

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 31 JULY 2018 AT 7.30PM

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Tony Gill, Rod Head, Sue Jelfs, Ann Lyons and Keith Mitchell.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillors Mike Bishop and Christine Heath and three members of the public.

**APOLOGIES:** Parish Councillor Colin Astley submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Parish Councillor Martin Rye submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Chris Shallis submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillor Andrew McHugh also submitted their apologies.

The Chairman welcomed Councillors and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one made a recording of the meeting.

**38/18 DECLARATIONS OF INTEREST** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 44/18 – 3 Dog Close, Adderbury – Councillor Ann Lyons declared an interest because the applicant was a neighbour and a friend and she would not take part in any discussion on the application.

Minute Number 53/18 – Adderbury Running Club – Councillor Tony Gill declared an interest because he was the Secretary of the Running Club.

Councillor Gill also declared that he was a member of West Adderbury Residents Association (WARA).

**Resolved** that the interests be noted.

**39/18 MINUTES** – Prior to the meeting, the draft minutes of the meeting held on 26 June 2018 had been circulated to the Parish Council.

Councillor Tony Gill proposed the following amendment, which was seconded by Councillor Sue Jelfs:

Minute Number 24/18 Open Forum – A reference be included to state that Councillor Colin Astley addressed the Parish Council as a member of West Adderbury Residents' Association (WARA), not as a Councillor.

This amendment was agreed.

The Chairman proposed the following amendment, which was seconded by Councillor Keith Mitchell:

Minute Number 28/18 (iv) Parish Council Documents – The second paragraph of this minute be removed from the draft minutes. A recorded vote was requested by Councillor Tony Gill.

Those in favour of the proposal: Councillor Sheila August, Diane Bratt, Ann Lyons and Keith Mitchell.

Those against the proposal: Councillors Tony Gill and Sue Jelfs.

Those abstaining: Councillors Steven Cox and Rod Head.

This amendment was agreed.

**Resolved** that the minutes of the meeting held on 26 June 2018 be approved, with the above amendments.  
**Action TG**

**40/18 MATTERS ARISING FROM THE MINUTES OF 26 JUNE 2018** – There were no matters arising.

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## 41/18 CHAIRMAN'S ANNOUNCEMENTS

- Repairs to the fencing at the Walled Garden Allotments – This work had now been completed.
- Correspondence with Tenants at the Walled Garden Allotments – Tenants who had not been keeping their plots in a good condition in accordance with the Conditions of Tenancy, had been asked to tidy them up or the Parish Council would consider terminating tenancies.
- Repairs to the bench and proposed repairs to the gates at the Cemetery – Quotes would be obtained for this work.
- Response to Councillor Astley's query about consultation for the Milton Road land project which was raised at the previous meeting – The Chairman gave the following statement:

*Standing Order 3h stated 'a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given'.*

*No Councillor had requested any further discussion so the Chairman was making a response.*

*In answer to Councillor Astley's question whether the Parish Council intended to consult on the Milton Road project separately with residents in the two new developments nearby, the answer could only be no, there could not be any separate consultation.*

*Reasons:*

- *The Parish Council already consulted with the residents of the Parish with regard to this project and improved leisure facilities through a number of ways, including: TAP questionnaire (2013)/ the Neighbourhood Plan focused leisure consultation (2016)/ the Parish Poll (2017)/ the Neighbourhood Plan Public consultations – both ran by the parish Council APC and a separate consultation by CDC (2017/18)/ the ANP Referendum (2018).*
- *There was resounding support from the majority of those who voted for both the Parish Poll and ANP.*
- *Many of these new residents were here during these consultations – residents from Adderbury Fields were at the Annual Parish Meeting (2017) when the Poll was called and asked questions at that meeting.*
- *When new residents moved to an area they would have had searches completed and should make themselves aware of plans for the area. (There had been High Court judgements in other parishes to this effect). The Parish Council could not keep holding consultations on matters which had already been decided.*
- *As part of the Planning process, Cherwell District Council had contacted those residents living nearby who might be affected by the application and there was provision for all residents to make comment on CDC's Planning website.*
- *There would be further consultations with all residents as the project moved forward by the WFAC, this would include new residents.*
- *As further Planning permission was required, eg. for the village hall/changing rooms building there would be further opportunities for all (including the new) residents to comment.*

*The Parish Council had not actually received any comments from new residents and there had been a lot of positive comments. All residents could contact the Parish Council, either by writing or by attending a Parish Council meeting.*

The Chairman also reminded that Parish Council that Councillors should not seek to raise issues in the Public Open Forum, as this was time meant for the public, not Councillors. Councillors had plenty of opportunities to raise issues.

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**42/18 OPEN FORUM** – No members of the public wished to address the Parish Council

**43/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Arash Fatemian.

Councillor Christine Heath advised that the Parish Council should have received a new officer contact list from Cherwell District Council.

**Resolved** that the report be noted.

### 44/18 PLANNING

- i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which had been considered by the Parish Council, since the last meeting, had been circulated.

**Resolved** that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- 18/00973/TPO Mr Thistlethwayte  
Sorbrook Manor Cross Hill Road Adderbury  
T1 - T2; Lime - Frame work pollard to approximately 40ft in height (This is a reduction in height by approximately 50%) subject to TPO 01/1976
- 18/00986/F Mr Prentice  
24 Margaret Road Twyford Banbury  
Ground floor extension to rear of property
- 18/00157/TCA Mrs Diane Bratt  
Adderbury Lake and Gardens Lake Walk Adderbury  
T1, T5, T6, T7 x Sycamore, T2, T3 x False Acacia - Fell T4 x Ash - Target prune; reduction of limb over lake to reduce end weight, removal of smaller limb over lake to open up view.
- 18/00171/TCA Mrs Jean Coyne  
15 Lake Walk Adderbury  
T1 x Acer, T2 x Cherry - Reduce overhang by up to 4.0m
- 18/00172/TCA Mrs B Hawkins  
Tryad House High Street Adderbury  
T24 - T29 x Taxus Baccata (Yew) - Fell T30 x Taxus Baccata (Yew) - Retain with pruning to shape crown and lift canopy over garage
- 18/00158/TCA\_5 Mrs B Hawkins  
Tryad House High Street Adderbury  
T23 x Chamaecyparis lawsoniana – Fell

**Resolved** that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- 18/00960/F Mr and Mrs Berto Lelli  
51 Rochester Way Twyford  
Single storey side extension
- 18/00949/F Mr & Mrs Allan Ziff  
2 Henge Close Adderbury  
Conversion of garage to workshop/store
- 18/01070/F Mr Ken Coaker  
36 St Marys Road Adderbury  
Single storey rear extension

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18/00960/F Mr & Mrs Berto Lelli  
51 Rochester Way Twyford  
Single storey side extension

18/00949/F Mr & Mrs Allan Ziff  
2 Henge Close Adderbury  
Conversion of garage to workshop/store

**Resolved** that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning applications/works to trees:  
None

**Resolved** that, it be noted that, the Parish Council is considering the following planning applications/works to tree and tree preservation orders:

18/01128/F Mrs Caroline Cooper  
30A Twyford Road Twyford Adderbury  
Erection of three bedroom bungalow to land rear

Councillors were asked to send comments on this application to the Clerk by Thursday 2 August 2018.

18/01053/F Mrs Claudia Roberts  
3 Dog Close Adderbury  
First floor extension over existing kitchen and internal alterations

The Parish Council did not object to this application, but it had concerns that the extension might be imposing on the neighbours and asked that Planning Officers discussed this with the applicant to allow the application to be modified to produce a better design.

18/01228/TPO Mr Peter Britton  
16 Round Close Road Adderbury  
Fell Willow tree in the front garden - Tree subject to TPO 13/98

18/01165/F Mr Mark Taylor  
Wyatts Barn Oxford Road Adderbury  
Replace two rooflights with dormer windows

18/01309/REM Crest Nicholson Midlands  
Land South of Cotefield Business Park Phase 2 adjacent to Blossom Field Road  
Bodicote  
Reserved matters application for 14/02156/OUT - appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 58 dwellings

18/00201/TCA Dr Greenberg  
Hamelin Cottage Horn Hill Road Adderbury  
T1 x Lime - Cut back from the house to leave up to a 3.0 metre clearance and lift over the road to 5.0 metres. Remove major deadwood (exempt)

ii) Planning Results - These had been circulated to all members prior to the meeting.

**Resolved** that the report be noted.

iii) Planning Application 18/00220/F – The Chairman gave an update on the planning application for the change of use of agricultural land to sport/recreation and community use on the Parish Council's land on Milton Road.

**Resolved** that:

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- 1) the updated information on the application for the change of use of the land from agriculture to leisure and recreation/sport be noted;
- 2) it be noted that the consultants reports have shown there are no issues with the site; and
- 3) the re-consulted planning application be supported. **Action TG**

### 45/18 VILLAGE MATTERS

- i) Silent Soldier – Councillor Keith Mitchell submitted a report suggesting that the Silent Soldier be located on the junction of Kemps Road/The Crescent and Banbury Road.  
  
**Resolved** that Silent Soldier be located on the junction of Kemps Road/The Crescent and Banbury Road and delegated authority be given to Chairman and Councillors Rod Head and Ann Lyons to choose an alternative site, if the County Council do not give permission for this proposed location.  
**Action TG**
- ii) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.  
  
**Resolved** that the report be noted.
- iii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC had circulated a report to the Parish Council.  
  
**Resolved** that the report be noted.
- iv) Defibrillator for Adderbury – This item was deferred to the next meeting as Councillor Chris Shallis was not in attendance.  
  
**Resolved** that this item be deferred to the next meeting of the Parish Council. **Action TG**
- v) Village Sign – The Parish Council considered a report which suggested that the two 'Adderbury' village road signs on Banbury Road (next to the Barwood Development) not be re-installed by the development.  
  
**Resolved** that:
  - 1) the two village signs not be reinstalled on Banbury Road by the Barwood development;
  - 2) a request be made that the funds be used to replace the village signs on the village boundary on Banbury Road;
  - 3) if Barwood will not agree to this, then the signs not be re-instated and a request be made that any funding for this work be re-allocated to the Forest Schools project.**Action TG**
- vi) Litter Bin – The Parish Council discussed installing a new larger litter bin on Chapel Lane (at the bus stop), following a request for a resident.  
  
**Resolved** that a new Derby E litter bin be purchased and located around the area of the bus stop at the end of Chapel Lane and Mr D Chandler be asked to install it. **Action TG**
- vii) Forest Schools Project – The Parish Council received an update on the progress of this project and discussed a strategy for basic maintenance in the future.  
  
**Resolved** that:
  - 1) the progress of the project be noted;
  - 2) a contractor be appointed to keep the site manageable in future, based on the children's' designs and how the school uses the site;
  - 3) the Clerk and Chairman to obtain quotes for this management work for consideration at a future Parish Council meeting; and **Action TG/DB**
  - 4) Councillor Diane Bratt to continue to liaise with the school on this project.

### 46/18 PARISH COUNCIL MATTERS

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i) Committees:

- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Tuesday 25 September 2018.
- Staffing Committee – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council.

**Resolved** that:

- 1) the report be noted; and
- 2) a new member of the Environment Committee be appointed, once the vacancy on the Parish Council has been filled. **Action TG**

ii) Co-option – The Chairman reported that there had not been any applications for co-option to the vacancy.

**Resolved** that the vacancy continue to be advertised. **Action TG**

iii) Strategic Plan 2018-2021 – Prior to the meeting, a report on a draft Strategic Plan had been circulated to the Parish Council.

**Resolved** that the Strategic Plan for 2018-2021 be deferred to the Parish Council meeting in October 2018. **Action TG**

iv) Parish Council Surgeries – Councillors Steven Cox and Sheila August attended the last surgery and one resident had objected to the requirement to have dogs on leads in the Lucy Plackett Playing Field. Another resident had asked for advice about two rats which had been seen in their garden, however this was an issue for the resident to address with Cherwell District Council, or a pest control company.

**Resolved** that the report be noted.

v) Health and Safety – The Parish Council received the following health and safety reports:

- The Rise; Councillor Cox reported that The Rise was fine; the fencing posts had been repaired, there were new signs about no dogs in the play areas and a new dog waste bin had also been installed.
- Lucy Plackett Play Area; Councillor Ann Lyons reported the seat on the zip wire had been replaced. The small climbing frame needed some attention and the Chairman would inspect it along with the work which was required to remove the vegetation which was growing in the car park next to the Activity Centre. **Action DB/TG**

A note would also be included in Contact asking people to take their rubbish home if litter bins were full and not to leave it on the ground by the litter bins. **Action TG**

- Adderbury Lakes; There were no issues at Adderbury Lakes.

**Resolved** that the reports be noted.

### 47/18 FINANCE

i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

**Resolved** that the following accounts for payment be approved:

Payee	Amount
T Goss – July 2018 salary	
T Goss – Expenses for July 2018	
T Goss – August 2018 salary	
OCC Pension Fund – Clerks pension for July 2018	

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OCC Pension Fund – Clerks pension for August 2018	
Design Grow – Lakes Maintenance for June 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for June 2018	£782
Thomas Fox Landscaping – Grass Cutting for July 2018	£1654.80
Prosser Carpentry - Works at the FMH	£22,050
Forge Engineering Design Solutions – Works for the flood risk assessment for the Milton Road land planning application	£2,457.00
Sumo Services – Geophysical services for the Milton Road land planning application	£1056.00
Green Scythe Ltd – Grass Cutting in the Lucy Plckett June 2018	£440.40
RPS – Transport and Travel Plan for the Milton Road planning application	£3744.00
Signs Engraving – Four ‘no dogs’ sign for The Rise and LPPF	£96.00
Came and Company – Parish Council Insurance 2018/2019	£1377.12
Mr D Chandler – Fitting ‘No Dogs in Play Area’ signs	£120.00
Mr D Chandler – Fit new seat on zip wire and maintenance to play equipment	£140.00
Mr D Chandler – Fit new Dog Waste Bin in The Rise	£140.00
Mr D Chandler – Repair fencing at Rise and install six new posts	£960.00
Mr D Chandler – Erect new fencing at the Walled Garden Allotments	£350.00
Mr D Chandler – Clear car park for Walled Garden Allotments and kill weeds in area. Level and provide new gravel.	£680.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£240.00

- ii) Reallocation of Funds – Prior to the meeting, the Parish Council had received a report on a proposal to reallocate New Homes Bonus and other funds held by the Parish Council to the projects at the Friends Meeting House and the Ice House.

**Resolved** that the funds be reallocated as proposed. **Action TG**

- iii) Bank Reconciliations/Breakdown of Parish Council Funds - Prior to the meeting, the Clerk had circulated the bank reconciliation and breakdown of Parish Council funds as at 31 July 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

**Resolved** that the bank reconciliations and breakdown of Parish Council funds for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- iv) Ice House Project – The Parish Council received an update on the progress with the project at the Ice House

**Resolved** that the report be noted and a letter of thanks be sent to Adderbury Estates Limited for their kind donation of £5000 towards the project. **Action TG**

**48/18 CORRESPONDENCE** – A magazine from CPRE was circulated to the Parish Council.

### **49/18 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 50/18 & 51/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**50/18 WINDOW GRILLS FRIENDS MEETING HOUSE** - Prior to the meeting, a report had been circulated to the Parish Council with regard to works to the window grills at the Friends Meeting House.

**Resolved** that the quote from Prosser Carpentry for the new window grills be accepted and approved.  
**Action DB/TG**

### **The Lucy Jane Plckett Charity**

**51/18 LUCY PLACKETT PLAYING FIELD FOOTPATH** – Prior to the meeting, a report had been circulated to the Parish Council with regard to obtaining quotes for works to the footpath in the Lucy Plckett Playing Field. A quote for the works had been received from Oxford Direct Services, who were the preferred contractor of Oxfordshire County Council and had previously carried out work for the Parish Council.

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**Resolved** that the quote from Oxford Direct Services for the works to the Lucy Plackett Playing Field footpath be accepted and approved. **Action TG**

*(The public and press were invited back into the meeting at the conclusion of this item)*

**52/18 LITTER BIN/DOGS ON LEADS** – The Parish Council considered a report with regard to a request for larger litter bins in the playing field and whether more signage was required, reminding owners that dogs should be kept on leads in the Playing Field.

**Resolved** that:

- 1) the emptying of the litter bins be increased to once a week, until the end of October 2018; and **Action TG**
- 2) a reminder sign 'Keep dogs on leads on the Playing Field' be placed on the Round Close Road gate. **Action TG**

**53/18 RUNNING CLUB EVENT** – The Parish Council considered a request from Adderbury Running Club for use of the Playing Field for their event on 14 July 2019.

**Resolved** that the request for use of the Playing Field for the Running Club event on 14 July 2019, be approved, subject to further details about the event being received from the Running Club, such as an outline of activities, risk assessments, insurance and how the public are accommodated during the event. **Action TGILL/TG**

**54/18 MEETING DATES** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 11 September 2018
- 30 October 2018
- 27 November 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 30 April 2019
- 28 May 2019

**55/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)**

- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Boreholes in Adderbury Cemetery
- Defibrillator for the village
- Widening of footpath from Adderbury to Bodicote
- Bus shelters/stops on A4260

(Meeting closed 9.20pm)

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Chairman – 11 September 2018