



**Draft Drayton Parish Council  
Minutes of the Parish Council Meeting  
Held on Monday 9<sup>th</sup> February 2026 at 7:00pm in the Caudwell Day Centre**

**Councillors Present:** Richard Wade (Chairperson), Pervin Shahin (Vice-Chairperson), Elaine Wade, Andrew Cherriman, Adrian Cooke (arrived at 7:02pm), Elizabeth Sheppard.

**Councillors Absent:** Patricia Athawes (Vice-Chairperson).

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

**Public:** 8 members of the public were present.

**24/26 Apologies for Absence.** Patricia Athawes.

Adrian Cooke arrived at 7:02pm.

**25/26 Public Forum.**

a) High Street Car Parking. A parishioner raised safety concerns over dangerously parked cars along the High Street.

ACTION: Deputy Clerk to report dangerously parked cars to the Police.

b) Chestnut Drive Pumping Station. A parishioner raised concerns over the proposed pavilion using the waste water pumping station at the end of Chestnut Drive.

ACTION: Jonathan Fowler to confirm that the proposed pavilion can use the pumping station.

c) Refund. A parishioner asked when he would receive his refund. The Chairperson refunded the parishioner £10.00 in cash.

d) Sutton Wick Lane Blocked Drain. A parishioner reported that the drain is now unblocked but that repair work is still awaited.

**26/26 Declarations of Interest, Dispensations or Use of Delegated Powers.** Pervin Shahin is a trustee of the Damascus Youth Project.

**27/26 Chairperson's Report.** The village meeting on Friday 6 February, and the drop-in session on the Saturday 7th to update everyone about the sports facilities at Walnut Meadows were both well attended. A number of attendees had expressed interest in being involved in the project going forward.

**28/26 Report from VWHDC Councillor Adrian Cooke.**

a) Bins. There is a new recycling policy and there might be more recycling bins.

b) Local Government Reorganisation. Adrian Cooke gave an update.

c) Garden Waste Bin. Annual subscription is due soon.

**29/26 Report from OCC Councillor Peter Stevens.**

a) Recycling Center. You now need to book to use the recycling centre. Peter Stevens asked if we had seen an increase in fly-tipping and asked us to let him know if we do.

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.

**30/26 Minutes of the Previous Meetings.** The minutes of the previous meeting were not approved due to several errors as identified by Councillor Richard Wade.

ACTION: Clerk to circulate draft minutes to all councillors for comment in future.

**31/26 Action Checklist from the Previous Meeting.** See Appendix A for full list.

Landscape Management Plan Working Group. The Landscape Management Plan has been written, and

the Working Group does not need another meeting.

**32/25 Financial Management.** See Appendix B.  
Payments and income for January 2026 noted.  
Post-meeting payments approved.  
Online Payment Authorisation: Richard Wade and Elaine Wade.

**33/26 Planning Committee Report.** See Appendix C.

**34/26 Neighbourhood Development Plan Working Group.**

- a) Programme Managers Report. See Appendix D.
- b) Sports Pavilion. Following the village meeting on Friday 6<sup>th</sup> February, and the drop-in session on Saturday 7<sup>th</sup> February to update everyone about the sports facilities at Walnut Meadows, Option A, the larger of the 3 options was the residents preferred choice.
- c) MUGA Booking Software. The Programme Manager and the Clerk are still looking at software options.

**35/26 Public Art Working Group.**

- a) Way Finding. The way finding map is progressing.
- b) Christmas Tree. It was resolved not to plant a Christmas Tree on the Village Green.  
Yes: 2 Votes No: 2 Votes (including the Chairperson with the casting vote) Abstention: 1  
ACTION: Everyone to consider where Christmas lights can go on the Village Green.

**36/26 Rights of Way & Conservation Working Group.**

- a) Footpath Improvements. It was noted that BW8 has drainage issues and BW9 could do with improvement.
- b) BW26 Flooding. It was noted that BW26 is flooded.  
ACTION: Deputy Clerk to report flooding along BW26.

**37/26 Landscape Management Plan Working Group.** Item of business discussed under item 31/26.

**38/26 Sutton Wick Lane Pond.** Item of business discussed under item 25/26 d).

**39/26 Burial Ground Cremated Remains.** It was resolved to update the rules and regulations to clarify that cremated remains can only be interned in a cremation plot or existing earthen grave.

Proposed: Richard Wade Seconded: Andrew Cherriman Resolved: Unanimous

**40/26 Items from Parish Councillors.** None.

**41/26 Date of Next Meeting.** 9<sup>th</sup> March 2026.

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).

**42/26 Burial Ground Headstones.** It was resolved to change the burial ground and regulations to allow headstones to be up to 11 inches in thickness for natural stone memorials.

Proposed: Richard Wade Seconded: Pervin Shahin Resolved: Unanimous

The meeting finished at 8:45pm

### **Appendix A – Action Checklist**

- Staffing Committee. Clerk to draft terms of reference.
- High Street Car Parking. Deputy Clerk to report dangerously parked cars to the Police.
- Chestnut Drive Pumping Station. Jonathan Fowler to confirm if the proposed pavilion can use the pumping station.
- Minutes of the Previous Meetings. Clerk to circulate draft minutes to all councillors for comment.
- Christmas Tree. Everyone to consider where Christmas lights can go on the Village Green.

- BW26 Flooding. Deputy Clerk to report flooding along BW26 to OCC.  
HR policies- no update form clerk.

## Appendix B – Financial Management

### Payments and Income for January 2026

31-Jan-26	Service Charge		-8.85
30-Jan-26	Salaries	Jan-26	3587.63
30-Jan-26	B/P to: HMRC Cumbernauld	075PH00148296 10	-768.74
30-Jan-26	B/P to: OCC Pension Fund	DRAYTON PC 210 JAN	-1136.36
21-Jan-26	Direct Debit (CASTLE WATER LTD)	TW1281321123	-5.73
13-Jan-26	B/P to: AL Vickery & Son	GOOD TO OCT 25	-101.85
13-Jan-26	B/P to: Microshade Consult	1ST DEC 25	-143.94
13-Jan-26	B/P to: ChrisWilmott-Smith	CARETAKING DEC 25	-393
13-Jan-26	B/P to: Chris Price	EXPENSES DEC 25	-44.85
13-Jan-26	B/P to: Jonathan Fowler	EXPENSES DEC 25	-58.4
13-Jan-26	B/P to: Zurich Municipal	INV 551394545 MUGA	-350.3
09-Jan-26	Direct Debit (ICO)	Z2502723	-47
09-Jan-26	VWHDC ACCOUNTS PAY	NA	14161.63
05-Jan-26	Cemetery	RESERVATION	210

Payments for Approval 9 February 2026				
Payee	Goods/Services	Amount £	Budget	Power
Employee's	Salaries/HMRC/Pension	5,557.45	Salaries	LGA 1972
Caretaker	Caretaking January 26	393.00	Caretaker costs	LGA 1972
Chris Deputy Clerk	Expenses	44.85	Expenses	LGA 1972
Jon Fowler Programme Manager	Expenses	101.60	Expenses	LGA 1972
Anita James Clerk	Expenses	101.00	Expenses	LGA 1972
Microshade	Monthly hosting January	148.62	IT infrastructure	LGA 1972
E.T.C Sports	MUGA	772.80	Pavillion Reserves	
SLCC	Membership	316.00	Subs	

Balance Council funds as of 31 January 2026

Unity Current Account: £295,288.60

Savings Account: £47,971.02

### 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: With Drawn.</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/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/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: Planning Permission on 6th February 2026.</p>
<p>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: Withdrawn prior to determination on 22nd January 2026.</p>
<p>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: Pending.</p>
<p>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.</p>
<p>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: Pending.</p>
<p>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: Pending.</p>

### Appendix D – Programme Manager Report

Walnut Meadows: Following instances of anti-social behaviour at the MUGA on Walnut Meadows additional Heras fencing has been erected to prevent access to the site from the farmers field and play area at the western end of the site. Since the additional fencing has been erected, no further instances

of ASB have been reported (so far!).

It is proving difficult to obtain quotes for the temporary lighting from the car-park to the MUGA. Although 3 contractors have visited the site in order to quote for the work, only 1 quote has been received. Until temporary lighting is installed, we can't open the MUGA for public use.

A public meeting is being held in the village hall on 6th February in order to update residents about the Walnut Meadows sports facilities and in particular, the Pavilion. Since we are unable to apply for the public works loan prior to the public meeting due to the Vale requiring confirmation of the 2026/27 Precept by end of January, it has been decided not to apply for the loan until later this year with the loan repayments commencing from April 2027. Although this is a delay to our original schedule, it does allow time for all the documentation required as part of the loan process to be compiled.

The village meeting will seek residents views on the size of Pavilion to be constructed and any subsequent increase in the Precept.

A drop-in session is being held on 7th February in the Cauldwell Centre for those that are unable to attend on the Friday.

Information has been received from OALC regarding the process for applying for a public works loan.

The process requires a lot of supporting evidence to be provided, including evidence of consultation(s) with residents and support from residents for any increase in the Precept. Once submitted it is likely the application will take at least 2 months to be processed by OALC and MHCLG (The Ministry for Housing, Communities and Local Government).

The sports pitch contractor has built a hoggin path between the gates of the MUGAs. It is currently too wet to undertake any further work on the perimeter track around the sports pitches.

Work is continuing to evaluate venue booking software for management of the Walnut Meadows facilities. It would appear there is no software available that meets our requirements for venue booking, automated gate and entrance code notification / changes as well as integration with our accounting package. The Clerk is considering a change to the accounting package in order to make for easier integration of the booking software.