop.
- The Walnut Meadow MUGAs are constructed.
- The Walnut Meadow sports pitches are levelled and seeded.
- The Walnut pavilion is being planned.
- Footpaths have been improved.
- 4 new walnuts have been installed on the Village Green.
- The Village Caretaker has kept the Village clean and tidy.
- The Grass Cutting contractor has cut the grass including St Peter's Church.
- Cala Homes are about to hand over the POS at Manor Farm.
- The Allotments have been well managed.
- The Village Green south bound bus stop has had a new window fitted.

**176/25 Report from VWHDC Councillor Adrian Cooke.**

a) Local government reorganisation. Adrian Cooke reported on the government's ambitious programme of local government reorganisation in England.

b) Local Plan. Adrian Cooke reported on the policies and locations for housing for the Vale's proportion of Oxford's housing need up to 2031.

c) Reservoir. The Vales draft response to the Thames Water consultation is approved. It was agreed the Parish Council should submit a joint response with other local councils.

ACTION: Adrian Cook to draft a response and send to Cllr Richard Wade who will submit as the Councils response to the consultation.

**177/25 Report from OCC Councillor.** Peter Stevens was not present.

**178/25 Minutes of the Previous Meetings.** The following minutes were approved and signed by the Chair. The minutes from the full Council Meeting on the 10<sup>th</sup> November, the Finance and Personnel on the 29<sup>th</sup> September and the Extraordinary Meeting on the 26<sup>th</sup> November.

Proposed: Pervin Shahin | Seconded: Patricia Athawes | Resolved: 4 for and 2 abstentions

**179/25 Action Checklist from the Previous Meeting.** See Appendix A for full list.

- Henley's Lane Trees: The Clerk reported that the trees are on private land and the Parish Council has no powers to force the landowner to make them safe.

ACTION: Clerk to report dangerous trees to OCC Highways.

- Assets Check: The Clerk has submitted an insurance claim for a new bench. Action completed and removed.

- Reservoir: The Deputy Clerk added 'Thames Water's public consultation' to this month's agenda. Action completed and removed.

- Wilts & Berks Canal Trust: The Deputy Clerk invited Martin Holliss to this meeting. Action completed and removed.

**180/25 Interim Internal Audit completed 19<sup>th</sup> November.** The Clerk's report was noted.

**181/25 Financial Management.** See Appendix B.

Payments and income for November 2025 noted.

Post-meeting payments approved.

Online Payment Authorisation: Patricia Athawes and Elaine Wade.

**182/25 Drayton Community Trust.** It was resolved to request Drayton Community Trust to transfer the £60,000.00 they are holding for the Parish Council.

Proposed: Richard Wade | Seconded: Andrew Cherriman | Resolved: Unanimous

**183/25 Burial Ground S106.** It was agreed to accept and sign the S106 - P25V2161 - Drayton Parish Council - £14,161.63 towards extending the burial ground.

**184/25 Planning Committee Report.** See Appendix C.

**185/25 Neighbourhood Development Plan Working Group.**

a) Programme Managers Report. See appendix D.

b) Hallmaster Venue Booking Software. The Clerk had been doing some research on a booking system that integrated with the accounts software to avoid having to manually input all of the booking invoices and receipts.

c) It was agreed that dogs should not be permitted on the playing pitch but be allowed around the perimeter if on a lead.

**186/25 Public Art Working Group.** The Wayfinding map is progressing.

**187/25 Sutton Wick Lane Pond.** The pond was drained but the tanker did not turn up so the pond is still silted up.

Adrian Cooke left at 8:58pm.

**188/25 Reservoir.** To discuss and agree the Council's response to the Thames Water's public consultation.

The Vales draft response to the Thames Water consultation has been approved. It was agreed the Parish Council should submit a joint response with other local councils.

A communication had been received from Paul Aram from East Hanney PC, asking if we wanted to be party to a joint submission from all affected PCs.

ACTION: Richard Wade to respond to Paul Aram.

**189/25 Burial Plot reservation request.** To discuss and agree the Council's response to a plot reservation request.

The Council RESOLVED to discuss this under a private session (Public Bodies Act 1960) after the last agenda item.

**190/25 Parish Council Dates.** It was agreed to hold full Council Meetings on the second Monday of the month, the Annual Parish Meeting on the 27<sup>th</sup> April and the Annual Parish Council Meeting on the 11<sup>th</sup> May. Finance Meetings to be agreed in advance and when needed.

**191/25 Items from Parish Councillors.**

Christmas Tree. It was noted that we do not have a Christmas Tree on the Village Green.

ACTION: Deputy Clerk to add Christmas Tree to next month's agenda.

**192/25 Date of Next Meeting.** Monday 12<sup>th</sup> January 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).

The council considered a request to reserve a plot in the burial ground, and it was agreed it did not meet the criteria in the rules and regulations: Reservations. In exceptional circumstances only, reservation of plots for future burials may be permitted at the discretion of the Council. Reservations would only be allowed for plots directly adjacent to specified existing occupied plots. The use of multi-depth plots should normally be encouraged for those wishing to be buried close to loved ones. Any reservation will comply with the 2022 Settlement Agreement, which places restrictions on the location and sequencing of burials.

The meeting finished at 9:37pm

**Appendix A – Action Checklist**

- Henley's Lane Trees: Clerk to report dangerous trees to OCC Highways.
- DAMASCUS Project: Clerk to respond re 2025 donation.
- David Pointer: Chair to send condolence letter.
- Walnut Meadow Small POS Fence. Clerk to check if invoice has been paid or not.
- Refund. Clerk to send a cheque to the parishioner.
- Reservoir. Adrian Cook to lead on our joint response to the Thames Water public consultation.
- Christmas Tree. Deputy Clerk to add Christmas Tree to next months agenda.

**Appendix B – Financial Management**

**Income and expenditure 1-30 November 2025**

30-Nov-			
25	Service Charge		-9.45
28-Nov-			
25	Salaries		3,587.64
28-Nov-		075PH00148296	
25	B/P to: HMRC Cumbernauld	MN 8	-768.74
27-Nov-		DRAYTON PC	-
25	B/P to: OCC Pension Fund	210	1136.36
19-Nov-			
25	AB STONE&MAR		70
19-Nov-	Direct Debit (CASTLE		
25	WATER LTD)	TW1281321123	-8.32

14-Nov-25	Caretaking	CARETAKING OCT 25	-393
14-Nov-25	Staff expenses	EXPENSES OCT 25	247.85
14-Nov-25	B/P to: Microshade Consult	IT	-148.62
14-Nov-25	B/P to: TheLandscapeGroup	INV 2112 SEP	1360.08
14-Nov-25	B/P to: TheLandscapeGroup	INV 2034 HEDGE	-720
14-Nov-25	B/P to: DraytonConstructn	INV 4209 MUGA	14954.9
14-Nov-25	B/P to: Abingdon DAMASCUS	S137 GRANT 25	-1000
14-Nov-25	B/P to: Abingdon Bridge, T	S137 GRANT 2025	-4000
13-Nov-25	AB STONE&MAR		70
06-Nov-25	MILLER HOMES LIMITED	MH Waste	13628

### Payments for Approval 8 December 2025

Payee	Goods/Services	Amount £	Budget	Power
Employee's	Salaries/HMRC/Pension	3,587.64	Salaries	LGA 1972
Caretaker	Caretaking November	393.00	Caretaker costs	LGA 1972
Chris Deputy Clerk	Expenses November	43.95	Expenses	LGA 1972
Jon Fowler Programme Manager	Expenses November	187.24	(£117.28 MUGA/Sports Pitches)	LGA 1972
Anita James Clerk	Expenses November	101.90	Expenses	LGA 1972
Microshade	Monthly hosting Oct	148.62	IT infrastructure	LGA 1972
Pervin	Perspex/bus stop	135.61	Reserves	LGA 1972
The Landscape Group	Aug-25	1,453.56	Grass Cutting	LGA 1972
The Landscape Group	Oct-25	1,384.26	Grass Cutting	LGA 1972
Auditing Solutions	Interim Internal Audit 19 Nov	£630	Auditing	LGA 1972
Beacon	Updated Pavillion Costings	1,008.00	Pavillion	LGA 1972

### Balance of funds 30 November 2025

Unity Current Account: £301,491.17

Unity Savings Account: £47,708.10

### Appendix C – Planning

<p>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.</p>
<p>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: Objection: Drayton Parish Council objects on the following grounds: 1. The proposed number of houses has increased from 8 to 15. The Parish Council believes that this represents over-development of a 0.4 acre plot. 2. The road surface leading from Steventon Road to the entrance to the proposed development is in poor state with deep ruts and puddles in winter. The PC are concerned about the impact of increased traffic on this road. 3. The PC has serious concerns about the number of car journeys that a development of 15 houses will incur. The entrance to the proposed site is accessed from the narrow piece of road referred to above. There is considerable concern about the visibility for access both left and right onto the Steventon Road. The proposed development allows for 30 parking spaces plus 3 for visiting vehicles which we believe will add significantly to our already overcrowded village roads. 4. The transport plan set out in the planning application is misleading. Drayton is served by the X2 bus that leaves approximately every 20 minutes. It is misleading to include school buses and a night service bus in the overall totals to demonstrate transport links. VWHDC: Pending.</p>
<p>P25/V2067/HH. Single storey side and rear extensions with disability adaptation. Kingston 10 East Way Drayton Abingdon OX14 4JZ. PC: Noted. VWHDC: Pending.</p>
<p>P25/V2270/HH. Erection of single storey timber frame structure forming garden room. 11 Corneville Road Drayton Abingdon OX14 4HN. PC: Noted. VWHDC: Pending.</p>
<p>P25/V2339/D. Demolition of garage to the rear of the property. 87 Abingdon Road Drayton Abingdon OX14 4HL. PC: Noted. VWHDC: Pending.</p>
<p>P25/V2224/HH. Two storey extension to the side of the property and internal alterations plus single storey extension to the rear. 15 Hilliat Fields Drayton Abingdon Oxfordshire OX14 4JE. PC: Pending. VWHDC: Pending.</p>

## Appendix D – Programme Manager Report

Walnut Meadows: At long last, the floodlights on the MUGA are now working. The contractor needs to return to install a timer mechanism as this was missed, but they have committed to do so prior to Christmas. Following reports of a number of people using the MUGA, locks have been installed on the MUGA gates and “No Unauthorised Access” signs erected at various points along the site boundary. The intention is to open the MUGA prior to the Pavilion being constructed but we will need to create a safe path from the car-park to the MUGA and install temporary lighting. We have now received a payment from Miller Homes of £13.6K for the additional work the Parish Council have been required to undertake as a result of buried waste within the sports pitch area not being removed. We are also due to receive S106 funding of £14.1K as a retrospective payment for legal work related to the burial ground. We have now received the updated costing from our Quantity Surveyor for the construction of the full-size Pavilion at Q1 2026 prices. The cost is £2M which would necessitate a Public Works Loan (PWL) of £1.4M (subject to confirmation from the Clerk as to our current Reserves). The reduced footprint Pavilion has been costed at £1.6M (based on Q2 2025 prices) which would require a PWL of £1M. Costings are awaited for a timber-framed Pavilion which is allegedly cheaper than a standard build. At the Extraordinary Parish Council Meeting held on 26th November, it was agreed not to pursue the 3G artificial pitch proposal. A drop-in session for the village will be held on Saturday 7th February 2026 to inform residents of the way forward with the Pavilion and the impact of any PWL on the Precept.

Manor Farm: The Practical Completion meeting that was due to take place in October/November to sign-off the PoS did not occur as the Wildflower area was not in a satisfactory condition. A date from Cala is awaited as to when the meeting can be rescheduled.

Traffic Calming: Thanks to intervention from Cllr Stevens, the Parish Council have now had sight of the revised plans for the High Street crossing after 3 months of asking. We have confirmed to OCC the plans are acceptable. A start date for the works is now awaited.