



Drayton Parish Council
Minutes of the Parish Council Meeting
Held on Monday 12th January 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 (left at 9:00pm).

Councillors Absent: Elizabeth Sheppard, William Brewer.

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

Public: 7 members of the public were present.

1/26 Apologies for Absence. Elizabeth Sheppard.

2/26 Public Forum.

a). A parishioner reported on the unfinished MUGA and antisocial behaviour associated with it. It was noted that more harsha fencing needs to be put up, the site needs to be tidied, more signs need to go up and CCTV is needed. Matter continued under item 5/26.

b) A parishioner asked when he would receive his refund. The Resident paid the Council by BACS transfer, but insisted that the refund is paid by cheque, which the Council are unable to do as they do not have a cheque book.

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

Elaine Wade is a trustee of the Abingdon Bridge, has an allotment and is the spouse of the Chair, Richard Wade.

Richard Wade is a trustee of the Millennium Green and is the spouse of Elaine Wade.

Pervin Shahin is a trustee of the Damascus Youth Project.

4/26 Public Forum continued.

A parishioner reported on the recent flooding down Sutton Wick Lane due to a collapsed drainpipe. Peter Stevens (OCC) will escalate repair work with OCC Highways.

5/26 Walnut Meadow MUGA. It was noted that there has been recent anti-social behaviour / vandalism at the Walnut Meadow MUGA. It was agreed to secure the unused harsha fencing with chains and padlocks and discuss the matter with DAMASCUS and the local PCSO.

6/26 Chairperson's Report. There was no report to note.

7/26 Report from VWHDC Councillor Adrian Cooke.

a) Reservoir. The Thames Water consultation closes tomorrow.

b) Joint 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.

8/26 Report from OCC Councillor Peter Stevens.

a) Reservoir. Peter Stevens has been looking at the emergency discharge.

b) HIF1 (Housing Infrastructure Fund 1). Construction of the new £300m+ road project is about to start.

c) High Street Broken VAS. The broken VAS along the High Street is still broken.

9/25 Minutes of the Previous Meetings. The minutes of the previous meeting were approved.

Proposed: Pervin Shahin | Seconded: Andrew Cherriman | Resolved: Unanimous

10/25 Action Checklist from the Previous Meeting. See Appendix A for full list.

- Henley's Lane Trees: The Clerk has reported dangerous trees to OCC Highways. Action completed and removed.
- DAMASCUS Project: The Clerk respond re 2025 donation. Action completed and removed.
- David Pointer: The Chair sent a condolence letter. Action completed and removed.
- Walnut Meadow Small POS Fence. The Clerk has paid the invoice. Action completed and removed.
- Reservoir. Adrian Cook led our joint response to the Thames Water public consultation. Action completed and removed.
- Christmas Tree. The Deputy Clerk added Christmas Tree to this agenda. Action completed and removed.

11/25 Financial Management. See Appendix B.
 Payments and income for December 2025 noted.
 Post-meeting payments approved.
 Online Payment Authorisation: Patricia Athawes and Elaine Wade.

12/26 Complaints Policy. Carried forward.

13/26 Council to consider, approve and adopt: Carried forward.
 I. Dignity at Work/Bullying and Harassment Policy
 II. Respect and Civility policy
 III. Grievance and disciplinary policy

14/26 Staffing Committee. Council RESOLVED to have 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.
 ACTION: Clerk to draft terms of reference.

15/26 Planning Committee Report. See Appendix C.

16/26 Neighbourhood Development Plan Working Group.

- a) Programme Managers Report. See appendix D.
- b) Public Meeting. The Village Hall has been booked on 6th February 2026 at 7:30pm for a public meeting about the Walnut Meadow Sports Facility.
- c) MUGA Booking Software. The Programme Manager and the Clerk were considering 'Scribe'.

17/26 Public Art Working Group.

- a) Way Finding. The way finding map is progressing.
- b) Christmas Tree. Pervin Shahin suggested planting a picea pungens glauca blue spruce tree on the Village Green. It was agreed that a holly tree would be more native to this country.

18/26 Rights of Way & Conservation Working Group. It was noted that there are still S106 funds available and BW8 gets very muddy.

19/26 Landscape Management Plan Working Group. It was noted that we need to have another meeting.
 ACTION: Richard Wade to arrange another meeting.

20/26 Sutton Wick Lane Pond. Matter discussed under item 4/26 Public Forum Sutton Wick Lane Flooding.

21/26 Items from Parish Councillors. None.

22/26 Date of Next Meeting. 9th February 2026.

Adrian Cooke left at 9:00pm.

It was resolved for Council to enter into a private meeting. 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).

23/26 Personnel Issues.

- a) Appraisal. It was agreed to have appraisals for all members of staff.
- b) Contingency Plan. It was agreed that we should have a contingency plan in case a member of staff is absent for a prolonged period.

The meeting finished at 9:12pm

Appendix A – Action Checklist

- Staffing Committee. Clerk to draft terms of reference.
- Landscape Management Plan Working Group. Richard Wade to arrange another meeting.

Appendix B – Financial Management

Payments for Approval 12 January 2026				
Payee	Goods/Services	Amount £	Budget	Power
Employee's	Salaries/HMRC/Pension		Salaries	LGA 1972
Caretaker	Caretaking December	393.00	Caretaker costs	LGA 1972
Chris Deputy Clerk	Expenses November	44.85	Expenses	LGA 1972
Jon Fowler Programme Manager	Expenses November	58.40	Expenses	LGA 1972
Microshade	Monthly hosting Dec	143.94	IT infrastructure	LGA 1972
ETC Sports	Additional cabinet	772.80	Reserves	LGA 1972
Zurich	Insurance Sports Pitches and MUGA	350.30	Insurance	LGA 1972

Income and Expenditure December 2025

31-Dec-25	Service Charge		-8.85
31-Dec-25	salaries		3,701.48
31-Dec-25	B/P to: OCC Pension Fund	DRAYTON PC 210	-1169.07
31-Dec-25	B/P to: HMRC Cumbernauld	075PH00148296 MN 9	-786.58
31-Dec-25	Direct Debit (LLOYDS BANK PLC)	80000035100III8140	-3
19-Dec-25	Direct Debit (CASTLE WATER LTD)	TW1281321123	-8.14
15-Dec-25	B/P to: ChrisWilmott-Smith	CARETAKING NOV 25	-393
15-Dec-25	B/P to: Mrs Anita James	EXPENSES/INK	-101.9
15-Dec-25	B/P to: Jonathan Fowler	EXPENSES/SIGNS/LOC	-187.24

15-Dec-25	B/P to: TheLandscapeGroup	INV 2131 OCT 25	- 1384.26
15-Dec-25	B/P to: E.T.C Sports	10366 EXTRA WATER	-2550
15-Dec-25	B/P to: TheLandscapeGroup	INV 2093 AUGUST 25	- 1453.56
15-Dec-25	B/P to: TheLandscapeGroup	INV 2150	-69.3
15-Dec-25	B/P to: Microshade Consult	1 OCT IT	-148.62
15-Dec-25	B/P to: Mr C J Price	EXPENSE NOV 25	-43.95
15-Dec-25	B/P to: Beacon Surveying	UPDATED PAVILION	-1008
15-Dec-25	B/P to: Auditing Solutions	A9139 INTERIM AUDI	-630
15-Dec-25	B/P to: Keys	RAYS FENCE	-145
15-Dec-25	B/P to: Miss Pervin Shahin	ACRYLIC SHEET	-135.61

Balances as 31 December 2025

Unity Current Account £287,563.61

Unity Savings Account £47,971.02

Appendix C – Planning

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.

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/V2067/HH. Single storey side and rear extensions with disability adaptation. Kingston 10 East Way Drayton Abingdon OX14 4JZ.

PC: Noted. VWHDC: Planning Permission on 17th December 2025.

P25/V2270/HH. Erection of single storey timber frame structure forming garden

room. 11 Corneville Road Drayton Abingdon OX14 4HN.
PC: Noted. VWHDC: Pending.

P25/V2339/D. Demolition of garage to the rear of the property. 87 Abingdon Road Drayton Abingdon OX14 4HL.
PC: Noted. VWHDC: Demolition Consent on 15th December 2025.

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: Noted. VWHDC: Pending.

P25/V1778/HH. Single storey extension to rear, 2no new window openings to south and west elevations, associated internal alterations. (Amended plans and Heritage statement received 18th December 2025- Changes to design).
Gilbourns Farmhouse 155 Drayton Road Sutton Courtenay Abingdon OX14 4HA.
PC: Noted. VWHDC: Pending.

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: Pending. VWHDC: Pending.

Appendix D – Programme Manager Report

Walnut Meadows: There have been several instances of anti-social behaviour at the MUGA and surrounding Walnut Meadows area. Teenagers have been using Heras fencing panels to climb over the MUGA fence now that the gates to the MUGA are locked, smashing beer bottles on the courts and throwing excrement at vehicles along Willow Way. They have also torn down the “No Unauthorised Access” signs which were erected. This issue is on the agenda of the Full Council meeting for discussion. The Clerk has added the MUGAs to our insurance. A Finance & Personnel Committee meeting on 6th January discussed the cost of the Pavilion build and the impact on the Precept of a Public Works Loan. It is proposed to hold a village meeting in early February, subject to the village hall being available and a drop-in session on 7th February in the Cauldwell Centre. I have been attempting to obtain quotes for temporary lighting to be installed from the car-park to the MUGA in order that the MUGAs can be brought into, however, the Christmas break has caused delays with no quotes having yet been received. Before the MUGAs can be brought into use we also need to install a temporary walkway, create a Hoggin path between the MUGA gates and move rubble from the car-park area.

The Deputy Clerk and Caretaker have repaired a section of Heras fencing which was falling into the footpath at the southern end of the sports pitch area.

Manor Farm: Cala and The Vale have advised a re-inspection of the Manor Farm PoS is now scheduled for June / July 2026. At this time it is hoped the Wildflower area will be established.