



**Drayton Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held on Monday 9<sup>th</sup> March 2026 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.

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

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

**Public:** 4 members of the public.

**42/26 Apologies for Absence** None received.

**43/26 Public Forum**

- High Street Car Parking. A parishioner raised safety concerns over dangerously parked cars along the High Street. The Deputy Clerk has reported the dangerously parked cars to the Police.
- Refund. The parishioner who was refunded £10.00 at the last meeting kindly offered to donate the money to the DAMASCUS Youth Project.
- Village Hall. Fred Stevens (Village Hall Chairperson) and Tony Holmes (Village Hall Booking Secretary) reported on the recent vandalism at the Village Hall. Matter continued under item 60/26.

**44/26 Declarations of Interest, Dispensations or Use of Delegated Power.** None.

**45/26 Chairperson's Report**

- Clerk's Resignation. The Clerk has submitted her formal notice of resignation from the post of Clerk and RFO to Drayton Parish Council.
- Walnut Meadow Vandalism. There has been more vandalism at the Walnut Meadow Sports Facility.  
ACTION: Deputy Clerk to report Walnut Meadow Vandalism to the Police.

**60/26 To consider compensation for financial loss to the Village Hall due to vandalism (brought forward on the agenda)**

Following a DAMASCUS Youth Project session in the Village Hall vandals caused damage and made a mess in the Village Hall. A fire extinguisher was stolen and the fire alarm was set off. The financial loss to the Village Hall is around £500.00. It was agreed that the Parish Council would not be covering the cost of the damage.

**46/26 Report from VWHDC Councillor Adrian Cooke**

- Local Government Reorganisation. Adrian Cooke gave an update.

- Garden Waste Bin. Annual subscription is due.
- Budget. The budget balances with a £5.00 increase on a band D house.
- P25/V0180/O. Land West of Little Smiths Farm Drayton. No appeal has been submitted.

#### **48/26 Minutes of the Previous Meetings.**

Minutes of the meeting held on 12<sup>th</sup> January 2026 were not approved. Matter carried forward to the next meeting.

Council RESOLVED to approve the minutes of the meeting held on 9<sup>th</sup> February 2026.

Proposed: Elaine Wade

Seconded Pervin Shahin

Resolved: Unanimous

#### **49/26 Approval of Statutory Documents.**

- i. Updated Standing Orders. Council RESOLVED to approve.  
Proposed: Andrew Cherriman      Seconded Patricia Athawes      Resolved: Unanimous
- ii. Updated Financial Regulations. Council RESOLVED to approve.  
Proposed: Andrew Cherriman      Seconded Patricia Athawes      Resolved: Unanimous
- iii. Updated Financial/Operational Risk Assessment. Council RESOLVED to approve.  
Proposed: Andrew Cherriman      Seconded Patricia Athawes      Resolved: Unanimous
- iv. IT Policy. Not approved.  
ACTION: Jonathan Fowler to edit the policy.
- v. Biodiversity Policy. Not approved.  
ACTION: Elaine Wade and Andrew Cherriman to edit the policy.

**50/26 Annual Inspection of Assets.** The Council noted the Annual Inspection of Assets completed in October 2025 and the Asset Register updated.

**51/26 Approval of the effectiveness of Internal Control.** Council RESOLVED to approve.

Proposed: Pervin Shahin

Seconded Patricia Athawes

Resolved: Unanimous

#### **47/26 Report from OCC Councillor Peter Stevens. (Arrived later therefore later on the agenda)**

- High Street Broken VAS. The broken VAS along the High Street is still broken.
- Budget. The budget balances.
- Local Government Reorganisation. Peter Stevens gave an update.
- A34 Milton Interchange. The potholes have been repaired, and the road markings have been corrected.
- HIF1 (Housing Infrastructure Fund 1). Construction of the new £300m+ road project is about to start.
- Sutton Wick Lane Blocked Drain. The blocked drain is still blocked.

**52/26 Financial Management.** See Appendix B.

- i. **To approve the payments to be made following the meeting.** Council RESOLVED to approve.
- ii. **To confirm the two Councillors who will authorise the payments for approval following the meeting.** Patricia Athawes and Elaine Wade.
- iii. **To sign the bank reconciliation and note the bank statements to 28 February 2026.** Council RESOLVED to approve and signed by the Chair and Vice-Chair.
- iv. **To note the disposition of council funds.** Council noted.

**53/26 Action Checklist from the Previous Meeting.** See Appendix A for latest list.

- High Street Car Parking. The Deputy Clerk reported dangerously parked cars to the Police. Action completed and removed.
- Chestnut Drive Pumping Station. Jonathan Fowler confirmed that the proposed pavilion can use the pumping station. Action completed and removed.
- Minutes of the Previous Meetings. The Clerk circulated draft minutes to all councillors for comment. Action completed and removed.
- BW26 Flooding. The Deputy Clerk reported flooding along BW26 to OCC. Action completed and removed.

**54/26 Planning Committee Report** See Appendix C.

### **55/26 Neighbourhood Development Plan Working Group**

- Programme Manager's Report. See Appendix D.
- MUGA Booking Software. Item carried forward.
- MUGA Walkway. It was agreed to purchase 150m of plastic grass reinforcing mesh to provide a walkway from the car park to the MUGA at a cost of £700.00 and to agree the purchase of 200 x 6 inch garden stakes at a cost of £20.00. The Programme Manager will look for a more sustainable alternative to plastic.
- Walnut Meadows Sports Facilities Advisory Group. It was agreed to establish a steering group, entitled 'Walnut Meadows Sports Facilities Advisory Group'. The objective of the group will be to liaise with residents and capture opinions and support for the new pavilion building whilst making recommendations for the operational aspects of the Walnut Meadows Sports Facilities.
- Pavilion. It was agreed to approve to modify the pavilion plans to increase the size of the office by relocating the covered cycle space.
- Council Tax. It was agreed to approve the publication of the estimated Council Tax band increases for 2027/28 (Bands A – H) because of a Public Works Loan required to build the pavilion.

### **56/26 Public Art Working Group**

- i. Way Finding. The way finding map will be unveiled on 29<sup>th</sup> April 2026 but the QR code is needed. It was resolved to change the Parish Council's email domain from .org to .gov.  
Proposed: Richard Wade                      Seconded Pervin Shahin                      Resolved: Unanimous
- ii. Christmas Lights. Item carried forward.

**57/26 Rights of Way & Conservation Working Group.** Richard Wade's report was noted.

**58/26 Sutton Wick Lane Pond.** Elaine Wade will get more quotations.

**59/26 Local Government Reorganisation Consultation.** Adrian Cooke declared an interest in this item of business. The Parish Council does not have any strong views.

### **61/26 Items from Parish Councillors. (No decisions can be made)**

- Allotment Fees. The Allotment Tenancy Agreement states: The Council reserves the right to review the rent from time to time, giving adequate notice. Notice of any rent reviews will be issued in January of each year (if applicable). It was suggested that the rent will remain the same as last year: £9, £12 and £24 depending on size. To be ratified at the next meeting.
- Burial Ground Fees. It was suggested to increase the fees by 10%. Increase to be ratified at the

- next meeting.
- Way Finding Map. It was suggested to have tea, coffee and walnut cake at the unveiling on 29th April 2026. To be ratified at the next meeting.

**62/26 Date of Next Meeting.** 13<sup>th</sup> April 2026.

The meeting finished at 9:00pm

**Appendix A – Action Checklist**

- Staffing Committee. Clerk to draft terms of reference. Clerk leaving so replacement can do.
- Christmas Lights. Everyone to consider what Christmas lights to buy.
- Walnut Meadow Vandalism. Deputy Clerk to report Walnut Meadow Vandalism to the Police.
- IT Policy. Jonathan Fowler to edit the policy.
- Biodiversity Policy. Pervin Shahin, Elaine Wade and Andrew Cherriman to edit the policy.
- HR policies. Carried forward as Clerk leaving.

**Appendix B – Financial Management**

**Payments for Approval 9 March 2026**

Payee	Goods/Services	Amount	Budget	Power
Employee's	Salaries/HMRC/Pension	Regular	Salaries	LGA 1972
Caretaker	Jan & Feb 2026	786.00	Caretaker costs	LGA 1972
Chris Deputy Clerk	Expenses	43.95	Expenses	LGA 1972
Jon Fowler Programme Manager	Expenses	80.00	Expenses	LGA 1972
Anita James Clerk	Expenses	44.00	Expenses	LGA 1972
Microshade	Monthly hosting February 26	167.94	IT infrastructure	LGA 1972
OALC	Annual sub	715.25	Subs	LGA 1972
Caudwell Day Centre	July 25-Feb 26	300.00	Room Hire	LGA 1972

**Payments and Income 1-31 March 2026**

31-Mar-26	Service Charge		-9.25
31-Mar-26	Manual Credit - Handling Charge		-0.3
31-Mar-26	Direct Debit (LLOYDS BANK PLC)	80000035100III8140	-3
30-Mar-26	Salaries	MARCH 26 SALARY	3617.85

30-Mar-26	B/P to: OCC Pension Fund	DRAYTON PC 210	- 1149.37
30-Mar-26	B/P to: HMRC Cumbernauld	075PH00148296 12	-788.43
27-Mar-26	Allotment	Allotment	24
26-Mar-26	TONKS BR LTD SW	222 BURIAL	100
26-Mar-26	IPA - PROBATE CLOSURES	303 Burial	300
24-Mar-26	B/P to: Ultimate One Ltd	INV 8144	- 1049.44
23-Mar-26	Cremation	Cremation	300
19-Mar-26	Direct Debit (CASTLE WATER LTD)	TW1281321123	-7.77
19-Mar-26	Direct Debit (E.ON NEXT LTD)	A-0D865C13-001	-22.15
11-Mar-26	B/P to: Microshade Consult	1ST FEBRUARY	-167.94
11-Mar-26	B/P to: Mr C J Price	EXPENSES	-43.95
11-Mar-26	B/P to: ChrisWilmott-Smith	CARETAKING FEBRUAR	-393
11-Mar-26	B/P to: Jonathan Fowler	EXPENSES	-80
11-Mar-26	B/P to: Caudwell DayCentre	INV 9	-300
11-Mar-26	B/P to: Microshade Consult	1ST JANUARY	-143.95
11-Mar-26	B/P to: ChrisWilmott-Smith	CARETAKING JAN 26	-393
10-Mar-26	Transfer to 20374554		- 200000
03-Mar-26	Direct Debit (LLOYDS BANK PLC)	80000035100III8140	-3
02-Mar-26	Credit	110	310

### Appendix C – Planning

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.

P25/V2270/HH. Erection of single storey timber frame structure forming garden room. 11 Corneville Road Drayton Abingdon OX14 4HN.

PC: Noted. VWHDC: Planning Permission on 16th February 2026.

P25/V2778/HH. Small rear bay window extension and the introduction of bi-fold doors to the rear elevation. 10 Furlongs Drayton Abingdon OX14 4GE.

PC: Noted. VWHDC: Planning Permission on 20th February 2026.

P25/V2784/HH. Application for the conversion of existing outbuilding to annexe, including single story extension, additional rear projecting two story gable and associated landscaping. 13 Gravel Lane Drayton Abingdon OX14 4HY.

PC: Noted. VWHDC: Pending.

P26/V0081/LB. Two storey rear extension to accommodate lift for wheelchair access to upper floor. Magpie Cottage 30 High Street Drayton Abingdon OX14 4JW.

PC: Noted. VWHDC: Listed Building Consent on 10th March 2026.

P26/V0080/HH. Two storey rear extension to accommodate lift for wheelchair access to upper floor. Magpie Cottage 30 High Street Drayton Abingdon OX14 4JW.

PC: Noted. VWHDC: Planning Permission on 10th March 2026.

P26/V0486/S73. Variation of condition 2 (approved plans) on application reference P23/V2338/FUL - parking layout changes and road material change. New dwelling house to rear of site. 11 Crabtree Lane Drayton Abingdon OX14 4HS.

PC: Pending. VWHDC: Pending.

#### **Appendix D – Programme Manager Report**

Walnut Meadows: The village meeting and drop-in session on 6th and 7th February were well attended with the vast majority of residents stating their preference for a full size Pavilion. A number of people put their names forward to form a Steering Group and it is hoped to hold the inaugural meeting of the group during March. A page on the PC website has been created to keep residents updated on progress with the Pavilion and Public Works Loan. During the half-term holidays the recently erected Heras fencing around the MUGA was broken together with evidence people had tried to get into the storage container and MUGAs again. The fencing was re-instated but if this continues we may need to investigate CCTV coverage. The trench for the temporary lighting from the car park to the MUGA is being installed Friday 13th March with the electrical work being undertaken w/c 16th March. A resident of Walnut Meadows has suggested Padel courts are installed at Walnut Meadows. The resident has secured funding to pay for such a facility and we are investigating whether the courts can be accommodated within the space available. The County Archaeologist refused permission to build the courts adjacent to the MUGAs where the former Barrow was located. Feedback from the public meeting requested Pickleball should be made available. This can be accommodated on the current MUGA courts with additional nets and line markings. We have been in contact with an architect/builder to provide a further estimate for the build of the Pavilion and whether he would be willing to undertake a Clerk of Works role during the build. His initial estimate of the build cost is significantly lower than the estimate from the Quantity Surveyor.