

ADDERBURY PARISH COUNCIL

TUESDAY 28 MAY 2019

Clerk & Responsible Financial Officer
Theresa Goss
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This is a summary of the decisions and not the formal minutes of the Annual Meeting of Adderbury Parish Council held on 28 May 2019.

If you require further information on the meeting, please contact the Clerk to the Parish Council, Theresa Goss on 01295 710965, during normal office hours.

PRESENT: Chairman Councillor Diane Bratt; Councillors Colin Astley, Sheila August, Tony Gill, Rod Head, Victoria Head, Sue Jelfs, Garrad Millier, Keith Mitchell and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillor Andrew McHugh and seven members of the public.

SUMMARY OF DECISIONS

1. **Welcome** – The Chairman welcomed everyone to the meeting and advised on the procedure for the recording of meetings.
2. **Apologies for absence** – Parish Councillors Steven Cox and Ann Lyons. District Councillors Mike Bishop and Christine Heath.
3. **Appointment of Chairman for 2019/2020** – Councillor Diane Bratt was elected as Chairman for 2019/2020. *(Councillor Keith Mitchell chaired this item)*
4. **Appointment of Vice-Chairman for 2019/2020** – Councillor Keith Mitchell was elected as Vice-Chairman for 2019/2020.

Councillors Colin Astley & Tony Gill resigned from the Parish Council and left the meeting at this point.

5. **Declarations of Interest** – All Councillors as Trustees of the Lucy Plackett Playing Field. Other interests would be detailed in the minutes.
6. **Minutes & Matters Arising** – The minutes of the meeting held on 30 April 2019 were approved. No matters arising.
7. **Chairman's Announcements**
 - Councillor Sue Jelfs signed the Declaration stating that she will treat their fellow Councillors and Officers with respect and will not make personal attacks on individuals or their integrity, as per the Hoey Ainscough Report as agreed under minute 158/18 (iii) (b) on 30 April 2019,
 - A letter would be sent from the Parish Council, welcoming the new Vicar Liz Simpson to the Parish.
 - Thanks were passed to Councillors Martin Rye, Garrad Millier and Steven Cox for painting the village gateways.
 - A letter/email of thanks would be sent to Mr Lawrence Millier for conducting a village shop survey.
 - The Parish Council accepted the quote from Mr D Chandler for £290 to repair the wooden bollards which border Dog Close and the Lucy Plackett Playing Field.
 - It was reported that the bollards by the Oak Tree were also rotting and Councillors would look at these.
 - A new location for the Silent Soldier would be discussed at the next meeting.
 - WFAC was holding a concert in St Mary's Church on Saturday 1 June 2019 and everyone was asked to

- support the event.
 - A letter of thanks would be sent to Rupert Golby and his mother for purchasing and planting a new tree behind the bus shelter on New Road.
8. **Open Forum** – Two residents addressed the Parish Council and further information would be available in the minutes.
 9. **Reports from County and District Councillors** – County Councillor Arash Fatemian circulated a report prior to the meeting. District Councillor Andrew McHugh gave a verbal report.
 10. **Planning**
 - i) Planning Applications - The planning applications considered by the Parish Council since the last meeting were noted.
 - ii) Results of Planning Applications - The results of planning applications determined by Cherwell District Council's Planning Committee were noted.
 - iii) Planning Application 18/00220/F – The Chairman and Clerk were authorised to continue to progress the discharging of condition 5, progressing of the pitch area and the management of the land; a meeting would be held with the Parish Councillors who are not WFAC Trustees and the Architect to enable them to have a full understanding of the project; the Chairman and Clerk were authorised, with the architect, to begin full pre-application discussions with CDC based on the concept designs shown at the APM and at the public meeting in preparation for the full Planning Application for Phase 2 (community building, highway entrance) and the specifications to obtain quotations for the Quantity Surveyor's Initial Budget Cost Plan and the specifications to obtain quotations for the next stage of the Architect's work, be approved.
 - iv) Oxfordshire Neighbourhood Plan Network – Noted.
 11. **Village Matters**
 - i) FOCAL – Noted.
 - ii) Working for Adderbury Community (WFAC) – Noted.
 - iii) Village Shop – noted.
 12. **Parish Council Matters**
 - i) Results of Parish Poll – It was noted that the village agrees with the Parish Council's decision to support new Sports and Community facilities on the Milton Road and to use the Section 106 funds already allocated, for this project.
It was noted that the village does not want Adderbury Parish Council to ask Oxfordshire County Council to carry out a formal consultation with all residents on the introduction of traffic calming measures to reduce speed of traffic on village roads.
It was noted that the village does not want Section 106 funds allocated to the Milton Road project (or any other project) to be reallocated to traffic calming and contact would be made with Victoria Prentis MP highlighting the potential mis-use of Parish Polls and whether legislation could be changed to address this.
 - ii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – Appointments be discussed at the next meeting. The review of subscriptions and insurance information was noted.
 - iii) Committee Minutes – The minutes of the meeting of the Environment Committee held on Friday 10 May 2019 were noted and the recommendations approved.
 - iv) Parish Council Documents – Approved for 2019/2020 with an amendment to Standing Order 2(s) relating to recorded votes.

- v) Councillors Training Courses – Noted.
- vi) Parish Council Surgeries – Two issues were raised.
- vii) Health and Safety
 - The Rise play area – No issues
 - Lucy Plackett Playing Field/play area – No issues
 - Adderbury Lakes – No issues
- viii) Nature Reserve at the Railway Embankment (next to the Lucy Plackett Playing Field) - Councillors Sheila August, Diane Bratt, Steven Cox and Garrad Millier would set up a Working Group to consider suggestions from Jeremy Sacha.
- ix) Registration of Land - The Chairman and Clerk were authorised to start the process for registering Parish Council land and quotes would be obtained from a number of solicitors with regard to this work.
- x) Adderbury Feoffees – Noted.

13. Finance

- i) Accounts for Payment – The accounts for payment were approved.
- ii) Bank Reconciliation and Financial Report – Noted.
- iii) Internal Audit 2018/2019 –The Statement of Internal Control and the Review of the Effectiveness of the Internal Audit were approved.

14. Correspondence – None.

The Lucy Jane Plackett Charity (Two items)

- 15. **Royal Lime Tree In the Lucy Plackett Playing Field** – No action be taken at the current time and the vandalised tree be monitored.
- 16. **Grass Cutting at the Lucy Plackett Playing Field** – Noted.
- 17. **Public and Press** – The press and public were excluded for items 18, 19 & 20.
- 18. **Boreholes in Adderbury Cemetery** – The Clerk and Chairman were authorised to continue to gather the necessary information and quotes and to look into the marking out of suitable grave spaces in the cemetery.
- 19. **Rawlins Close Amenity Land** – The land would remain in the Parish Council's ownership and part of the Rawlins Close open space amenity area.
- 20. **19/00619/F, Land East of The Leys Adderbury** – The report was noted and the Chairman and Clerk were authorised to continue to clarify this matter. It was also noted that the application had now been withdrawn.
- 21. **Meeting Dates** - Future meeting dates are as follows and would commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:
 - 25 June 2019
 - 30 July 2019
 - No meeting in August 2019
 - 10 September 2019
 - 29 October 2019
 - 26 November 2019

- No meeting in December 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

22. Items for the Next Agenda (Items of Information Only)

- Appointment of Council Representatives & Council Committees and Working Groups
- Risk Assessment 2019/2020