

## ADDERBURY PARISH COUNCIL

### MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 11 SEPTEMBER 2018 AT 7.30PM

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

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Andrew McHugh and six members of the public.

**APOLOGIES:** Trish Fennell, District Councillor Christine Heath and Mike Bishop 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.

**56/18 DECLARATIONS OF INTEREST** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**57/18 MINUTES** – Prior to the meeting, the draft minutes of the meeting held on 31 July 2018 had been circulated to the Parish Council.

**Resolved** that the minutes of the meeting held on 31 July 2018 be approved and signed by the Chairman.

**58/18 MATTERS ARISING FROM THE MINUTES OF 31 JULY 2018** – There were no matters arising.

#### **59/18 CHAIRMAN'S ANNOUNCEMENTS**

- Ice House Project – This project was now complete except for the bat door, which was currently being constructed. There would also be some additional planting on top of the Ice House to protect the structure.
- Friends Meeting House Project – This project was now complete except for the protection grills and these were currently being manufactured.
- Oxfordshire County Council's 'Commitment to Thriving Communities' event - Thursday 4 October 2018 at Banbury Town Hall, 1 Bridge Street, Banbury from 6 to 9pm was open for all Councillors to attend.
- Lucy Plackett Playing Field footpath – Work would be starting on 24 September 2018.
- Silent Soldier – The Silent Soldier was in place by The Crescent. This location was chosen because the houses had been designed as a project for soldiers returning from the First World War.

**60/18 OPEN FORUM** – Four members of the public addressed the Parish Council with regard to traffic issues in the village. Concerns were raised with regard to the speed on traffic entering the village on Milton Road and Berry Hill Road, as well as Oxford Road. The residents had also made contact with Thames Valley Police to report their concerns and recently, there had been a number of accidents on Berry Hill Road. In addition, there were also issues with the drainage on Oxford Road which had not been addressed by the County Council.

The Chairman thanked the residents for addressing the Parish Council and advised that traffic issues would be discussed later in the meeting.

**61/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – A report from County Councillor Arash Fatemian had been circulated prior to the meeting.

District Councillor Andrew McHugh reported that the Partnership Network for Health and Social Care had been established because Cherwell District Council (CDC) wanted obstetrics to be reinstated at Horton General Hospital. This matter had been covered in detail in the report from County Councillor Arash Fatemian, as Chairman of the Group. The first meeting was being held on Friday 28 September 2018 at 2pm and the Group was made up of Councillors from different counties. The public were able to speak at that meeting, if they registered in good time.

Councillor McHugh also reported that he was the Chair of the Community Safety Partnership and at the meeting later this month he would raise with Thames Valley Police, the issues with speeding in Adderbury

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Councillor McHugh was thanked by the Chairman for his report and support.

**Resolved** that the report be noted.

## 62/18 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:

- 18/01228/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
- 18/00201/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)
- 18/01357/F      Mr Daniel Hicks  
81 Walton Avenue Twyford  
Side extension - re-submission of 18/00400/F
- 18/01364/F      Ms Lisa Hartwright  
27 Rochester Way Twyford  
Single storey front extension

**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:

- 18/01309/REM      Crest Nicholson Midlands  
Land South of Cotefield Business Park Phase 2 Adj 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
- 18/00691/F      Nicholas King Homes  
Plot 37 Henge Close Adderbury  
Erection of a three-bedroom house, with 2no. parking spaces

**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:

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

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

**The Parish Council is currently considering the following applications:**

- 18/00227/TCA      Mr and Mrs Shirt

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Fieldgate Manor Road Adderbury

T1 x Prunus that is overhanging fastigate yew to be pruned back to allow the yew more space to grow. T2 x Copper Beech overhanging St Hilliers Road to be reduced 2m away from the road. T3 x Goat Willow to dismantle.

18/00232/TCA

Mrs Trish Fennell

Archway Cottage Tanners Lane Adderbury

T1 - Birch 12m tall - Reduce by 4m and shape remaining; tree is growing large, has a co dominant stem which already has a bracing system fitted.

18/01472/LB &  
18/01471/F

Johan Robb and Vicky Law

8 Parsons Street Adderbury

Alterations and extensions to dwelling and alterations to outbuilding

S/2017/2612/MAF

Cherwell Valley Silos

Banbury Lane. Kings Sutton

Removal of condition 9 (use) of S/2017/1787/MAF (Erection of building for Class B1 (Business), B2 (General Industrial) and B8 (Storage and Distribution) purposes (Unit 7); car parking and servicing area)

The decision by South Northants Council to refuse this application has been referred to an appeal. It was agreed that the verbal presentation made by Councillor Colin Astley at the Development Control Committee would be submitted to the Inspectorate. **Action CA/TG**

- 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:

- 1) the report be noted;
- 2) the Decision Notice approving the change of use be noted;
- 3) the discharge of the three pre-commencement conditions be progressed by the Chairman and Clerk; **Action DB/TG**
- 4) Tom Darlington at Cherwell District Council be asked whether Section 106 funds can be used for the work required to discharge the conditions; and **Action TG**
- 5) an update be submitted to the next meeting of the Parish Council. **Action DB/TG**

### 63/18 VILLAGE MATTERS

- i) FOCAL – Prior to the meeting, Councillor Keith Mitchell had circulated a report on the work of FOCAL.

**Resolved** that the report be noted.

- ii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC had circulated a report to the Parish Council.

In response to questions from Councillors, the Chairman gave an update on the positioning of the pitches and the necessary work which would be needed if there was a decision to change this positioning.

**Resolved** that:

- 1) the WFAC report be noted;
- 2) the Parish Council Trustees on WFAC be approved as Councillors Keith Mitchell, Martin Rye and Chris Shallis. **Action TG**

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- iii) 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) quotes be obtained for the on-going management of the land; **Action DB**
- 3) the school be asked to include in their risk assessment, the impact of the air quality on the pupils, whilst on this land; and **Action DB/TG**
- 4) the Chairman be authorised to continue to liaise with the Primary School on this project. **Action DB**

- iv) Oxford Road Speed Survey/Traffic matters – Prior to the meeting, the Parish Council had received a report on the traffic issues in the village.

During the discussion, it was suggested that as this report had been written by Councillor Colin Astley and had not been discussed by the Traffic Calming Working Group, it should be referred back to the Group before any decisions were made. Concern was also expressed about how the project would be funded.

**Resolved** that:

- 1) this report be referred back to the Traffic Calming Working Group for further discussion;
- 2) Councillor Ann Lyons be appointed as a member of the Traffic Calming Working Group; and
- 3) selected residents with experience/knowledge of traffic calming from a number of areas of the village, be invited to join the Traffic Calming Working Group and the membership be approved at the next meeting. **Action TG**

Councillor Colin Astley requested a recorded vote and this was seconded by Councillor Tony Gill

Those in favour: Councillors Sheila August, Diane Bratt, Steven Cox, Rod Head, Keith Mitchell, Ann Lyons, Martin Rye and Chris Shallis

Those against: Colin Astley, Councillor Tony Gill and Sue Jelfs.

- v) Widening of Footpath from Adderbury to Bodicote – Prior to the meeting, the Parish Council had received a report on the widening of the footpath to possibly include a cycleway along the A4260 from Adderbury to Bodicote. The cost for the project would be met from Section 106 funds held at the County Council.

**Resolved** that the project be progressed. **Action TG**

- vi) Bus Shelters/Bus Stops on A4260 – Prior to the meeting, the Parish Council had received a report on the new bus shelters to be funded from the Section 106 funds for the village.

**Resolved** that further discussion be held with Oxfordshire County Council and the Parish Council requests two bus shelters be erected on the A4260; one new one in the lay-by near Summers Close (opposite Griffin Close) on west side of Banbury Road and the other, on the west side of Banbury Road near to Gracewell Care Homes, to replace old shelter. **Action TG**

### 64/18 PARISH COUNCIL MATTERS

- 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 the report be noted.

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ii) Councillors Training Courses – The following training courses were available to Councillors:

- Code of Conduct – Wednesday 12 September 2018 at 5pm at Cherwell District Council, Bodicote House, Bodicote, Banbury for all Councillors, especially new Councillors
- Roles & Responsibilities – Wednesday 19 September 2018 at Civic Hall, Britwell Road, Didcot for new and less experienced councillors (full day)
- GDPR, Progress on Implementation – Wednesday 17 October 2018 at Civic Hall, Britwell Road, Didcot for all Councillors (half day)
- Planning, How Town and Parish councils fit into the planning system and how to make effective responses to planning applications – Thursday 15 November 2018 at Committee Rooms 1 and 2, Woodgreen Office, West Oxfordshire District Council, Witney (half day).

**Resolved** that the report be noted.

iii) Co-option – The Chairman reported that there had been one application for co-option to the vacancy on the Parish Council.

**Resolved** that Garrad Miller be co-opted onto the Parish Council. **Action TG**

iv) Parish Council Surgeries – Two residents attended the surgery in August and reported that Twyford was still being used as a rat run and that drivers were parking their cars on the junction on Twyford Road where it meets Banbury Road (A4260). Councillor Rod Head would ask the Bowls Club to request that their members did not park on this junction. The Clerk would also contact Thames Valley Police to monitor the area.

It was also reported that the grass verge outside Le Hall Place, at the end of Manor Road, needing cutting. The Clerk would ask Thomas Fox to include this in their schedule. **Action TG**

**Resolved** that:

- 1) the report be noted;
- 2) the parking on junction of Twyford Grove and Banbury Road be reported to Thames Valley Police; and **Action TG**
- 3) Thomas Fox be asked to trim the overgrown verge outside Le Hall Place. **Action TG**

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

- The Rise; There were no issues at The Rise.
- Lucy Plackett Play Area; There were no issues at the Lucy Plackett Play Area, however the vegetation growing at the side of the Activity Centre, towards the rear of the car park, needed to be cut back. **Action TG/DB**
- Adderbury Lakes; There were no issues at Adderbury Lakes.

**Resolved** that the reports be noted.

### 65/18 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 – September 2018 salary	
T Goss – Expenses for September 2018	
HMRC – Quarterly payment	
OCC Pension Fund – Clerks pension for September 2018	
Design Grow – Lakes Maintenance for July 2018	£66.00
Design Grow – Lakes Maintenance for August 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for August 2018	£782.40
Green Scythe Ltd – Grass Cutting in the Lucy Plackett July 2018	£440.40
Moore Stephens – External Audit 2017/2018	£826.20
RPS – Transport and Travel Plan for the Milton Road planning application	£3156.00

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Brian Coleman - Infiltration tests at Milton Road field	£156.00
Acreman's Arboriculture Ltd – Tree Work at the Lucy Plackett	£96.00
Wellen Ltd – Ice House Project	£271.20
Rascal Horticultural - Allotment and Cemetery Maintenance	£220.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 11 September 2018 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

**Resolved** that the bank reconciliation and financial report for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- v) Appointment of Internal Auditor for 2018/2019 – The Parish Council considered the Letter of Engagement from Arrow Accounting for the Internal Audit for 2018/2019.

**Resolved** that Arrow Accounting be appointed to carry out the internal audit for 2018/2019. **Action TG**

- vi) External Audit Report 2017/2018 – Prior to the meeting, the External Auditor's report for 2017/2018 had been circulated to the Parish Council.

**Resolved** that the report be noted and the Clerk be thanked for her work on the Parish Council Accounts and Audits.

- vii) Walled Garden Allotments – Prior to the meeting, the Parish Council received a report regarding the review of the rent for 2019/2020 at the Walled Garden Allotments and to also consider terminating two tenancies. The tenants of plots 1 & 3 had not been taking care of their plots in accordance with the Conditions of Tenancy and had been warned on a number of occasions that their tenancies could be terminated if there were not any improvements.

**Resolved** that:

- 1) the rent for a plot at the Walled Garden Allotment be increased to £28.00 for 2019/2020; **Action TG**
- 2) the tenancies for plots 1 & 3 be terminated, in accordance with the Conditions of Tenancy; **Action TG** and
- 3) plot 1 be split into two separate plots before it is re-let. **Action MR/DB**

### 66/18 CORRESPONDENCE – None

#### The Lucy Jane Plackett Charity

No items

### 67/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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

### 68/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- Defibrillator for the village
- Traffic Issues
- Planning Application 18/00220/F

# **ADDERBURY PARISH COUNCIL**

(Meeting closed at 9.10pm)

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Chairman – 30 October 2018