

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 22 MAY 2018 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillors Andrew McHugh, Mike Bishop and Christine Heath.

APOLOGIES: Parish Councillor Penny Clarke submitted her apologies because she was ill, the apologies were accepted and the absence authorised.

County Councillor Arash Fatemian also submitted his 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.

- 1/18 APPOINTMENT OF CHAIRMAN FOR 2018/2019** – The Chairman proposed that Standing Order 5 (f) be suspended which would enable her to step down from the Chair and for the Vice-Chairman to chair this item. This was proposed, seconded and carried.

Councillor Chair Shallis took the Chair and asked for nominations for the position of Chairman for 2018/2019. Councillor Diane Bratt was proposed and seconded.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2018/2019.

- 2/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019** - The Chairman asked for nomination for the position of Vice-Chairman. Councillor Chris Shallis was proposed and seconded.

Resolved that Councillor Chris Shallis be appointed as Vice-Chairman for 2018/2019.

- 3/18 DECLARATIONS OF INTEREST** - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Tony Gill raised concerns that Standing Order 5 (j) had not been adhered to and the matters which were listed in this Standing Order, were not on the agenda for the Annual Parish Council Meeting. The Clerk confirmed that these items would be included on the agenda for the June meeting of the Parish Council.

Action TG

Resolved that the interests and concerns of Councillor Gill be noted.

- 4/18 MINUTES** - The minutes of the meetings held on 24 April 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 24 April 2018 be approved.

- 5/18 MATTERS ARISING FROM THE MINUTES OF 24 APRIL 2018**

Minute Number 185/17 (vi) Forest Schools – The Chairman reported that she had been in contact with the Primary School and another meeting would be held shortly.

Minute Number 189/17 Judicial Reviews – Councillor Colin Astley referred to a letter from Spratt Endicott to the Court relating to the Judicial Reviews and that in his opinion, a statement referring to him was incorrect.

Minute Number 191/17 Barwood Homes – The agreement had been signed by Barwood and would now be followed up with a discussion about the positioning of the barriers and how to manage the access to the Parish Council land.

- 6/18 CHAIRMAN'S ANNOUNCEMENTS**

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- Cherwell District Council's Parish Liaison Meeting was being held on 20 June 2018.
- Skanska/OCC Volunteering Events – Three projects had been identified; footpath on Horn Hill Road (from the Cemetery to Manor Road), hedge cutting in the Cemetery and removal of weeds from around the traffic lights on junction on A4260 & Aynho Road.
- Parish Council Email Addresses – Councillors had been advised on their new addresses and these would be used from 25 May 2018.
- Parish Council's land on Milton Road – There had been a meeting with Bob Duxbury and Caroline Ford that day and it had been a positive meeting. The application was progressing and it was hoped that the application would be on the agenda for Planning Committee in July 2018.

7/18 OPEN FORUM – No members of the public wished to address the Parish Council.

8/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, a report County Councillor Arash Fatemian had been circulated to the Parish Council.

Councillor Ann Lyons reported that a sign which had been blocking the sightline for drivers leaving the Gracewell Care Home site onto the A4260, had now been moved by the County Council.

District Councillor Christine Heath reported that the planning application at Berry Hill Road was being considered by the Planning Committee on 24 May 2018. However, Councillor Heath knew the applicant and would therefore have to declare an interest and leave the room. If Councillor Andrew McHugh was able, he would attend the meeting and support the objections to the application. Councillor McHugh had spoken to the owner and explained that the application was contrary to the Local Plan and the Adderbury Neighbourhood Plan.

Councillor McHugh also gave an update report on the issues at the Horton Hospital.

Resolved that the report be noted.

9/18 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:

18/00108/TCA	Ms Annie Adene Eridge House Horn Hill Road Adderbury G1 x Various Conifers (Cupressus) - Reduction by up to 4m to increase light levels to other areas of the house and garden.
18/00104/TCA	Oldfield Easton House Manor Road Adderbury T1 - Prunus (Cherry) - 3m crown reduction to improve aesthetics of the tree and increase light levels to other areas of the property. T2 - Acer (Maple) - Fell due to the proximity to the nearby shed and to increase light levels to other areas of the property.
18/00566/TPO	Mrs Caroline Jones Court End House Manor Road Adderbury Various tree works - subject to TPO 16/1996

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:
None.

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:

S/2018/0799/ADV Volvo Trucks & Buses Cherwell Valley Silos Twyford Banbury OX17 3AA

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3 x flags with flagpoles

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

18/00708/F	Mr & Mrs P Smith Hope Cottage 15 Parsons Street Adderbury Single storey rear extension and front canopy with associated alterations
18/00683/F	Thames Water Utilities Limited Adderbury Sewage Treatment Works, The Leys Adderbury Provision of welfare building
18/00126/TCA	Mr Paul Newman Beren House East End Adderbury T1 - Willow - Pollard back to original stem knuckle. Been 6-7 years since last done so now requires re pollarding.
18/00130/TCA	Mr Richard J Edge 5 Church Close Adderbury T1 x Lime - Fell.

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

Resolved that the report be noted.

10/18 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 – May 2018 salary	
T Goss – Expenses for May 2018	
OCC Pension Fund – Clerks pension for May 2018	
Design Grow – Lakes Maintenance for April 2018	£66.00
S Cochrane – Cleaning the Lucy Plackett Activity Centre	£200.00
Thomas Fox Landscaping – Grass Cutting for April 2018 (Invoice 24316)	£782.40
Arrow Accounting – Internal Audit for 2017/2018	£265.02
Pixel Concepts – Deposit for web site	£519.74
Wild Oxfordshire - Annual Subscription	£35.00
Adderbury Evergreens – Grant 2018/2019	£200.00
Adderbury Gardening Club – Grant 2018/2019	£200.00
Working For Adderbury Community – Grant 2018/2019	£200.00
1 st Adderbury Scout Group – Grant 2018/2019	£220.00
Adderbury Institute – Grant 2018/2019	£200.00
Adderbury History Society – Grant 2018/2019	£200.00
Party In the Park – Grant 2018/2019	£200.00
Adderbury Coffee and Chat – Grant 2018/2019	£200.00
Adderbury Cine Club – Grant 2018/2019	£200.00
1 st Adderbury Rainbows – Grant 2018/2019	£200.00
Lucy Plackett Activity Centre Management Committee – Grant 2018/2019	£310.00
St Mary's Church – Grant 2018/2019	£200.00
Adderbury and District WI – Grant 2018/2019	£200.00
Adderbury Theatre Workshop – Grant 2018/2019	£200.00
Deddington Day Centre – Grant 2018/2019	£500.00
Christopher Rawlins Primary School – Grant 2018/2019	£500.00
Oxfordshire County Council – Cherry Tree Centre Grant 2018/2019	£500.00
SLCC – Annual Subs	£185.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£220.00

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Green Scythe Ltd – Grass cutting in playing field in April 2018	£440.40
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- ii) 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 22 May 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.

11/18 PARISH COUNCIL MATTERS

- i) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed its representatives on outside bodies and the memberships of the Parish Council Working Groups and Committees.

Resolved that the appointments be approved, as detailed in Appendix A to the minutes. **Action TG**

- ii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee meeting held on 9 March 2018 had been circulated to the Parish Council.

Councillor Tony Gill felt that the consultation process relating to the proposal for a footpath across Colin Butler Green should be carried out again due to the lack of a response. The Clerk confirmed that information inviting comments on the proposed footpath had been included in Contact, the Banbury Guardian Column, on the village and PC web sites and on the PC's Facebook page, but there had still been a poor response.

Councillor Gill proposed that the recommendation from the Committee that the proposed footpath not be progressed not be supported and that the consultation process be started again. This was seconded by Councillor Colin Astley. Councillor Gill asked for a recorded vote.

Those in favour; Councillors Colin Astley, Sue Jelfs and Tony Gill (3).

Those against; Councillors Sheila August, Diane Bratt, Steven Cox, Ann Lyons, Keith Mitchell, Martin Rye and Chris Shallis (7)

Abstentions; Councillor Rod Head (1)

Therefore the proposal was not carried.

Resolved that the minutes be noted and approved.

- 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.

- iii) Parish Council Surgeries – Councillor Gill had attended the Surgery and he reported that one couple had raised the issue of dogs not being on a lead in the Lucy Plackett Playing Field.

The Parish Council felt that additional signage should be added to the fencing of the play area.

Resolved that:

- 1) the report be noted;
- 2) additional signage be added to the play areas at the Lucy Plackett and The Rise; **Action TG**
- 3) those Councillors who live close-by to monitor the Playing Field. **Action ALL**

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

- The Rise; Councillor Cox reported that there was a loose fence post in the fencing around the play area and he would monitor it.

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- Lucy Plackett Play Area; Councillor Ann Lyons reported that the footpath through the playing field needed some maintenance work and possibly resurfacing. There had also been some damage to the bridge at the end of Dog Close which led to the Church. **Action TG**
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- v) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
- b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy be approved;
- c) the Privacy Notices be approved;
- d) it be noted that completed Security Compliance Checklists were received from Councillors August, Bratt, Cox, Head, Lyons and Mitchell;
- e) to note that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
- f) it be noted that there is no legal requirement for the Parish Council to appoint a Data Protection Officer.

12/18 VILLAGE MATTERS

- i) Adderbury Walled Garden Allotments – Prior to the meeting, the Clerk had circulated a report with regard to a tenant who was not meeting the conditions of his tenancy.

Resolved that the Chairman and Councillor Martin Rye to meet with the tenant on site and then if agreement is reached, the tenant be given 28 days to rectify the situation and meet the conditions of his tenancy. **Action TG/DB/MR**

- ii) Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, the Chairman had circulated a report with regard to the progress with the ANP. The referendum was being held on Thursday 21 June 2018. Information on the referendum would be in Contact as well as on the village and Parish Council web sites and on the noticeboards.

If the referendum result was in favour of the ANP, then it would come into effect the day after, which was 22 June 2018.

Resolved that the report be noted.

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

Resolved that the report be noted.

- iv) Bench on Cross Hill Road/Corner of Dog Close – Following on from the decision at the last meeting of the Parish Council where it had been agreed to purchase a parkgate seat, the Clerk had circulated a report regarding an offer from Thomas Fox Landscaping of £355.00 towards a new bench. He also suggested that the Parish Council could purchase a Cambridge seat which was cheaper and a similar style to the bench which had been damaged.

Resolved that the Cambridge seat be purchased and installed by Thomas Fox Landscaping. **Action TG**

- v) Silent Soldier – Prior to the meeting, the Clerk had circulated a progress report on the purchase of a Silent Soldier.

Resolved that the report be noted.

- vi) Adderbury Cemetery – Prior to the meeting Councillor Colin Astley had circulated a report with regard to borehole tests in Adderbury Cemetery.

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Resolved that costs be established for the borehole tests and it be considered at the next meeting.
Action TG

- vii) Traffic Issues – Prior to the meeting, Councillor Colin Astley had circulated a report updating the Parish Council on the work of the Traffic Calming Working Group.

Resolved that the report be noted.

- viii) 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.

13/18 CORRESPONDENCE – There were no further items of correspondence.

The Lucy Jane Plackett Charity

14/18 REQUEST FOR USE OF THE FIELD – The Parish Council considered a request for use of the field, for a children's birthday party, including a bouncy castle, on Friday 6 July 2018, 2pm to 7pm. The Clerk had tried to obtain further information but had so far been unsuccessful.

Resolved that this item be deferred to the next meeting. **Action TG**

15/18 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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

16/18 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 17/18 & 18/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

17/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council was advised that there had been a national pay review and the salary scales for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

18/18 ICE HOUSE PROJECT – The Chairman reported that this item was being deferred to the next meeting for additional information.

Resolved that this item be deferred to the next meeting. **Action TG**

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

19/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Oxford Road Speed Survey/Traffic matters
- Strategic Plan 2018-2021
- Distribution of remaining funds from Defibrillator fundraising

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- Parking at Christopher Rawlins School
- Dogs on leads in the Lucy Plackett Playing Field
- Ice House Project
- Resurfacing of the footpath at the Lucy Plackett Playing Field
- Working for Adderbury Community
- Request for use of the field, for a children's birthday party, including a bouncy castle, on Friday 6 July 2018, 2pm to 7pm.
- Boreholes in Adderbury Cemetery

(Meeting closed 9.15pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 JUNE 2018 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Steven Cox, Tony Gill, Ann Lyons, Keith Mitchell and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and District Councillor Andrew McHugh.

APOLOGIES: Parish Councillor Rod Head submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Sue Jelfs submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

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

District Councillors Mike Bishop and Christine Heath and County Councillor Arash Fatemian also submitted their apologies.

Councillor Penny Clarke was not present.

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.

20/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Colin Astley declared an interest as a member of West Adderbury Residents Association (WARA) and would be updating his Register of Interests form accordingly, at Cherwell District Council.

Resolved that the interests be noted.

21/18 MINUTES - The minutes of the meetings held on 22 May 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 22 May 2018 be approved.

22/18 MATTERS ARISING FROM THE MINUTES OF 22 MAY 2018 –There were no matters arising.

23/18 CHAIRMAN'S ANNOUNCEMENTS

- Result of the Adderbury Neighbourhood Plan (ANP) Referendum held on 21 June 2018 – The ANP was accepted by the village and approximately 92% of those who voted, supported the Plan. The Chairman read out a statement which would be published in Contact and on the village web sites. A letter would be sent to Sam Brown and the ANP team thanking them for all their hard work on the ANP.
- Parish Liaison Meeting 20 June 2018 – A report from Councillor Ann Lyons was noted and additional information had been circulated by the Clerk.
- Silent Soldier - A Silent Soldier would be purchased once a suitable location had been identified.
- Parking at Christopher Rawlins Primary School - An application for Locality Funding would be submitted to the County Council, via County Councillor Arash Fatemian, to fund two 'no parking' signs to be used outside the school.
- Maintenance work at The Rise play area and the Walled Garden Allotments – The Chairman had met with Mr D Chandler to discuss replacing the fence at the allotment, where the hedge had been removed by the neighbours and it would cost approximately £300 for materials, plus labour. The boundary would be agreed following discussions with the owners of 'Grasslands'. Mr Chandler would also be repairing the fence at The Rise play area and installing a dog waste bin in The Rise.
- Councillors were reminded to complete their Security Compliance Checklists and return them to the Clerk.

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24/18 OPEN FORUM – Councillor Colin Astley addressed the Parish Council as a member of West Adderbury Residents Association (WARA) and asked if the Parish Council was minded to consult with the residents of Clock Makers Turn and Adderbury Fields with regard to the usage of the Milton Road field. The Chairman thanked Councillor Astley for his question.

A resident thanked the Clerk for contacting Oxfordshire County Council as the signs which had been blocking the view for drivers leaving the Gracewell Care Homes site on Banbury Road, had now been removed.

25/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

Councillor Fatemian and District Councillor Andrew McHugh both reported that Cherwell District Council (CDC) would no longer be sharing services with South Northants Council. This was a result of Northamptonshire County Council being declared bankrupt and the debt being passed down to the District Councils. Discussions between CDC and Oxfordshire County Council were now being held to establish whether these two bodies could share services.

Councillor McHugh also advised that he was now on the Executive at Cherwell District Council and that he would be promoting the health agenda in Banbury.

Resolved that the report be noted.

26/18 PLANNING

iii) 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:

18/00683/F	Thames Water Utilities Limited Adderbury Sewage Treatment Works, The Leys Adderbury Provision of welfare building
18/00708/F	Mr & Mrs P Smith Hope Cottage 15 Parsons Street Adderbury Single storey rear extension and front canopy with associated alterations
18/00126/TCA	Mr Paul Newman Beren House East End Adderbury T1 - Willow - Pollard back to original stem knuckle. Been 6-7 years since last done so now requires re pollarding.
18/00130/TCA	Mr Richard J Edge 5 Church Close Adderbury T1 x Lime - Fell.
18/00867/F	Mr Steve O Rourke 26 Deene Close Adderbury Two storey side extension
18/00842/F	Mrs Louise Dier Adderbury Hill Barn Milton Road Adderbury Replacement of all external windows, introduction of one skylight to the existing barn, various alterations to window sizes including enlargement, infill and introduction of new openings, demolishing and rebuilding of the garage block, found to be currently inadequate for residential use without underpinning or rebuilding). Other minor works which fall under permitted development, as confirmed at pre-app stage include, demolition of external pergola structures to kitchen and garage, lowering of external garden wall to allow views, replacement of external pointing and application of a lime wash to neutralise the varying conditions of brickwork

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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:

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18/00691/F | Nicholas King Homes
Plot 37 Henge Close Adderbury
Erection of a three-bedroom house, with 2no. parking spaces |
| 18/00193/REM | Crest Nicholson Midlands
Land South of Cotefield Business Park Oxford Road Bodicote
Reserved matters application to 14/02156/OUT - for appearance, landscaping and layout (including the layout of the internal access roads, footpaths and cycleways) for 44 dwellings |

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:

- | | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18/00973/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 |
| 18/00960/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 |

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

Resolved that the report be noted.

- v) 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.

The application was progressing and the Flood Risk Assessment, Travel and Transport Statements and an Archaeological Study were well underway. It was hoped the application would be considered by Cherwell District Council's Planning Committee in July 2018 or at the latest August 2018.

The Chairman confirmed that the drainage work on field had not started yet and that Working for Adderbury Community (WFAC) was working on a project plan for the whole site.

Resolved that the report be noted.

27/18 VILLAGE MATTERS

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

Resolved that the report be noted.

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- x) 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.

- xi) Cemetery Fees for Burials for 16 years and Under – Prior to the meeting, the Parish Council received a report with regard to a review of the Cemetery fees for burials of those aged 16 years and under.

Resolved that no fees be applied to interments, purchase of exclusive burial rights and headstones for those aged 16 years and under. **Action TG**

- iv) Defibrillator for Adderbury – The Chairman reported that Councillor Chris Shallis was dealing with this matter and as he was not present at the meeting, the update on the purchase and installation of the defibrillator in Adderbury and a discussion about how to distribute any remaining funds would be considered at the next meeting.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action TG**

- v) Forest Schools Project – Prior to the meeting, the Parish Council received an update on the Forest Schools project and considered a request for funding for preparing the site.

Resolved that:

- 1) the report be noted;
- 2) funding of up to £1000 be approved for the preparation of the site; and
- 3) Councillor Diane Bratt be authorised to continue to liaise with the Primary School on this project and appoint a contractor to complete the preparation works. **Action DB**

28/18 PARISH COUNCIL MATTERS

- vi) Committees:

- Environment Committee – Prior to the meeting, the Committees' Terms of Reference had been circulated to the Parish Council.

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

Resolved that the Terms of Reference be approved.

- Staffing Committee – Prior to the meeting, the Committees' Terms of Reference had been circulated to the Parish Council.

There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council.

Resolved that the Terms of Reference be approved.

- vii) Parish Council Surgeries – Councillors Martin Rye and Keith Mitchell attended the last surgery and no residents were in attendance.

Resolved that the report be noted.

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

- The Rise; Councillor Cox reported that there had been the annual inspection for the play equipment and everything was fine. Mr D Chandler would be repairing the slats in the fencing and installing the new dog waste bin.
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there had been the annual inspection for the play equipment and there was an issue with the zip wire which was being addressed.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

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Resolved that the reports be noted.

- iv) Parish Council Documents 2018/2019 – Prior to the meeting, a number of documents had been circulated to the Parish Council.

Resolved that the following documents be approved for 2018/2019:

- Asset Register 2018/2019
- Risk Management Log and Risk Schedule 2018/2019
- Financial Regulations 2018/2019
- Standing Orders 2018/2019
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Press and Media Policy
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure

29/18 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 – June 2018 salary	
T Goss – Expenses for June 2018	
HMRC – Quarterly payment	
OCC Pension Fund – Clerks pension for June 2018	
Design Grow – Lakes Maintenance for May 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for May 2018	£1564.80
Broxap – New bench for corner of Dog Close/Cross Hill Road	£587.40
Spratt Endicott – Response to potential Application to appeal the costs award related to the failed application for Judicial Review	£441.60
Prysebros Ltd – Weed control in the village in May 2018	£542.40
Mr D Chandler - Installation and removal of Bollard	£320.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£242.50
Green Scythe Ltd – Grass Cutting in the Lucy Plackett May 2018	£537.00
Mr D Chandler – Signs for play areas	£400.00
Viking – Stationery	£101.93

- 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 26 June 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) Internal Audit 2017/2018 – Prior to the meeting, a number of documents had been circulated to the Parish Council.

The Parish Council thanked the Clerk for her financial work on the internal audit.

Resolved that the Effectiveness of the Internal Audit 2017/2018 and Statement of Internal Audit Control 2017/2018 be approved.

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Resolved that the Internal Audit Report 2017/2018 be accepted.

30/18 CORRESPONDENCE – There were no further items of correspondence.

31/18 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 32/18, 33/18, 34/18, 35/18 & 36/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

32/18 ICE HOUSE PROJECT – Prior to the meeting, a report had been circulated to the Parish Council with regard to a quote for works to the Ice House. The Chairman thanked Andrew Barnes for all his work on this project.

Resolved that:

- 1) the quote from Tustain Builders for £8196.65 be accepted, subject to funds being available;
- 2) it be noted that there could also be extra costs of £700 for a bat door, £350 for supervision and £678 for provisional contingency supervision; and
- 3) Councillors Diane Bratt and Martin Rye be authorised to continue discussions with the Adderbury House owners to obtain funds.

Action TG/DB

33/18 ADDERBURY FIELDS – Prior to the meeting, a report had been circulated to the Parish Council with regard to a meeting which had been held to discuss alleged anti-social behaviour on the Adderbury Fields Estate.

Resolved that the report and the outcomes be noted.

34/18 FRIENDS MEETING HOUSE - Prior to the meeting, a report had been circulated to the Parish Council with regard to quotes for works to the Friends Meeting House.

Resolved that the quote for extra work from Prosser Carpentry for £1,719.00 be accepted. **Action TG/DB**

The Lucy Jane Plackett Charity

35/18 LUCY PLACKETT PLAYING FIELD – 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 Plackett Playing Field.

Resolved that:

- 1) advice be sought on the necessary work to the footpath, including whether it can be widened to 1.2m so that it is suitable for wheelchair users; and **Action DB/TG**
- 2) quotes for repairing and/or resurfacing the footpath be obtained. **Action DB/TG**

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

36/18 MEETING DATES – Future meeting dates are as follows, and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

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

37/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields

ADDERBURY PARISH COUNCIL

- Oxford Road Speed Survey/Traffic matters
- Strategic Plan 2018-2021
- Distribution of remaining funds from Defibrillator fundraising
- Dogs on leads in the Lucy Plackett Playing Field
- Boreholes in Adderbury Cemetery

(Meeting closed 9.15pm)

Chairman – 26 June 2018

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.

ADDERBURY PARISH COUNCIL

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.

ADDERBURY PARISH COUNCIL

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

- vi) 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)

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

Resolved that the report be noted.

- viii) 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:

ADDERBURY PARISH COUNCIL

- 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

- xii) 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

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

Resolved that the report be noted.

- xiv) 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

ADDERBURY PARISH COUNCIL

ix) 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**

x) 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**

xi) 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**

xii) 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.

xiii) 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	

ADDERBURY PARISH COUNCIL

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 Plackett 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.

- xv) 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 Plackett 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 Plackett 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.

ADDERBURY PARISH COUNCIL

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)

Chairman – 11 September 2018

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

ADDERBURY PARISH COUNCIL

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

Resolved that the report be noted.

62/18 PLANNING

- ix) 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
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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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ADDERBURY PARISH COUNCIL

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 CATG**

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

Resolved that the report be noted.

- xi) 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

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

Resolved that the report be noted.

- xvii) 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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- xviii) 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:

- 5) the progress of the project be noted;
- 6) quotes be obtained for the on-going management of the land; **Action DB**
- 7) 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**
- 8) the Chairman be authorised to continue to liaise with the Primary School on this project.
Action DB

- xix) 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

- xiv) 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.

ADDERBURY PARISH COUNCIL

xv) 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.

xvi) 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**

xvii) 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**

xviii) 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

ADDERBURY PARISH COUNCIL

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.

- xx) 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**

- xxi) 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.

- xxii) 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)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 30 OCTOBER 2018 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and over twenty five members of the public.

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillors Christine Heath, Mike Bishop and Andrew McHugh.

The Chairman welcomed Councillors, including Councillor Millier for his first meeting, and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. Councillor Colin Astley advised that he would be recording the meeting. This was for his own purposes, not on behalf of the Parish Council.

69/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

70/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 11 September 2018 had been circulated to the Parish Council.

Minute Number 63/18 (iv) Oxford Road Speed Survey/Traffic Matters – Councillor Colin Astley requested that his motion on this issue proposed at the last meeting, should be recorded in the minutes. The motion was as follows:

- 1) the Parish Council to carryout informal consultation within the village on whether or not they support the principles set out in the report and explore all funding options, including if it is necessary that residents pay an increased precept which may be of the order of £10 per household/annum if it is necessary to raise a Public Works Loan; and
- 2) approve £12,500 to carry out a design with an audit check and the formal consultation by Oxford City Council considering any revisions as a result of the informal consultation with residents and the police.

Minute Number 64/18 (iv) Parish Council Matters, Parish Council Surgeries – The road being referred to in the preamble was Twyford Grove, not Twyford Road.

Resolved that the minutes of the meeting held on 11 September 2018 be approved and signed by the Chairman, with the two above amendments. **Action TG**

71/18 MATTERS ARISING FROM THE MINUTES OF 11 SEPTEMBER 2018 – Councillor Colin Astley proposed that his motion from the meeting on 11 September 2018 and referred to in Minute number 70/18 above, should be voted on. This was seconded by Councillor Tony Gill. Councillor Astley requested a recorded vote.

Those in favour of voting on the motion in minute number 70/18 above: Councillors Colin Astley, Tony Gill and Sue Jelfs (3).

Those against voting on the motion in minute number 70/18 above: Councillor Diane Bratt, Steven Cox, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Abstentions: Councillor Rod Head (1)

Therefore the motion was not carried.

There were no further matters arising.

72/18 CHAIRMAN'S ANNOUNCEMENTS

- Ice House and footpath repair projects at Adderbury Lakes – The Ice House project had been completed and one further task was for clay to be added to the roof of the Ice House and for vegetation

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to be planted. These would be completed by the Lakes volunteer group. The footpath repairs had also been completed.

The Chairman also reported that Chris Fulawka- Baczanska, a resident of Adderbury, had undertaken work at the Boat House at his own expense and a letter of thanks would be sent to him.

- Progress with the Friends Meeting House project – The project had been completed, which included the work to the grills.
- Cherwell District Council's Community Infrastructure Fund meeting held on 5 September 2018 – Funds were available and could be applied for by organisations in the village.
- Oxfordshire County Council 'Commitment to Thriving Communities' Meeting held on 4 October 2018 – The Chairman had raised the issues of traffic calming and road drainage with the County Council Officers and they had reassured the Chairman that these were being dealt with.
- The Adderbury and Milton Royal British Legion was thanked for their £50 donation towards the 'Silent Soldier'.
- Remembrance Service – Councillor Ann Lyons would be attending the Service on 11 November 2018 and would be laying a wreath on behalf of the Parish Council.
- Cherwell District Council's Parish Liaison Meeting was being held on 7 November 2018 and Councillors Steven Cox and Ann Lyons were attending.

73/18 OPEN FORUM – A number of residents, from different areas of the village, addressed the Parish Council with their concerns regarding the speed and volume of traffic in the village. Residents gave examples of accidents, a number of near-miss accidents, pets being killed, speeding traffic and said they believed this type of issue had increased over recent years. All of the residents in attendance, indicated that they were supportive of traffic calming measures in the village to address these issues.

Issues relating to road drainage in the village were also highlighted and that despite reports being made to the County Council's 'Fix My Street' web site, no progress had been made.

The Chairman thanked the members of the public for their contributions.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and issues within its minutes)

74/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – A report from County Councillor Arash Fatemian had been circulated prior to the meeting. There was no report from the District Councillors.

Councillor Fatemian highlighted some of the items within his report and this led onto a discussion about Section 106 funds for the village. Councillor Fatemian encouraged residents to report to Thames Valley Police, any incidents or accidents relating to speeding vehicles. There were also comments from the residents in attendance, as well as Councillors.

The Chairman thanked the residents and Councillor Fatemian for their input.

Resolved that the report be noted.

75/18 PLANNING

- xii) 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:

18/01472/LB &
18/01471/F

Johan Robb and Vicky Law
8 Parsons Street Adderbury

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Alterations and extensions to dwelling and alterations to outbuilding

- 18/00227/TCA Mr and Mrs Shirt
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.
- 18/01554/F Mr C Coles
Streams 19 Dog Close Adderbury
First floor extension
- 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.

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: None

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning application/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:

- 18/00292/TCA Mrs Linda Arnold
Elton House Sir Georges Lane Adderbury
T1 x Sycamore, T2 x Cypress – Removal
- 18/01723/TPO Mr Robert Woodhall
The Maltings 10 Adderbury Court Adderbury
Copper Beech - Crown lift to 6m and reduce canopy by 10% (crossing branches) subject to TPO 02/2015
- 18/01712/F Mr & Mrs Hawkins
Tryad House High Street Adderbury
Variation of condition 2 (plans) of 17/00345/F - Amend the approved scheme to replace two new velux rooflights on the side (south) elevation with a new dormer window
- 18/01471/F &
18/01472/LB Johan Robb and Vicky Law
8 Parsons Street Adderbury
Alterations and extensions to dwelling and alterations to outbuilding
- 18/01792/F Ms Katie Macdonald
OS Parcel 0080 West Of Berryhill Road Adjoining And South Of Milton Road Adderbury
Erection of new equestrian yard comprising of stables, storage barn and hard surfacing

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18/00296/TCA

Mr Kevin Darke

Brook House Mill Lane Adderbury

G1 x Alder - Pollard the 3 trunks to approx 10' to 12' as the roots are causing considerable damage to the boundary wall, causing large horizontal cracks and causing the wall to lean dangerously into the next property.

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

Resolved that the report be noted.

- xiv) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the three pre-commencement conditions relating to the planning consent, 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:

- 6) the report be noted;
 - 7) to note that, following advice from Oxfordshire County Council's Archaeological Officer, Cotswold Archaeology has been appointed to deal with the requirements of conditions 4 and 5 of the planning consent;
 - 8) Forge Engineering will deal with the requirements for condition 3 as this follows on from their Flood Risk Assessment;
 - 9) it be noted that the vegetation on the field was cut back in September 2018; and
 - 10) the Chairman and Clerk be authorised to continue progressing the discharging of conditions 3, 4 and 5 and to continue the management of the land. **Action TG/DB**
- iv) Section 106 Funds – Prior to the meeting, the Parish Council had received information relating to the Section 106 funds which had been allocated to Adderbury and were held at Oxfordshire County Council and Cherwell District Council, including the Deed of Variation for the Nicholas King site.

Councillor Tony Gill proposed that a request should be made to Cherwell District Council, to establish whether it was difficult to vary a Section 106 agreement. This was seconded by Councillor Colin Astley. Councillor Sue Jelfs asked for a recorded vote.

Those in favour: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Those against: Councillors Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Therefore the motion was not carried.

Resolved that:

- 1) the information provided by Cherwell District Council and Oxfordshire County Council be noted; and
- 2) the Parish Council's understanding and acceptance of the S106 funding purposes as detailed in the documents from the County and District Councils, be confirmed.

76/18 VILLAGE MATTERS

- xxiii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

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

Councillor Tony Gill proposed that no further spending on the project took place until a fully costed project plan had been developed. This proposal was seconded by Councillor Colin Astley. There were three votes in favour of the motion, seven against and one abstention. Therefore the motion was not carried.

Resolved that:

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- 3) the WFAC report be noted;
- 4) it be noted that Jackie Head is now the Chairman of Working for Adderbury Community;
- 5) the current expenditure on the Milton Road project be circulated to the Parish Council; **Action TG**
- 6) at the next Trustees meeting, WFAC be asked to supply the Parish Council with an indication of when their Business Plan for the project will be ready; and **Action KM/MR/CS**
- 7) WFAC be asked to supply the Parish Council with as much detail of their meetings as possible. **Action KM/MR/CS**

xxv) Forest Schools Project – The Parish Council received an update on the progress of this project.

Resolved that:

- 1) it be noted that Thomas Fox Landscaping has be asked to include this area of land in the schedule of cuts; and
- 2) Councillor Diane Bratt be authorised to continue liaison on this project with the Primary School. **Action TG**

(iv) Road Drainage Issues – Prior to the meeting, the Parish Council received an update from Councillor Colin Astley on the meeting held with Nicholas Watson from Oxfordshire County Council with regard to drainage issues in the village.

Resolved that the report be noted.

(v) Defibrillator for Adderbury – Prior to the meeting, the Parish Council received a report with regard to the Defibrillator which had been purchased and how the remaining funds could be allocated. Western Power would be installing the Defibrillator at the Methodist Church, free of charge.

Resolved that:

- 1) the report be noted;
- 2) a plaque be installed at the site of the defibrillator stating that the defibrillator is funded by Adderbury Community; and **Action TG**
- 3) the remaining funds of £353.75 be ring fenced by the Parish Council for future maintenance and replenishing supplies. **Action TG**

xxvi) Traffic Calming Working Group – Prior to the meeting, the Parish Council received two reports relating to Traffic Calming. The first report was submitted by Councillor Colin Astley reporting on the progress with the Traffic Calming Working Group. The second report was submitted by Councillor Keith Mitchell suggesting that traffic calming be included as part of the terms of reference for the Environment Committee.

Councillor Colin Astley proposed that the measures suggested within his report be approved and informal consultation with residents be progressed and subject to the results of the consultation, the Parish Council commissions design, safety audit and formal consultation by Oxfordshire County Council. This proposal was seconded by Councillor Sue Jelfs. A recorded vote was requested by Councillor Tony Gill.

Those in favour: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Those against: Councillors Diane Bratt, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (6).

Abstentions: Councillor Rod Head (1).

Therefore the motion was not carried.

Councillor Keith Mitchell proposed that given the scale and complexity of issues being discussed and proposed by the informal Traffic Calming Working Group, the unorthodox manner in which recommendations appear to have been reached and submitted to the Parish Council and the recommendation of the *Hoey-Ainscoigh* review with regard to effective delegation, the Parish Council determines:

ADDERBURY PARISH COUNCIL

- (a) To add to the terms of reference of the Environment Committee:
- “(j) to identify the need for improved traffic calming in the village and, if a need is established, how it can be implemented and funded.”
- (b) To take on the work to date of the informal Traffic Calming Working Group which is hereby disbanded.
- (c) The Environment Committee to continue to meet in public with agendas issued and minutes taken and circulated by the clerk or a deputy and with recommendations to the parish council.
- (d) To consult widely and effectively on any proposals the Committee may consider to ascertain support across the village and willingness to accept the likely costs of such proposals.
- (e) To add to the current membership of the Environment Committee (Cllrs Martin Rye, Steven Cox, Keith Mitchell and Chris Shallis) two members from the Traffic Calming Working Group.
- (f) The Parish Council to be empowered to add up to two non-council members as non-voting advisory members, to be appointed on the basis of their demonstrable expertise in traffic management.

This was seconded by Councillor Ann Lyons. A recorded vote was requested by Tony Gill.

Those in favour: Councillors Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell, Martin Rye and Chris Shallis (7).

Those in against: Councillors Colin Astley, Steven Cox, Tony Gill and Sue Jelfs (4).

Resolved that:

- 1) the report be noted;
- 2) the following be added to the terms of reference of the Environment Committee:

“(j) to identify the need for improved traffic calming in the village and, if a need is established, how it can be implemented and funded.”
- 3) the work to date of the informal Traffic Calming Working Group, be continued by the Environment Committee and the Working Group be disbanded;
- 4) the Environment Committee continues to meet in public with agendas issued and minutes taken and circulated by the Clerk or a deputy, with recommendations to the Parish Council;
- 5) the Environment Committee to consult widely and effectively on any proposals the Committee may consider to ascertain support across the village and willingness to accept the likely costs of such proposals;
- 6) to add to the current membership of the Environment Committee (Cllrs Martin Rye, Steven Cox, Keith Mitchell and Chris Shallis) one member from the Traffic Calming Group, namely Councillor Ann Lyons and also Councillor Garrad Millier;
- 7) the Committee be empowered to add up to two non-council members as non-voting advisory members, to be appointed on the basis of their demonstrable expertise in traffic management; and
- 8) it be noted that Councillors Colin Astley and Sue Jelfs were invited to join the Environment Committee but verbally confirmed that they did not want to become members of the Environment Committee.

(Councillors Colin Astley, Tony Gill and Sue Jelfs left the meeting at this point)

77/18 PARISH COUNCIL MATTERS

xix) Committees:

- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The Chairman of the Committee, Martin Rye, requested that two new members be appointed to the Committee.

Councillor Martin Rye also reported that the ‘topple test’ had been undertaken in Adderbury Cemetery and there were four headstones which needed some work and the grave owners would be contacted.

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Resolved that Councillors Garrad Millier and Ann Lyons be appointed to the Environment Committee.

- 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.

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

- 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.

xxi) Parish Council Surgeries – The last surgery had been held on Saturday 6 October 2018, however no residents attended.

Resolved that the report be noted.

xxii) 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 a closer inspection of the toddler climbing frame would be undertaken.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

(v) Strategic Plan 2018-2021 – Prior to the meeting, the Strategic Plan for 2018-2021 had been circulated to the Parish Council.

Resolved that the Strategic Plan for 2018-2021 be approved, with the inclusion of long term financial planning, within Objective 4. **Action TG**

(vi) Walled Garden Allotments – Prior to the meeting, the Parish Council had received a report with regard to a request from the tenant of plot 3 to erect a shed and greenhouse. Councillors were also requested to re-consider their decision to terminate the tenancy on plot 1, which had been agreed at the previous meeting.

Resolved that:

- 1) the report be noted;
- 2) the request for a shed on plot 3 be approved, in accordance with the Conditions of Tenancy; **Action TG**
- 3) the request for a greenhouse on plot 3 be refused, however a polytunnel would be acceptable as an alternative; and **Action TG**
- 4) the tenant of plot 1 be allowed to keep her tenancy as there had been a vast improvement on the site. **Action TG**

(Councillor Keith Mitchell left the meeting during this item)

78/18 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 – October 2018 salary	
T Goss – Expenses for October 2018	

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OCC Pension Fund – Clerks pension for October 2018	
Design Grow – Lakes Maintenance for September 2018	£66.00
Thomas Fox Landscaping – Grass Cutting for September 2018	£782.40
Green Scythe Ltd – Grass Cutting in the Lucy Plackett August 2018	£439.80
Prosser Carpentry and Building Ltd – Friends Meeting House Steel Fabricating	£2907.36
Viking – Stationery	£36.58
Daniel P Green - Repair to path by Ice House	£9009.46
Prysebros Ltd – Weed control in the village	£542.40
WEL Medical Ltd – Defibrillator	£1639.50
S Cochrane – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
Cotefield Treecare – Works at Adderbury Lakes	£3350.50
Cherwell District Council – Emptying Dog Wastes Bins for summer period	£1153.15
Mr D Chandler – Installation of Silent Soldier	£110.00
Mr D Chandler – Repairs to the gate at the LPPF	£180.00
Mr D Chandler – Installation of new litter bin on Chapel Lane/High Street	£320.00
CPRE – Annual Subs	£36.00
Mr P Waite – Lakes Expenses	£149.18
Pat Gardiner – Cutting the Milton Road Field and Banbury Road site	£180.00
Broxap - Litter bin for High Street	£295.14
Oxford Direct Services - Overlay footpath in LPPF	£5988.60
Mr A Barnes - Expenses at Adderbury Lakes	£239.65
Signs Direct – Two signs for Christopher Rawlins Primary School	£310.72
T Goss – Poppy Wreath for Remembrance Day Service	£22.98
Green Scythe Ltd – Grass Cutting in the Lucy Plackett September 2018	£675.60
Tustain Builders Ltd – Works at the Ice House	£10,435.98
Thomas Fox Landscaping – Grass Cutting for October 2018	£840.00
Rascals Horticultural Services – 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 30 October 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.

- iii) Members' Allowances Scheme 2019/2020 – The Parish Council considered the current Members' Allowances Scheme and discussed suggestions for submission to Cherwell District Council for the Independent Panel to consider as part of their review for the 2019/2010 Scheme.

Resolved that the Parish Council supports an inclusion in the Scheme for a Carers' Allowance, to cover reimbursements to Parish Councillors for attendance at Parish Council Meetings, Committee Meetings and Councillors' training. **Action TG**

79/18 CORRESPONDENCE – There was no further correspondence.

The Lucy Jane Plackett Charity

80/18 PLAY EQUIPMENT REPAIRS – The Parish Council considered a quote from Playdale for repairs to the wooden play equipment in the Lucy Plackett Playing Field. It was also highlighted that the toddler slide had been damaged and might also require some repair work.

Resolved that:

- 1) the quote for £893.54 from Playdale be accepted; and
- 2) following an inspection of the toddler slide, should work be required, a quote be obtained from Playdale and authority be delegated to the Clerk and Chairman to accept the quote, if they consider it reasonable. **Action TG**

81/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

ADDERBURY PARISH COUNCIL

- 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
- Annual Parish Meeting 2019
- Grass Cutting 2019/2020

(Meeting closed at 9.50pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 27 NOVEMBER 2018 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Steven Cox, Tony Gill, Rod Head, Sue Jelfs, Ann Lyons, 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 Christine Heath and ten members of the public.

APOLOGIES: District Councillors Mike Bishop and Andrew McHugh.

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.

83/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillors Colin Astley and Tony Gill declared that they were members of West Adderbury Residents Association (WARA)

Minute Number 89/18 (i), Planning Applications - Councillor Ann Lyons declared an interest in planning application 18/01876/F at 3 Dog Close, Adderbury because she was a neighbour to the property.

Resolved that the interests be noted.

84/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 30 October 2018 had been circulated to the Parish Council.

Minute Number 74/18, Reports from County and District Councillors – The following sentence was inserted at the end of the second paragraph 'Councillor Fatemian encouraged residents to report to Thames Valley Police, any incidents or accidents relating to speeding vehicles.'

Minute Number 76/18 (vi), Traffic Calming Working Group – Resolution 6 was amended to read 'to add to the current membership of the Environment Committee (Cllrs Martin Rye, Steven Cox, Keith Mitchell and Chris Shallis) one member from the Traffic Calming Group, namely Councillor Ann Lyons and also Councillor Garrad Millier'

Resolved that the minutes of the meeting held on 30 October 2018 be approved and signed by the Chairman, with the above amendments.

85/18 MATTERS ARISING FROM THE MINUTES OF 30 OCTOBER 2018 – Councillors Colin Astley and Tony Gill raised what they perceived as governance issues with regard to the resolutions of minute number 76/18 (vi) relating to traffic calming.

There were no further matters arising.

Resolved that the report be noted.

86/18 CHAIRMAN'S ANNOUNCEMENTS

- Chris Shallis had resigned from the Parish Council and he was thanked for all of his work on the Parish Council. A letter of thanks would be sent to Chris. **Action TG**
- A planning training session with Paul Seckington from Cherwell District Council, had been arranged for Councillors on Tuesday 22 January 2019 at 7pm at Godswell House in Bloxham. Councillors were asked to advise the Clerk if they wished to attend. **Action ALL**

87/18 OPEN FORUM – A resident addressed the Parish Council with regard to the resignation of Andy Green, as the Chairman of Working for Adderbury Community. The resident asked a number of questions which the Chairman responded to.

A resident also raised the issue of drainage in the Cemetery and the issues for the undertakers during funerals.

ADDERBURY PARISH COUNCIL

The Chairman thanked the residents for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and issues within its minutes)

88/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian reported that he had spoken to County Council Officers about traffic calming in the village and they made various suggestions which would be discussed further at the Parish Council's Environment Committee on Tuesday 4 December 2018.

District Councillor Andrew McHugh had circulated a report prior to the meeting which also touched on the subject of traffic calming and this would be fed into the Environment Committee.

District Councillor Christine Heath had no further items to report.

Resolved that the report be noted.

89/18 PLANNING

- xv) 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:

18/00292/TCA	Mrs Linda Arnold Elton House Sir Georges Lane Adderbury T1 x Sycamore, T2 x Cypress – Removal
18/01723/TPO	Mr Robert Woodhall The Maltings 10 Adderbury Court Adderbury Copper Beech - Crown lift to 6m and reduce canopy by 10% (crossing branches) subject to TPO 02/2015
18/01712/F	Mr & Mrs Hawkins Tryad House High Street Adderbury Variation of condition 2 (plans) of 17/00345/F - Amend the approved scheme to replace two new velux rooflights on the side (south) elevation with a new dormer window.
18/01471/F & 18/01472/LB	Johan Robb and Vicky Law 8 Parsons Street Adderbury Alterations and extensions to dwelling and alterations to outbuilding
18/00296/TCA	Mr Kevin Darke Brook House Mill Lane Adderbury G1 x Alder - Pollard the 3 trunks to approx 10' to 12' as the roots are causing considerable damage to the boundary wall, causing large horizontal cracks and causing the wall to lean dangerously into the next property.
18/00316/TCA	Mr Job The Old Vicarage Church Lane Adderbury T1 x Willow - Pollard at 2.5 metres

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:

18/01792/F	Ms Katie Macdonald OS Parcel 0080 West Of Berryhill Road Adjoining and South of Milton Road Adderbury
------------	-------------------------------------------------------------------------------------------------------------

ADDERBURY PARISH COUNCIL

Erection of new equestrian yard comprising of stables, storage barn and hard surfacing

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning application/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:

- | | |
|--------------|--------------------------------------------------------------------------------------------------------------------------|
| 18/01868/F | Mr & Mrs J Mills
51 Walton Avenue Twyford B
Alterations and erection of Side Part Rear Extension |
| 18/01876/F | Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen - Resubmission of 18/01053/F |
| 18/00329/TCA | Mrs Betts
Tanners Tanners Lane Adderbury
T1 x Apple - Remove |

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

Resolved that the report be noted.

- xvii) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- a) it be noted that Cotswold Archaeology has liaised with OCC Archaeology Officers to deal with the requirements of conditions 4 and 5. They are aiming for excavations to take place as soon as possible;
- b) it be noted that Forge Engineering has submitted its report to the Parish Council with regard to the requirements for condition 3 which follows on from their Flood Risk Assessment;
- c) the cost of submitting the applications to Cherwell District Council to discharge conditions 3, 4 & 5 be approved, however Cherwell District Council be asked to cover this cost from the S106 funds in the first instance; and **Action TG**
- d) the Chairman and Clerk be authorised to continue to progress the discharging of conditions 3, 4, and 5 and to also continue with the management of the land. **Action DB/TG**

Councillor Tony Gill asked for a recorded vote.

Those in favour: Councillors Sheila August, Diane Bratt, Steven Cox, Rod Head, Ann Lyons, Keith Mitchell and Martin Rye (7).

Those against: Councillor Colin Astley, Sue Jelfs and Tony Gill (3).

Abstentions: Councillor Garrad Millier (1).

- xviii) Neighbourhood Planning – Prior to the meeting, the Neighbourhood Development Plans for Deddington and Weston-On-The-Green had been circulated to the Parish Council

Resolved that:

- 1) no comments be made on the Neighbourhood Development Plans for Deddington and Weston-On-The-Green; and **Action TG**
- 2) a note be sent to Deddington Parish Council congratulating the PC and their Neighbourhood Plan team on the quality of their Plan. **Action TG**

ADDERBURY PARISH COUNCIL

- xxvii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

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

Resolved that:

- 8) the WFAC report be noted;
- 9) the expenditure on the Milton Road project to date be noted;
- 10) it be noted and confirmed that the Section 106 funds from the Deed of Variation (between CDC and Nicholas King Homes) of £450,000 is allocated by the Deed to the Milton Road project; and
- 11) congratulations be sent to WFAC on the success of the fundraising Ball and the £8000 which was raised for the Milton Road project, FOCAL, FOSMA, Christopher Rawlins Primary School and Katharine House Hospice. **Action TG**

- xxix) Forest Schools Project – The Parish Council received an update on the progress of this project.

Resolved that the report and the email from the Head Teacher of the Primary School thanking the Parish Council for its support, particularly the support from the Chairman of the Parish Council, both be noted.

- (iv) Access Across Milton Road Land – The Parish Council considered a request from Ball Colgrave Ltd for access across the Milton Road land for their charity event on 24 July 2019.

Resolved that the request be approved.

- v) Road Drainage Issues – There was no report as this matter would be included within the terms of reference for the Environment Committee, if this recommendation was agreed by the Parish Council later in the meeting.

Resolved that the report be noted.

- vi) Tree Planting in The Rise – The Parish Council discussed a suggestion from a resident for tree planting in The Rise. Following a discussion, it was felt that the residents in The Rise should be consulted before a new project was started.

Resolved that:

- 1) the resident who made the request, be asked to contact his neighbours in The Rise and they be asked for their thoughts on the idea of tree planting; and
- 2) once that feedback has been received, this matter would then be considered again at a future meeting of the Parish Council. **Action TG**

- vii) High Sheriff's Award 2018/2019 – The Chairman highlighted that the Parish Council had been asked to submit nominations for the High Sheriff's Award for 2018/2019 and to advertise the Award in the village.

Resolved that:

- 1) no nominations be submitted by the Parish Council for the High Sheriff's Award for 2018/2019; and
- 2) the High Sheriff's Award 2018/2019 be advertised in the Parish Column in the Banbury Guardian. **Action TG/TF**

- viii) Grass Cutting and Maintenance Contracts 2019/2020 – Prior to the meeting, the Parish Council had received a report with regard to the grass cutting contracts and the allotment, cemetery and Lakes maintenance contracts for 2018/2019.

ADDERBURY PARISH COUNCIL

Resolved that the current contractors for the grass cutting contracts and the allotment, cemetery and Lakes maintenance contracts be invited to submit their tenders for 2019/2020 and if they increase their costs by no more than 3% on the 2018/2019 costs, the contracts be awarded to them for 2019/2020. **Action TG**

91/18 PARISH COUNCIL MATTERS

xxiii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the meeting held on 13 November 2018 had been circulated to the Parish Council.

Resolved that:

- 1) the appointment of Jonathan White as a non-voting member of the Committee, be approved;
 - 2) the list of specific areas in the village to be investigated be approved (as detailed in the Appendix to the Environment Committee minutes) and comprehensive evidence of the traffic and drainage issues impacting them will be secured as well as potential remedies with costs and timescales, so as to recommend suitable actions in a prioritised format;
 - 3) the actions listed in the Appendix to the minutes be approved (which has removed the reference to a West Adderbury Residents Association (WARA) survey about traffic calming and potential distribution by TAP Captains. The reason for this is because such a survey is likely to be premature until the Environment Committee has identified reliable evidence, potential remedies and costs associated with each of the eight specific areas listed in the Appendix and determined priorities within available and potential resources. Such a survey also needs to be well-balanced in terms of practicality and affordability); and
 - 4) if WARA elect to issue their own survey to any part of the village, it must not suggest Parish Council support unless prior approval has been formally given by the whole Parish Council.
- 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.

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

Date	Subject	Half/full day	Location
Thursday January 10th	1.Understanding Internal Audit	Half /morning 10-12.30	Warwick Hall, Burford OX18 4RY
	2. So you want to be an Internal Auditor?	Half /afternoon 2-4.30	
Tuesday January 22 nd	Planning	7.00pm to 8.30pm	Godswell Park, Bloxham
Thursday January 24th	3. Preparing for End of Year Audit	Full day	Warwick Hall, Burford OX18 4RY
Wednesday February 27th	4. RFO's Year, month by month, the key duties	Full day	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
Wednesday 13 th March	5. Minutes and agendas; a guide to good practice	Half/ morning	West Oxfordshire District Council OX28 1NB
Thursday March 21 st	6. The Clerks Year, essential tasks on a	Full day	Warwick Hall, Burford OX18 4RY

ADDERBURY PARISH COUNCIL

	month by month basis		
Wednesday April 17 th	7. Risk Management for parish councils	Half/morning	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
	8. Strategic Planning. Where is your council going? Thinking more strategically about serving your community	Half/afternoon	
Wednesday May 15 th	9. Allotment management for parish councils	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday June 19 th	10. Roles and Responsibilities for new councillors and clerks	full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Saturday 6 th July	11. Roles and Responsibilities for new councillors and clerks	full day note 9.30am start	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday July 17 th	12. Chairmanship skills	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday September 18 th	13. Roles and Responsibilities for new councillors and clerks	Full day	Didcot Civic Hall, Britwell Road, Didcot OX11 7JN
Wednesday October 2 nd	14. Budgeting and financial management for councillors	Half/ morning	Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF
	15. VAT for clerks (and councillors!)	Half/ afternoon	

Resolved that the report be noted.

- xxv) Parish Council Surgeries – The last surgery had been held on Saturday 3 November 2018, however no residents attended. The Clerk would circulate the rota for January to June 2019.

Resolved that the report be noted.

- xxvi) 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, except for repair works which were required to the toddler slide.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- (v) Annual Parish Meeting (APM) 17 April 2019 at the Methodist Hall – The Chairman advised that the APM was being held on 17 April 2019 and Councillors were asked to consider who they might like to speak at the meeting.

Resolved that this item be deferred for further discussion at the next Parish Council meeting. **Action TG**

92/18 FINANCE

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

Resolved that the following accounts for payment be approved:

ADDERBURY PARISH COUNCIL

Payee	Amount
T Goss – November 2018 salary	
T Goss – Expenses for November 2018	
OCC Pension Fund – Clerks pension for November 2018	
T Goss – December 2018 salary	
HMRC – Quarterly payment	
OCC Pension Fund – Clerks pension for December 2018	
Green Scythe Ltd – Grass Cutting for October 2018 in the Lucy Plackett Playing Field	£472.20
Design Grow – Lakes Maintenance for October 2018	£66.00
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£115.00

- 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 27 November 2018 for the accounts at Santander, Barclays and Cambridge Building Society.

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

- iii) Cemetery Fees 2019/2020 – Prior to the meeting, a report had been circulated to the Parish Council with regard to a review of the Cemetery fees for 2019/2020.

Resolved that the Cemetery fees for 2019/2020 not be increased. **Action TG**

- 93/18 CORRESPONDENCE** – The Clerk reported that she had received an email from Chris Shallis with regard to the defibrillator which had been purchased for the village. It had been planned to site it at the Methodist Hall, however that site was now unsuitable, therefore it was agreed to site it outside The Bell Inn. **Action TG**

The Lucy Jane Plackett Charity

- 94/18 LUCY PLACKETT PLAYING FIELD** – The Parish Council considered a report with regard to issues at the Lucy Plackett Playing Field with bad language from players at football matches and from the play area and MUGA.

Resolved that:

- 1) Parish Council to work with Adderbury Park Football Club to try and address the issue of bad language and the County FA be contacted in light of the FA's Respect Campaign; and
- 2) subject to their agreement, Councillor Astley will provide the Clerk with the names of residents who have complained so she can liaise with them, if necessary. **Action CA/TG**

- 95/18 MEETING DATES** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- No meeting in December 2018
- 15 January 2019
- 26 February 2019
- 26 March 2019
- 17 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

96/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- Appointment of Vice-Chairman for 2018/2019
- Strategic Plan - Action Plan
- Annual Parish Meeting 2019
- Bank account signatories

(Meeting closed at 9.00pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 15 JANUARY 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop and fifteen members of the public.

APOLOGIES: District Councillor Andrew McHugh.

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 indicated that they would be doing so.

97/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 104/18 (i) – Planning Applications – The Chairman declared an interest in planning application 18/02086/F because the application had been submitted by her Husband.

Minute Number 106/18 (ii) Environment Committee & Minutes Number 113/18 Trees and Bushes in Rawlins Close – The Chairman declared an interest because quotes had been received from her Nephew.

Resolved that the interests be noted.

98/18 APPOINTMENT OF VICE-CHAIRMAN FOR 2018/2019 – The Chairman asked for nomination for the position of Vice-Chairman for 2018/2019. Councillor Keith Mitchell was proposed by Councillor Rod Head and seconded by Councillor Sheila August.

Resolved that Councillor Keith Mitchell be appointed as Vice-Chairman for 2018/2019.

99/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 27 November 2018 had been circulated to the Parish Council.

Minute Number 83/18 – Declarations of Interest – Councillor Sue Jelfs asked that it be included that she too was a member of WARA.

Resolved that the minutes of the meeting held on 27 November 2018 be approved and signed by the Chairman, with the above amendment.

100/18 MATTERS ARISING FROM THE MINUTES OF 27 NOVEMBER 2018 – There were no further matters arising.

101/18 CHAIRMAN'S ANNOUNCEMENTS

- Members were reminded that Planning Training was being held on Tuesday 22 January 2019 at 7pm at Godswell House in Bloxham.
- Grass Cutting and Maintenance Contracts 2019/2020 – All contractors had submitted their quotes and had an increase on their 2018/2019 costs by 3% or below, therefore the current contractors would continue into 2019/2020, as agreed at the previous Parish Council meeting. The only exceptions to this, were the contracts for the Cemetery and Allotments and those figures were expected shortly.

102/18 OPEN FORUM – A resident addressed the Parish Council with regard to the Parish Council's Strategic Plan and he felt that it was disappointing that it had again been deferred to the next meeting.

The Chairman thanked the resident for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and issues within its minutes)

ADDERBURY PARISH COUNCIL

103/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian reported that County Council Highways officers had attended the Parish Council's Environment Committee and they had reported that it had been a constructive meeting. Councillor Martin Rye, Chairman of the Committee, confirmed that following that meeting, there had been a constructive site meeting with the officers and suggested traffic calming measures would be discussed at the next Environment Committee meeting scheduled for 22 January 2019.

Councillor Fatemian also reported that during the last financial year, Oxfordshire had been the best performing county in the country for recycling.

District Councillor Christine Heath reported that the appeal with regard to the refusal of planning permission on Berry Hill Road would not be held until at least September 2019.

The Chairman thanked the Councillors for their report.

Resolved that the reports be noted.

104/18 PLANNING

- xix) 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:

18/01868/F	Mr & Mrs J Mills 51 Walton Avenue Twyford B Alterations and erection of Side Part Rear Extension
18/00329/TCA	Mrs Betts Tanners Tanners Lane Adderbury T1 x Apple – Remove
18/00359/TCA	Mrs Doreen Matthews Callaly Cottage Tanners Lane Adderbury T1 x Oak - Work to western crown restricted to the branches on the right hand side over the neighbouring 'Cornerstones' property and garden under common law as per tree inspection report.
18/02004/F	Mr Matthew Gerrard 6 Long Wall Adderbury Banbury Single storey rear extension and alterations
18/02086/F	Mr Bratt Fleet Farm House Aynho Road Adderbury Conversion of barn to garages and erection of 1 No. Dwelling
18/00376/TCA	Mr Andrew Rossiter Sydenham Cottages Aynho Road Adderbury G1 x Various Trees - Crown lift and prune back to suitable growth points the overhanging branches of trees to clear rear footpath by 2.5m approx and allow access
18/02127/TPO	Mr Fairbairn Janet Blunt House Greenhill Twyford T1 - Remove four small lower branches from Corsican Pine - Subject to TPO 28/2017

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: None

ADDERBURY PARISH COUNCIL

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

18/01876/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen - Resubmission of 18/01053/F

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

18/02194/F Graham Appleton
Ridgeway Lodge Manor Road Adderbury
Demolition of existing garage and swimming pool building. Erection of a single storey dwellinghouse, with change of use of land to residential

18/02205/F Canal & River Trust
Nell Bridge Maintenance Yard Aynho Road Adderbury
Erection of replacement staff welfare facilities building

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

Resolved that the report be noted.

xxi) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 1) it be noted that details of a surface water drainage scheme for the pitch area of the site (Condition 3) and an Archaeological Written Scheme of Investigation (Condition 4) have now been lodged with Cherwell District Council's (CDC) Planning Department;
- 2) it be noted that CDC is now consulting with County Council officers on these matters;
- 3) it be noted that once Condition 4 is discharged, the Parish Council can move on to the archaeological excavations required to discharge condition 5; and
- 4) the Chairman and Clerk be authorised to continue to progress the discharging of conditions 3,4 and 5 and to also continue with the management of the land. **Action TG/DB**

105/18 VILLAGE MATTERS

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

Resolved that the report be noted.

xxxi) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council. Councillor Keith Mitchell also gave a verbal report on the work which had been completed by WFAC.

Resolved that the reports be noted

106/18 PARISH COUNCIL MATTERS

xxvii) Parish Council By-Election – The Chairman advised the Parish Council that a By-Election had been called and was being held on 21 February 2019. Cherwell District Council had asked the Parish Council whether it wished to have poll cards delivered.

If the Parish Council wished to have poll cards delivered, the maximum cost to the PC (of the by-election and poll cards) would be £2779.52. If there were no poll cards, the maximum cost to the PC (of the by-election) would be £2008.19. If it was an uncontested election, there would be a charge of £39.

Resolved that poll cards be issued for the by-election. **Action TG**

ADDERBURY PARISH COUNCIL

xxviii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the meeting held on 4 November 2018 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 22 January 2019 at 10am.

The Chairman of the Committee, Martin Rye, also asked the Parish Council to consider a quote for £185 from Cotefield Treecare to cut back a tree which was blocking the 40mph speed sign on Duchess Bridge.

Resolved that:

- 1) the minutes be noted;
 - 2) the recommendations be approved;
 - 3) the traffic calming information be noted; and
 - 4) the quote for £185.00 from Cotefield Treecare be accepted, however in the first instance, Adderbury House be requested to complete the work. **Action MR**
- 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.

- xxix) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

- xxx) Parish Council Surgeries – At the Surgery held on Saturday 1 December 2018, no residents had attended. One family had attended the Surgery on 5 January 2019 and they were enquiring about the Milton Road land project and other village activities.

Resolved that the report be noted.

- xxxi) 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 had been some vandalism and the litter bin next to the MUGA had been set on fire and the tarmac underneath was slightly damaged. The Fire Service had attended the incident. On the same evening, the Church windows had also been broken.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- (v) Annual Parish Meeting (APM) Tuesday 16 April 2019 at the Methodist Hall – The Chairman asked the Parish Council for suggestions for a speaker to attend the APM on 16 April 2019. Councillors were also asked to note the change of date from 17 April 2019 to 16 April 2019.

Resolved that Victoria Prentis MP be invited to attend the Annual Parish Meeting on 16 April 2019.
Action TG

107/18 FINANCE

- i) Bank Account Signatories – The Chairman asked the Parish Council to confirm the signatories on the Parish Council bank accounts.

Resolved that Councillors Diane Bratt, Steven Cox, Garrad Millier and Martin Rye and the Clerk and Responsible Financial Officer Theresa Goss, be confirmed as the signatories on the Parish Council bank account. **Action TG**

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

ADDERBURY PARISH COUNCIL

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – January 2019 salary	
T Goss – Expenses for January 2019	
OCC Pension Fund – Clerks pension for January 2019	
Playdale - Repairs to LPPF play equipment	£1072.25
Cotefield Treecare – Works to tree at Adderbury Lakes	£330.00
Glasdon UK Ltd – Memorial bench at Adderbury Lakes	£686.98
Mr R Atkinson – Wheels for boat at Adderbury Lakes	£60.90
Pixel Concepts – New PC Web site	£1055.23
DJ Beak SRC Ltd – Repair of headstone in Adderbury Cemetery	£240.00
Adderbury Methodist Hall – Room hire	£47.32
Adderbury PCC – Room hire	£135.00
Mr D Chandler – Repair to the noticeboard at Church House	£50.00

- 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 15 January 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

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

- iii) Budget and Precept 2019/2020 – Prior to the meeting, the draft budget and precept for 2019/2020 had been circulated to the Parish Council.

Resolved that:

- 1) the budget for 2019/2020 be approved;
- 2) the precept for 2019/2020 be set at £48,350; and **Action TG**
- 3) a 3 year forward budgetary plan, including Section 106 funds be submitted to a future meeting of the Parish Council. **Action TG**

108/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY **(Two Items)**

109/18 LUCY PLACKETT PLAYING FIELD – Prior to the meeting, a report had been circulated with regard to additional signage in the playing field asking users to clean up dog mess and litter.

Resolved that further investigations be made into the need for additional signage and possible locations and this be considered again at a future meeting. **Action ALL/TG**

110/18 CHURCH/PRIMARY SCHOOL FETE AND PARTY IN THE PARK – The Parish Council considered requests from the Church/Primary School and Party in the Park for use of the playing field for their events on 8 June 2019 and 15 June 2019, respectively.

Resolved that:

- 1) the request that the playing be used for the Primary School/Church Fete on 8 June 2019 be approved; and **Action TG**
- 2) the request that the playing be used for the Party in the Park on 15 June 2019 be approved. **Action TG**

111/18 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 112/18, 113/18, 114/18 & 115/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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112/18 WFAC REQUEST FOR ARCHITECT TO PRODUCE CONCEPT DESIGNS – The Parish Council considered a report with regard to a request from Working for Adderbury Community, for the appointment of an architect to produce concept designs.

Resolved that:

- 1) the quote from Latham Architects for up to £6,000, be accepted; and **Action TG/DB**
- 2) the Chairman and Clerk be authorised to continue to progress this matter, liaising with Working for Adderbury Community. **Action TG/DB**

Councillor Tony Gill requested a recorded vote.

Those in favour: Councillor Sheila August, Diane Bratt, Steven Cox, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye. (8)

Those against: Councillor Tony Gill and Sue Jelfs. (2)

Abstentions: Councillor Colin Astley. (1)

113/18 TREE AND BUSHES ON AMENITY LAND IN RAWLINS CLOSE – Prior to the meeting, a report and three quotes had been circulated for works to the amenity land in Rawlins Close.

Resolved that the quote from Cotefield Treecare be accepted. **Action TG**

114/18 HORN HILL ROAD FOOTPATH – Prior to the meeting, a report and quote had been circulated for works to the Horn Hill Road footpath.

Resolved that the quote from 4th Corner Ltd be accepted and Councillor Steven Cox to liaise with 4th Corner to ensure the work is extended along the footpath to the Cemetery. **Action TG**

THE LUCY JANE PLACKETT CHARITY **(One Item)**

115/18 REPAIRS TO THE TODDLER SLIDE AND CLIMBING FRAME PLATFORM – Prior to the meeting, a report and quote had been circulated for proposed works to the play equipment in the Lucy Plackett Playing Field.

Resolved that no works be undertaken at this time and the play equipment continue to be monitored.

116/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 February 2019
- 26 March 2019
- 16 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

117/18 ITEMS FOR THE NEXT AGENDA (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- Strategic Plan - Action Plan
- Annual Parish Meeting 2019
- 3 year forward budgetary plan, including Section 106 funds
- Additional signage at the Lucy Plackett Playing Field

(Meeting closed at 9.10pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 15 JANUARY 2019 AT 9.10PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer).

APOLOGIES: None.

118/18 DECLARATIONS OF INTEREST – There were no declarations of pecuniary interests or any other interests.

119/18 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 minute numbered 120/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

120/18 COST ORDER RESULTING FROM THE TWO FAILED APPLICATIONS FOR JUDICIAL REVIEWS – Prior to the meeting, the Order from the appeal court had been circulated, which allowed Mr Davies the right to appeal and set aside the costs which were awarded by Judge Cooke, against Mr Davies.

Resolved that:

- 1) the confidential report be noted;
- 2) it be noted that communication between the litigant in person (Mr Davies), who sought the Judicial Reviews and members of the Parish Council is highly inappropriate;
- 3) it be noted that the litigant in person has also been advised by Spratt Endicott that he should not be contacting members of the Parish Council;
- 4) it be noted that Spratt Endicott will act for the Parish Council to resolve this matter, at no further cost to the Parish Council;
- 5) delegated authority be given to the Chairman, Vice-Chairman and Proper Officer of the Council with instruction to secure an outcome that is beneficial to and at no further cost to the Parish Council;
- 6) the Chairman, Vice-Chairman and Proper Officer of the Council to report back to the Parish Council at the earliest opportunity when the confines of confidentiality and the potential for leakage to the litigant in person no longer exist; and
- 7) further Extraordinary Meetings of the Parish Council be called, should the need arise.

Councillor Tony Gill proposed a further motion (below), however it was proposed and seconded that the motion should not be discussed and voted on because a motion had already been agreed, as above, it negates the motion passed and contains factually incorrect allegations.

Motion 1- The Parish Council does not support the unilateral actions of two Councillors to write in a personal capacity, to the High Court, purporting to be acting as the Parish Council in relation to the Judicial Reviews.

Motion 2 - The Parish Council does not support the unilateral actions of the two Councillors to negotiate the settlement of the Judicial Reviews without prior Parish Council consent.'

Councillor Gill requested a recorded vote.

Those in favour of discussing and voting on the proposed further motion: Councillors Colin Astley, Tony Gill and Sue Jelfs. (3)

Those against discussing and voting on the proposed further motion: Councillors Sheila August, Diane Bratt, Steven Cox, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye. (7)

Abstentions: Councillor Rod Head (1)

(Meeting closed at 9.40pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 FEBRUARY 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Sheila August, Steven Cox, Tony Gill, Rod Head, Victoria Head, Sue Jelfs, Ann Lyons, Garrad Millier and Martin Rye.

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

APOLOGIES: Parish Councillor Keith Mitchell submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

District Councillors Christine Heath, Mike Bishop and Andrew McHugh also submitted their apologies.

The Chairman welcomed Councillors, including new Councillor Vicky Head and members of the public to the meeting and advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

118/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 124/18 (iv) – Working for Adderbury Community (WFAC) – Councillor Victoria Head declared an interest because she was a member of WFAC.

Minute Number 130/18 – Cemetery Walls and Hedge – Councillor Diane Bratt declare an interest because her nephew had submitted a quote.

Resolved that the interests be noted.

119/18 MINUTES – Prior to the meeting, the draft minutes of the ordinary and extraordinary meetings held on 15 January 2019 had been circulated to the Parish Council.

Resolved that the minutes of the ordinary meeting held on 15 January 2019 be approved and signed by the Chairman.

Resolved that the minutes of the extraordinary meeting held on 15 January 2019 be approved and signed by the Chairman with the following amendment: that the wording of a motion proposed by Councillor Tony Gill but which was not supported by the Parish Council at the meeting on 15 January 2019 be recorded in the minutes:

Motion 1- The Parish Council does not support the unilateral actions of two Councillors to write in a personal capacity, to the High Court, purporting to be acting as the Parish Council in relation to the Judicial Reviews.

Motion 2 - The Parish Council does not support the unilateral actions of the two Councillors to negotiate the settlement of the Judicial Reviews without prior Parish Council consent.'

(The proposal to discuss this motion was rejected by a vote of seven votes to three votes at the 15 January meeting because it negates the motion passed at that meeting and contains factually incorrect allegations)

(For the above reason, the Chairman refused to sign this amended minute in accordance with Standing Order 12 (d))

120/18 MATTERS ARISING FROM THE MINUTES OF 15 JANUARY 2019 – There were no matters arising.

121/18 CHAIRMAN'S ANNOUNCEMENTS

- Statement on the costs relating to the two failed Judicial Reviews – The Chairman reminded the meeting that this statement had been circulated to Councillors and widely around the village.
- Repair work to the Silent Soldier – A letter of thanks would be sent to Mr P Jordan for his repair work to the Silent Soldier. This was unanimously agreed by the Parish Council. **Action TG**
- Emergency work to remove dangerous tree on the Adderbury Court land – The work had been undertaken and the cost was £270.00.

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- Barriers at the Barwood Homes Development – The barriers had been replaced and were back in place. The Clerk was asked to contact CDC about measures to address the flooding of the footpath at the back of the development. **Action TG**

121/18 OPEN FORUM – A resident addressed the Parish Council with regard to the proposed bus shelter on High Street/Chapel. He gave a number of reasons why the shelter should not be located there.

Jim O'Neil, Chairman of West Adderbury Residents' Association welcomed Councillor Victoria Head to her first meeting and raised points about traffic calming. Mr O'Neill also circulated a number of questions to the Parish Council.

A resident addressed the Parish Council and also congratulated Victoria Head on her election. The resident then raised issues with regard to the governance of the Parish Council.

A resident addressed the Parish Council with regard to three Councillors and his concerns that they were intentionally disrupting the work of the Parish Council.

The Chairman thanked the residents for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity)

122/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian had circulated his report prior to the meeting.

There were no reports from the District Councillors.

Resolved that the reports be noted.

123/18 PLANNING

- xxii) 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:

18/02205/F	Canal & River Trust Nell Bridge Maintenance Yard Aynho Road Adderbury Erection of replacement staff welfare facilities building
18/02172/F & 18/02173/LB	Mr Minshaw 4 Lambourne House Lambourne Way Adderbury Insertion of a new opening in the existing flat roof above existing kitchen and installation of a new timber framed roof lantern with clear glazing.
19/00003/F	Mr Keith Borien Field Barn Aynho Road Adderbury Alterations to Field Barn including two first floor windows and French doors on side elevation
19/00130/OUT	Crest Nicholson Midlands Land South Of Cotefield Business Park Phase 2 adj to Blossom Field Road Bodicote Variation of Condition 12 (drainage scheme) of 14/02156/OUT - Alternative drainage strategy

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:

18/02194/F	Graham Appleton
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Ridgeway Lodge Manor Road Adderbury
Demolition of existing garage and swimming pool building. Erection of a single storey dwelling house, with change of use of land to residential

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

19/00119/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen (reduced from previous extension to reduce volume of building).

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

18/02170/F Mr Sam Rodney
Erection of an agricultural barn, associated external areas and new vehicular access
OS Parcel 0050 West of Berryhill Road and South of Milton Road Adderbury

19/00025/TCA Mrs Selway-Swift
Rookery Cottage 1 - 2 Church Lane Adderbury
T1 x Holly - Fell.

19/00198/F Mr Noel Hoey
2 Lambourne Way Adderbury
Single storey rear and side extension

19/00050/TCA Mr Mark Brunsden
Pinfold 14 Dog Close Adderbury
T1 x Beech - Reduce by up to 2.0m and reshape.

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

Resolved that the report be noted.

xxiv) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 1) once condition 5 is discharged, minute number 135/17 be implemented to prepare and sow the pitch area of the field, (subject to the requirements of condition 3) and it be noted that a contractor was appointed by the Parish Council in January 2018 (Minute 135/17);
- 2) quotes for a Quantity Surveyor be sought and the Clerk and Chairman be given delegated authority to accept a quote and appoint the Quantity Surveyor, up to a cost of £1000; and **Action TG/DB**
- 3) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and continue the management of the land. **Action TG/DB**

124/18 VILLAGE MATTERS

xxvii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

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

Resolved that the report be noted.

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- xxxiv) Annual Parish Meeting 16 April 2019 – The Chairman reported that Victoria Prentis MP was unable to attend the Annual Parish Meeting and asked the Parish Council for suggestions of a speaker.

Resolved that District Councillor Andrew McHugh be invited to attend the APM to give a presentation on his health and well-being role. **Action TG**

125/18 PARISH COUNCIL MATTERS

- xxxii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the meeting held on 22 January 2019 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 19 March 2019 at 10am.

At the previous meeting, a summary on traffic calming and other proposed actions, from the Environment Committee on 4 December 2018 had been circulated, along with a coloured code list of the actions.

Resolved that:

- 5) the minutes be noted;
- 6) the recommendations be approved; and
- 7) the Committee be authorised to spend up to £1000 on the first two low cost measures: foliage clearance and aspects of enhancement of the gateways, such as repainting.

Action MR/TG

- Staffing Committee – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council. However, the next meeting would be held on Friday 1 March 2019.

Resolved that the report be noted.

- xxxiii) Judicial Reviews – Prior to the meeting, a report had been circulated to the Parish Council, with regard to the receipt of the Parish Council's legal costs, relating to the two failed applications for Judicial Reviews. The statement prepared by the Vice-Chairman Councillor Keith Mitchell, at the conclusion of the matter, had been circulated to Councillors and widely around the village.

Resolved that:

- 1) it be noted that the Parish Council's costs of £6100, relating to the two failed applications for Judicial Reviews will be received from Spratt Endicott;
- 2) the matter is now closed and requires no further Parish Council discussion; and
- 3) the recent legal advice on the costs be circulated to the Parish Council. **Action TG**

Councillor Tony Gill asked for a recorded vote.

Those in favour: Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier and Martin Rye (6)

Those against: Colin Astley, Tony Gill and Sue Jelfs (3)

Abstentions: Steven Cox and Victoria Head (2)

Prior to the meeting, Councillor Tony Gill had circulated a report on the two failed Judicial Reviews. The recommendations in the report were not proposed as an amendment to the proposal above, however Councillor Gill still proposed that the Parish Council should discuss the report and vote on the recommendations.

This proposal was seconded by Councillor Colin Astley

Those in favour: Colin Astley, Tony Gill and Sue Jelfs (3)

Those in against: Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier and Martin Rye (6)

Abstentions: Steven Cox and Victoria Head (2)

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Therefore the vote was not carried.

- xxxiv) Strategic Plan 2018–2021 – Prior to the meeting, Councillor Keith Mitchell had circulated a report to the Parish Council, on the Strategic Plan 2018-2021.

Resolved that the report be noted.

- xxxv) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

- xxxvi) Parish Council Surgeries – At the Surgery held on Saturday 2 February 2019, three residents had attended.

Resolved that the report be noted.

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

- The Rise; There were no issues at The Rise, except some broken glass which Councillor Steven Cox had picked up;
- Lucy Plackett Play Area; Councillor Ann Lyons reported that there had been a small fire in the play area and a substance had been thrown over the MUGA. The Chairman reported that there had been some vandalism to a tree and Andrew Barnes had contacted Ben Acreman for a quote to remove it and advice on a replacement;
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- vi) Noticeboard at Church House – Prior to the meeting, a report had been circulated to the Parish Council with regard to replacing the vandalised noticeboard outside of Church House, Adderbury.

Resolved that:

- 1) the noticeboard be replaced and the quote from Green Barnes of £1303.34 plus VAT for a new oak noticeboard be accepted; and **Action TG**
- 2) an insurance claim be made for the noticeboard. **Action TG**

126/18 FINANCE

- iii) 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 – February 2019 salary	
T Goss – Expenses for February 2019	
OCC Pension Fund – Clerks pension for February 2019	
Arrow Accounting – Internal Audit 2018/2019	£273.00
Information Commissioner – Data Protection Fee Annual Renewal	£40.00
Cherwell District Council – Road Closure for Adderbury Community Event on 15.09.18	£105.00
OALC – Annual Subscription	£590.14
Oxon Playing Fields Association – Annual Subscription	£53.00
Oxfordshire County Council – St Mary's Road grit bin	£300.00
Castle Water – Water rates for Walled Garden Allotments	£20.36
Cotefield Treecare – Emergency tree works at Adderbury Court	£270.00
T Goss – Petty cash top-up	£50.00
Community First Oxfordshire – Annual Subscription	£70.00
Mrs R Flatt – Expenses at Adderbury Lakes	£63.33

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- 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 26 February 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander and Cambridge Building Society be noted and in future, the income also be reported to the Parish Council.

- iii) Internal Audit Report 2018/2019 – Prior to the meeting, the Internal Auditor's report had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted and approved; and
- 2) the Clerk and Responsible Financial Officer be thanked for her work on the internal audit for 2018/2019.

127/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY **(One Item)**

128/18 PARTY IN THE PARK – Prior to the meeting, a report had been circulated to the Parish Council with regard to the 2019 event and the changes which were being made, following advice from Thames Valley Police and Cherwell District Council.

Resolved that:

- 1) the Chairman and Vice-Chairman be authorised to meet with the Committee to ensure that any arrangements for the event are in accordance with the Trust Deed and report back to the Parish Council in due course;
- 2) subject to a suitable plan, an enclosed area for Party in the Park be authorised for 2019 only and a review be undertaken before planning starts for the 2020 event; and
- 3) Councillors Rod Head and Garrad Millier be appointed as the Parish Council representatives on the Party in the Park Committee. **Action TG**

129/18 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 minute numbered 130/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

130/18 CEMETERY WALLS AND HEDGE – The Parish Council considered a report and quotes for works to remove the ivy on the two walls at the entrance to the Cemetery and for cutting back the hedge.

Resolved that:

- 1) the quote from Mr A Hopper for £400 plus VAT be accepted for flailing the hedge; **Action TG**
- 2) the quote from Cotefield Treecare be accepted for the work to remove the ivy from the two walls; and **Action TG**
- 3) Acreman's Arboriculture and Cotefield Treecare be asked to quote for tidying up the hedge, if it is required once the flailing has been completed. **Action TG**

131/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 March 2019
- 16 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

132/18 ITEMS FOR THE FUTURE AGENDAS (FOR INFORMATION ONLY)

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- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- 3 year forward budgetary plan, including Section 106 funds
- Strategic Plan 2018-2021

(Meeting closed at 9.40pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 MARCH 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and six members of the public.

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

Trish Fennell and District Councillors Christine Heath, Mike Bishop and 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 indicated that they would be doing so.

133/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minutes number 139/18(i) Planning Applications – Councillor Garrad Millier declared an interest in planning application 19/00374/F at Tinkle Cottage, The Green, Adderbury because he was a neighbour to the site of the application.

Resolved that the interests be noted.

134/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 26 February 2019 had been circulated to the Parish Council.

The following amendments were approved:

Minute Number 121/18 Open Forum – Councillors Colin Astley and Tony Gill asked for the names of Councillors Astley, Gill and Jelfs to be removed and instead the words ‘three Councillors’ be inserted.

Minute Number 126/18 (ii) – Bank Reconciliation/Financial Report – Councillor Tony Gill asked that the resolution included a reference to the Parish Council’s income being reported to the Parish Council.

Minute Number 125/18 (ii) – Failed Applications for Judicial Reviews – Councillor Colin Astley suggested that the resolution should be amended to read that all of the legal advice relating to the failed applications for Judicial Reviews be released to the Parish Council. However, the Chairman advised that she felt that the resolution was correct and the decision only related to the costs orders and proposed that the minutes of the meeting on 26 February 2019 be approved with amendments to minutes 121/18 & 126/18 (as stated above) only.

Resolved that the minutes of the meeting held on 26 February 2019 be approved and signed by the Chairman, with the amendments to minutes 121/18 & 126/18 only (as stated above), with the exception of minute number 119/18, which the Chairman declined to sign under Standing Order 12 (d) as she believed the motions referred to were inaccurate and misrepresented what had happened.

Those in favour of the motion to approve the minutes with amendments to minutes 121/18 & 126/19 only – Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye (7)

Those against the amendment to the motion to approve the minutes with amendments to minutes 121/18 & 126/19 only – Councillors Colin Astley, Tony Gill & Sue Jelfs (3)

Abstentions – Councillor Victoria Head. (1)

135/18 MATTERS ARISING FROM THE MINUTES OF 26 FEBRUARY 2019

Minute Number 119/18 Minutes – The Chairman reported that in accordance with Standing Order 12 (d), she had declined to sign minute 119/18 from the meeting held on 26 February 2019 and minute 120/18 from the

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meeting held on 15 January 2019. The reason was because the motion proposed by Councillor Tony Gill had negated the motion which had already been voted on at the meeting on 15 January 2019 and contained factually incorrect allegations.

136/18 CHAIRMAN'S ANNOUNCEMENTS

- Vandalism Lucy Plackett Playing Field – The Chairman reported on the vandalism which had occurred on the playing field on Saturday night. Local residents, Mr Herbert and Mr Lyons were both thanked for helping to clean up the mess. The Clerk had been liaising with Thames Valley Police and they were investigating the matter. Mr Lyons was present in the public gallery and was personally thanked by the Parish Council for his efforts.
- Emails and Correspondence to the Parish Council – The Chairman advised that correspondence would only be responded to if it was clear who the sender was. If any correspondence was anonymous, it would not receive a reply. The Chairman also highlighted the recent threatening emails to Councillors. These would not be tolerated and Thames Valley Police had been sent the offending emails.
- Andrew Barnes, Celebratory Tea Party – The Chairman reported that there would be a 'Tea Party' for Andrew Barnes to celebrate his contributions to the village over many years. It was being held on Saturday 13 April 2019, 2pm to 4pm at Christopher Rawlins Primary School. The Parish Council was happy to fund the event and Jackie Head and Trish Fennell had volunteered to assist with the catering. The Clerk would continue to liaise with Mr Barnes' family over the arrangements. **Action TG**
- Day of Dance 2019 – The event was being held on Saturday 27 April 2019 and volunteers were needed for the closure from 11am to 6pm. The Chairman and Councillor Martin Rye would arrange the collection of the necessary signage.

137/18 OPEN FORUM – A resident addressed the Parish Council with regard to builders' rubbish which had been left between Church House and the neighbouring property, Beehive Veterinary Practice, since November 2018. Although requests had been made for its removal, it was still there. The Chairman advised that the owners of the Veterinary Practice would be contacted by the Clerk. **Action TG**

The resident also addressed the Parish Council with regard to traffic calming and flooding of the Oxford Road, due to the ditch not being clear.

The Chairman thanked the resident for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity)

138/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from County Councillor Arash Fatemian or the District Councillors Christine Heath, Mike Bishop and Andrew McHugh. However Councillor McHugh had previously advised that he was continuing to support the traffic calming project in the village.

Resolved that the report be noted.

139/18 PLANNING

xxv) 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:

18/02170/F Mr Sam Rodney
Erection of an agricultural barn, associated external areas and new vehicular access
OS Parcel 0050 West of Berryhill Road and South of Milton Road Adderbury

19/00025/TCA Mrs Selway-Swift

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Rookery Cottage 1 - 2 Church Lane Adderbury
T1 x Holly - Fell.

19/00198/F Mr Noel Hoey
2 Lambourne Way Adderbury
Single storey rear and side extension

19/00050/TCA Mr Mark Brunsden
Pinfold 14 Dog Close Adderbury
T1 x Beech - Reduce by up to 2.0m and reshape.

19/00060/TCA Mr Ness
Lyndhurst High Street Adderbury
T1 x Spruce - Removal.

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:

19/00226/F Mr & Mrs Fraser
Park Farm Oxford Road Adderbury
Demolition of existing agricultural barns. Conversion of existing agricultural barns to form party barn, home office, storage and dwelling

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following planning application/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:

19/00072/TCA Mr Eeles
4 Round Close Road Adderbury
T1 x Sweet Chestnut - Crown reduce by 4.0m of the width of the crown and 3.0m of the height of the tree in order to allow more light into the property

19/00353/F Mr & Mrs Michael Robey
Cobblers Cottage Chapel Lane Adderbury
Single-storey extension with part two-storey extension over.

19/00352/F Mr Paul Tew
Stradella Twyford Grove Twyford
Conversion of garage to habitable accommodation. Replace garage door with window on front elevation.

19/00078/TCA Mrs Fiona Gow
Rookery Nook High Street Adderbury
T1 Leylandii – Fell

19/00374/F Mrs Nicola Wilson
Tinkle Cottage The Green Adderbury
Removal of the existing front door and porch and replacement with a wider window. Enlargement of existing opening in side boundary wall and installation of gate.

19/00119/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen (reduced from previous extension to reduce volume of building).

19/00329/F Mr & Mrs Edge
The Lime Trees 5 Church Close Adderbury
Loft conversion and dormer extensions. Single storey side extension and new front porch.

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Resolved that the report be noted.

- xxvii) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 1) the report be noted;
- 2) the status of previous planning applications be clarified with Cherwell District Council; and
- 3) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and continue the management of the land.

140/18 VILLAGE MATTERS

- xxxv) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

Resolved that the report be noted.

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

Resolved that:

- 1) the report be noted;
- 2) Councillor Victoria Head be appointed as the Parish Councillor Trustee on WFAC; and
- 3) the Adderbury News statement be approved, with the inclusion of references to the Lucy Plackett Playing Field. **Action TG**

- xxxvii) Annual Parish Meeting 16 April 2019 – The Chairman reported that District Councillor Andrew McHugh would be attending the Annual Parish Meeting to give a presentation on his health and well-being role. There would also be presentations from Jonathan White on the Environment Committee's traffic calming project and also on the WFAC Milton Road project.

Resolved that the report be noted.

141/18 PARISH COUNCIL MATTERS

- xxxviii) Committees:

- Environment Committee – Prior to the meeting, the minutes of the meeting held on 19 March 2019 had been circulated to the Parish Council. The next meeting was scheduled for Tuesday 10 May 2019 at 10am.

An Executive summary on traffic calming and other proposed actions, following the Environment Committee meeting held on 19 March 2019 had been circulated, along with a coloured code list of the actions.

Resolved that:

- 8) the minutes be noted;
 - 9) the recommendations be approved; and
 - 10) the information and update provided in the Executive Summary relating to traffic calming be noted and the recommendations be approved.
- Staffing Committee – Prior to the meeting, the minutes of the meeting held on 19 March 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted and approved.

- xxxix) Communications of the Parish Council – Prior to the meeting, a report had been circulated to the Parish Council with regard to breaches of the Parish Council's Standing Orders.

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The motion that that the Parish Council deprecates the ignoring of Standing Orders and calls on all members to abide by them was proposed and seconded.

Councillor Colin Astley proposed an amendment to the motion which involved seeking legal advice on the Parish Council's Standing Orders. A recorded vote was requested.

Those in favour of the amendment to the motion – Councillors Colin Astley, Tony Gill & Sue Jelfs (3)

Those against the amendment to the motion – Councillors Sheila August, Diane Bratt, Rod Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye (7)

Abstentions – Councillor Victoria Head. (1)

The amendment to the motion was not carried.

Resolved that the Parish Council deprecates the ignoring of Standing Orders and calls on all members to abide by them. **Action ALL**

- xi) Traffic Calming – Prior to the meeting, a draft response to questions raised at the last meeting by the organisation describing itself as 'West Adderbury Residents' Association,' had been circulated to the Parish Council.

Resolved that the response be approved with minor amendments and it be forwarded to the Chairman of 'West Adderbury Residents' Association'. **Action TG**

- xli) Strategic Plan 2018–2021 – Prior to the meeting, Councillor Keith Mitchell had circulated a report to the Parish Council, on the Strategic Plan 2018-2021.

Resolved that the report be noted.

- xlii) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

- xliii) Parish Council Surgeries – No residents attended the surgery held on Saturday 2 March 2019.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox was not present to provide an update on The Rise;
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported on the vandalism in the playing field and it was confirmed that a letter of thanks be sent to Mr Herbert for helping to clean up the mess the following day.
- Adderbury Lakes; There were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- xlv) Lucy Plackett Playing Field Railway Embankment – Prior to the meeting, the Parish Council had received a report with regard to the necessary repairs to the fencing on the embankment.

Resolved that advice be obtained for the repair work to the fencing/hedge planting and consideration also be given to new planting of small trees. **Action DB**

142/18 FINANCE

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

Resolved that the following accounts for payment be approved:

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Payee	Amount
T Goss – March 2019 salary	
T Goss – Expenses for March 2019	
HMRC – Quarterly Payment	
OCC Pension Fund – Clerks pension for March 2019	
Cherwell District Council – Non-domestic rates for Adderbury Cemetery	£232.51
Cotefield Treecare – Tree work in Rawlins Close	£498.00
Derek Latham and Co Ltd – Interim invoice for sketches and meetings for the WFAC project	£2400.00
DG Hopper – Flailing of Cemetery Hedge	£480.00
Pixel Concepts – Work to the PC web site	£141.60
Taxassist Accountants – Annual Charge for payroll services	£259.56
Adderbury PCC – Grant for Works to St Mary's Church Clock Face	£2000.00
Cherwell District Council – Emptying of Dog Waste Bins for Winter Period	£576.58
4 th Corner Ltd – Work to Horn Hill Road footpath	£504.00
Treetops.com – Works to the hedge on the Aynho Road ransom strip	£336.00

- 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 26 March 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander and Cambridge Building Society be noted and the income be included in the next report. **Action TG**

- iii) Members' Allowances Scheme 2019/2020 – Prior to the meeting, the Parish Council had received the Report of the Independent Parish Remuneration Panel, with regard to Members' Allowances for 2019/2020.

Resolved that the Parish Council will continue not receive Members' Allowances for 2019/2020, except for travel and subsistence, where a claim is made.

143/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY **(One Item)**

144/18 PARTY IN THE PARK – Prior to the meeting, a report had been circulated to the Parish Council with regard to the 2019 event, following a meeting between the organising Committee and the Chairman and Vice-Chairman of the Parish Council.

Resolved that the report be noted and the arrangements for the 2019 event be approved.

145/18 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 146/18 & 147/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

146/18 RAWLINS CLOSE AMENITY LAND – Prior to the meeting, the Parish Council considered a request from a resident for information with regard to the ownership and maintenance arrangements of land in Rawlins Close.

Resolved that the Clerk, Chairman and Vice-Chairman be authorised to discuss the matter further with the resident and report back to a future meeting. **Action TG/DB/KM**

147/18 LAKES FENCING – The Parish Council considered a report and quotes with regard to repair and refurbishment of fencing at Adderbury Lakes.

Resolved that:

- 1) the quote from Britannia Metalwork Services be accepted; and **Action DB/TG**
- 2) funds for the purchase of wooden planking from John Nichols for minor repairs to one of the bridges at Adderbury Lakes, be approved. **Action DB/MR**

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148/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 16 April 2019 (Annual Parish Meeting)
- 30 April 2019
- 28 May 2019

149/18 ITEMS FOR THE FUTURE AGENDAS (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- Boreholes in Adderbury Cemetery
- 3 year forward budgetary plan, including Section 106 funds
- Rawlins Close Amenity Land

(Meeting closed at 9.30pm)

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 30 APRIL 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Sheila August, Steven Cox, Rod Head, Victoria Head, Ann Lyons, Garrad Millier, Keith Mitchell and Martin Rye.

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

APOLOGIES: Parish Councillor Colin Astley submitted his apologies because he had an unforeseen personal matter, the apologies were accepted and the absence authorised.

Parish Councillor Sue Jelfs submitted her apologies because she had an unforeseen personal matter, the apologies were accepted and the absence authorised.

Parish Councillor Tony Gill submitted his apologies because he was working, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop also submitted his 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 indicated that they would be doing so.

150/18 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 156/18 (i) – Planning Application 19/00507/F Nell Bridge House, Aynho Road, Adderbury – Councillor Keith Mitchell declared an interest because he was the applicant for the planning application.

Minute Number 156/18 (i) – Planning Application 19/00619/F Land East of The Leys, Adderbury – Councillor Steven Cox declared an interest because he was a member of the Ramblers' Association.

Resolved that the interests be noted.

151/18 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 26 March 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 26 March 2019 be approved and signed by the Chairman

152/18 MATTERS ARISING FROM THE MINUTES OF 26 MARCH 2019

Minute Number 141/18 (viii) - Lucy Plackett Playing Field Railway Embankment - The Chairman reported that a meeting had been arranged for 10am on 10 May 2019 with Sacha Barnes to discuss a possible nature reserve on the railway embankment site. If any other Councillors wished to attend the meeting, they should advise the Chairman. **Action ALL**

153/18 CHAIRMAN'S ANNOUNCEMENTS

- Duke of Edinburgh Award – The Chairman reported that a young man from the village had undertaken litter picking in Adderbury as part of the volunteering section of his Duke of Edinburgh Bronze Award. He was thanked for his hard work in the village.
- Statement on behaviour at Annual Public Meeting - *The Annual Parish Meeting (APM) held on 16 April 2019 was well organised and had four excellent presentations which were very well received by those present. I would like to thank Jackie Head, Chairman of WFAC, Jonathan White, adviser to the Parish Council's Environment Committee and PCSO Bliss for their presentations.*

Unfortunately, the meeting was disrupted at the end by a small minority of those present. A number of residents have since written to me voicing their disgust at the behaviour of this minority, using such terms as: disgraceful; rudeness; selfishness; ugly and divisive.

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As Chairman of the Parish Council I wish to make clear my disapproval of and disappointment at the behaviour of certain councillors and a few members of the public at this year's Annual Parish Meeting.

This is a Public meeting as questions and issues may be raised by the public (unlike a Parish Council meeting where the public only speak when allowed). However, this does not mean there are no rules nor that it is acceptable to harangue, shout and ignore the person who is chairing the meeting, as some residents and Councillor Astley did.

The following rules apply and are taken from Cherwell's Guidance on Parish Meetings and Polls

- 1. The chairman of the parish council is entitled to attend [any public meeting] and if he is present he shall preside over the meeting. If he is absent, the vice-chairman shall preside.*
- 2. In particular, NALC (National Association for Local Councils) urges that the parish council chairman will be in a position to ensure that the parish meeting only considers parish affairs, that any call for a poll relates to parish affairs, that the cost of funding a parish poll will be borne by the parish council and ultimately by the electors, and that the outcome of a poll is not binding.*
- 3. The parish meeting does not vote on whether or not to have a poll once this call has been made.*
- 4. The meeting does, however, vote on the question which is to be put in the poll, and each local government elector present may give one vote and no more on any question.*

This was the procedure I, as Chairman, was following. Councillor Astley's behaviour in calling across the room and claiming 'you are not Chairman' as though there was no such procedure, was totally unacceptable and appeared designed to stir up residents. This is not dignified or acceptable behaviour for a Parish Councillor and is against the very basis of the Council's Code of Conduct in public office which requires councillors to behave with respect to others and to promote and support high standards of conduct. I am pleased to say the majority of Councillors do follow this Code, as they did at the meeting.

I regret, however, I did not see those standards upheld by Councillor Astley who at one point was out of his seat arguing with the Police officer who had asked him to sit down.

I hope that all those who were unable to behave properly at the public meeting have had time to reflect. If a poll is called it can be done so in an orderly fashion following the guidance of the chairman of the meeting, as shown by Mrs Scarff when she put forward an alternative question.

The Chairman should always be treated with respect as they hold the authority of the Parish Council. They should not be harangued by a minority group. If this is how the group calling themselves WARA aim to conduct their meetings as an 'alternative council for West Adderbury' I hope residents throughout the village will take note.

The Parish Poll will take place on Monday 13 May 2019, at the Methodist Chapel Schoolroom from 4pm – 9pm. You must vote in person.

There will be three questions, each requiring a yes/no answer. Electors can answer as many, or as few, questions as they wish. All votes will be counted.

The Parish Council will publish a statement intended to explain what has been achieved so far and what is currently planned for each of the two projects which are the subject of the questions.

154/18 OPEN FORUM – A resident addressed the Parish Council with regard to Annual Parish Meeting held on 16 April 2019. Many people had spoken to her expressing their disgust at the behaviour of Councillor Colin Astley. The resident suggested that Councillor Astley should be removed from the Parish Council, however she was advised that the only course of action was to submit a complaint to Cherwell District Council's Monitoring Officer for breaches of the Code of Conduct.

Rick Atkinson addressed the Parish Council and reported that he had been approached by many villagers about Councillor Astley's conduct at the Annual Parish Meeting held on 16 April 2019. Along with many Adderbury residents, he was making a complaint about the appalling conduct of Councillor Colin Astley. Mr Atkinson felt that Councillor Astley deliberately flouted the Parish Council's Standing Orders by shouting at, and arguing with, the Chairman to the point of being exceedingly rude. He refused to sit down on several

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occasions, even when asked to do so by the Chairman and continued to remain standing even when confronted by our local policeman. Mr Atkinson felt that Councillor Astley was not fit to represent any residents of the village, whatever their views; indeed, he was not the kind of person residents wanted in their community.

(Mr Atkinson specifically requested that his name be included in the minutes)

A resident addressed the Parish Council with regard to his objections to planning application 19/00619/F at Land East of The Leys, Adderbury. He highlighted concerns relating to traffic, access, impact on wildlife, loss of a footpath and trees and the increased risk of flooding in the area.

The Chairman thanked the residents for addressing the Parish Council.

(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)

155/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – There were no reports from District Councillors Christine Heath and Mike Bishop. County Councillor Arash Fatemian circulated his report prior to the meeting.

District Councillor Andrew McHugh gave an update on his meeting with the Area Commander and suggested that the Community Speed Watch equipment, which a number of Parish Council had requested to borrow from Thames Valley Police, could be purchased between the various Parish Councils. Councillor McHugh also reported that background checks would be required for the person nominated to undertake the work and this process took about three to four months.

The Chairman thanked Councillor McHugh for his report and advised that the Environment Committee would take forward the Community Speed Watch Scheme, as part of the traffic calming project.

Resolved that the reports be noted.

156/18 PLANNING

xxviii) 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:

19/00072/TCA	Mr Eeles 4 Round Close Road Adderbury T1 x Sweet Chestnut - Crown reduce by 4.0m of the width of the crown and 3.0m of the height of the tree in order to allow more light into the property
19/00353/F	Mr & Mrs Michael Robey Cobblers Cottage Chapel Lane Adderbury Single-storey extension with part two-storey extension over.
19/00078/TCA	Mrs Fiona Gow Rookery Nook High Street Adderbury T1 Leylandii – Fell
19/00374/F	Mrs Nicola Wilson Tinkle Cottage The Green Adderbury Removal of the existing front door and porch and replacement with a wider window. Enlargement of existing opening in side boundary wall and installation of gate.
19/00106/TCA	Ms Penny Foster

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Aynho Dock Services Aynho Wharf Aynho Road Adderbury
T1, T2 x Willow, T3 x Hazel, T4 x Sycamore - Fell as per structural report.

19/00507/F Mr Keith Mitchell
Nell Bridge House Aynho Road Adderbury
Conversion of existing barn into a single dwelling

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:

19/00352/F Mr Paul Tew
Stradella Twyford Grove Twyford
Conversion of garage to habitable accommodation. Replace garage door with window on front elevation.

19/00329/F Mr & Mrs Edge
The Lime Trees 5 Church Close Adderbury
Loft conversion and dormer extensions. Single storey side extension and new front porch.]

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

19/00119/F Mrs Claudia Roberts
3 Dog Close Adderbury
First floor extension over existing kitchen (reduced from previous extension to reduce volume of building).

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

19/00113/TCA Mr Thomson
Woodbine Cottage East End Adderbury
T1 x Field Maple - Remove.

19/00619/F Mrs B Biggam
Land East of The Leys Adderbury
Erection of 3 No dwellings on land east of The Leys, Adderbury

Following a discussion, the Parish Council felt that the application should be objected to because it was contrary to policies in the Adderbury Neighbourhood Plan and was outside of the village boundary. Any further comments from Councillors should be forwarded to the Clerk to include in the submission to Cherwell District Council. **Action ALL**

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

Resolved that the report be noted.

xxx) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the discharge of the conditions relating to the change of use application, which had been approved by Cherwell District Council.

Resolved that:

- 4) the report be noted;
- 5) the Chairman and Clerk, with the architect, be authorised to begin pre-application discussions with Cherwell District Council's planning officers; and **Action TG/DB**
- 6) the Chairman and Clerk be authorised to continue to progress the discharging of condition 5, progressing of the pitch area and the management of the land. **Action TG/DB**

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xxxviii) FOCAL – Prior to the meeting, Councillor Ann Lyons had circulated a report on the work of FOCAL.

The Chairman thanked FOCAL and FOSMA for organising the book sale in St Mary's Church on Saturday 27 April 2019.

Resolved that the report be noted.

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

The Chairman reported that any ideas from the village relating to improvements at the Lucy Plackett Playing Field would be welcomed. Grant applications would also be investigated in due course.

Resolved that the report be noted.

xl) Annual Parish Meeting 16 April 2019 – The Chairman reported on the Parish Poll which was called for at the Annual Parish Meeting held on 16 April 2019.

The Poll would be held on Monday 13 May 2019, from 4pm to 9pm at the Methodist Church. There would be three questions on the ballot paper. Electors could only vote in person, there were no proxy or postal votes allowed for the Parish Poll. Electors could vote for as many, or as few, questions as they wished and all answers would be counted.

The cost of approximately £1000 would be met from the Parish Council's budget.

A neutral statement would be published by the Parish Council explaining the Parish Council's agreed position so far on both issues which are the subject of the poll questions, and highlighting all of the hard work which had been undertaken by WFAC on the Milton Road project and by members of the Environment Committee on the traffic calming project. It was also acknowledged that there was a very active WFAC Fundraising Committee.

On Saturday 11 May 2019, from 4pm to 8pm, Mrs Jackie Head, Chairman of WFAC, would be holding an event in Adderbury Institute advising residents on the work which the Group had been undertaking on the Milton Road project.

Resolved that:

- 1) the report be noted; and
- 2) a neutral statement be published by the Parish Council explaining the Parish Council's agreed position so far on both issues which are the subject of the poll questions, and highlighting all of the hard work which had been undertaken by WFAC on the Milton Road project and by members of the Environment Committee on the traffic calming project. **Action DB/KM**

158/18 PARISH COUNCIL MATTERS

xlvi) 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 Friday 10 May 2019 at 10am.

Resolved that the report be noted.

- Staffing Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council.

xlvii) Judicial Reviews – Prior to the meeting, Councillor Garrad Millier circulated a report proposing the cessation of discussions and actions relating to the two failed applications for Judicial Reviews

Resolved that:

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- 1) discussions relating to the failed applications for Judicial Reviews be dropped because the matter was now closed and because it has become a divisive issue which is making poor use of Parish Council time and resources;
- 2) if complaints, accusations, etc wish to be made, they be made outside of Parish Council meetings to the Staffing Committee or Chairman using the PC's complaints procedure; and
- 3) formal agenda items regarding this matter only be added in the event that they are in accordance with the Parish Council's Standing Orders

xlvi) Governance Issues

- a) Strategic Plan 2018–2021 – Prior to the meeting, Councillor Keith Mitchell had circulated a report to the Parish Council, on the Strategic Plan 2018-2021 action plan.

Resolved that:

- (a) the Parish Council prepares a three-year financial plan that extends beyond a single year, at least in terms of the major blocks of income and expenditure. Cllr Keith Mitchell is asked to draft this for approval, liaising with the Finance Working Group; **Action KM**
 - (b) the Parish Council includes in the three-year financial plan details of Section 106 funding held by Cherwell DC and Oxon CC and potential additional sources of Section 106 funding where known; Councillors Diane Bratt and Keith Mitchell are authorised to do this and for it to be reported regularly to the Parish Council; **Action DB/KM**
 - (c) the Strategic Plan should be cross referenced to the Adderbury Neighbourhood Plan. Cllr Diane Bratt will draft this for approval by the Parish Council; **Action DB**
 - (d) the Parish Council identifies five substantial projects that should be given priority in terms of resource planning as follows;
 - (i) Sports & community facilities at Milton Road;
 - (ii) Preserve Lucy Plackett Playing Field as fantastic green space and improve facilities where possible;
 - (iii) Sympathetic traffic calming;
 - (iv) Sustainability of the village store; and
 - (v) New outdoor gym equipment to encourage exercise.
 - (e) the Parish Council acknowledges items (i) and (iii) require significant resources and should be prioritised within the allocated funding available and the potential to augment this;
 - (f) the Parish Council acknowledges item (ii), while important, is dependent on the successful outcome of item (i) and is unlikely to involve significant funding given the objective is stability and possible improvement. Item (ii) would link well with item (v);
 - (g) the Parish Council acknowledges item (iv) is one where the Parish Council's ability to influence is limited and the role is likely to be primarily one of mediation, requiring little financial resource;
 - (h) the Parish Council acknowledges that item (v), while desirable, must have a lower priority until items (i) and (iii) are achieved; and
 - (i) Councillor Colin Astley be asked if he would like to step down from the Working Group, given his lack of communication or attendance, which would enable to the Parish Council to appoint two or three other members to expand the group. **Action TG**
- b) Hoey Ainscough Recommendations – Prior to the meeting, Councillor Keith Mitchell had circulated recommended actions for addressing the Hoey Ainscough report.

Resolved that:

- a) the appendix be approved and forwarded to the elector in answer to his enquiry; **Action TG**
- b) the declaration stating that *all Councillors would treat their fellow councillors with respect and not make personal attacks on individuals or their integrity*, be signed by all Parish Councillors; and **Action ALL**
- c) given that the key officers at Cherwell District Council who were involved in the *Hoey Ainscough* review have since left CDC, the Parish Council will ascertain where the responsibility lies in CDC now and renew contact, with a view to reporting on progress as requested. **Action TG**

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- xlix) Councillors Training Courses – Councillors were advised on a number of training courses which were available to them.

Resolved that the report be noted.

- l) Parish Council Surgeries – One resident attended the surgery held on Saturday 5 April 2019 and he reported that he had cut down the foliage along the Rochester Way footpath. Councillor Cox reported that he had arranged for the debris to be taken away.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported there were no issues at The Rise;
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that there were no issues at The Rise;
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes, but it had been closed on Saturday 27 April 2019 due to the high winds.

Resolved that the reports be noted.

- lii) Death of a Senior Figure – Prior to the meeting, a draft protocol for the Death of a Senior National Figure had been circulated to the Parish Council.

Resolved that the Protocol be approved.

159/18 FINANCE

- v) 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 – April 2019 salary	
T Goss – Expenses for April 2019	
OCC Pension Fund – Clerks pension for April 2019	
Viking – Stationery order	£25.38
Cotefield Treecare – Removal of the ivy from the walls in Adderbury Cemetery	£810.00
Cotefield Treecare – Removal of scots pine limb obscuring view of speed limit on Oxford Road	£222.00
Thomas Fox Landscaping – Grass cutting in the village for March 2019	£862.80
Steve Cochrane – Clearing gutters at Lucy Plackett Activity Centre	£50.00
Green Barnes Ltd – New noticeboard for outside Church House	£1564.01
Derek Latham & Co Ltd – Preparation for concept proposals for Milton Road project	£2400.00
Adderbury Methodist Church – Room hire	£41.87
Castle Water - Water rates for the Walled Garden Allotments	£14.01
T Goss – Stationery	£29.61
Mrs P Fennell – Mr A Barnes Tea Party	£30.95
Rascal Horticultural Services – Works in Adderbury Cemetery and Allotments	£590.00
Cotefield Treecare - Works to cut back trees from blocking highways speed limit signs	£516.00
Thomas Fox Landscaping - Grass cutting in the village for April 2019	£862.80

- 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 30 April 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation and financial report for the Barclays, Santander and Cambridge Building Society be noted and the income be included in the next report. **Action TG**

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- iii) Accounts 2018/2019 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2019 and the Receipts and Payments as at 31 March 2019.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2019 be approved; and
- ii) the Annual Governance Statement 2018/2019 (Section 1) and the Accounting Statement for 2018/2019 (Section 2) be approved. **Action TG**

160/18 CORRESPONDENCE – There were no further items of correspondence.

THE LUCY JANE PLACKETT CHARITY **(No Items)**

161/18 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 162/18, 163/18 & 164/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

162/18 BOREHOLES IN ADDERBURY CEMETERY – Prior to the meeting, a report had been circulated to the Parish Council with regard to advice which had been received on the water levels in the ground in Adderbury Cemetery.

Resolved that:

- a) the report be noted;
- b) the Clerk and Chairman be authorised to continue to gather the necessary information and quotes to submit to the Parish Council; and **Action DB/TG**
- c) the Clerk and Chairman be authorised to look into the marking out of suitable grave spaces in the cemetery. **Action DB/TG**

163/18 RAWLINS CLOSE AMENITY LAND – The Chairman reported that a meeting had not yet been held with the resident of Rawlins Close.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action TG/DB**

164/18 PLANNING APPLICATION 19/00619/F - LAND EAST OF THE LEYS ADDERBURY - The Chairman reported that the access to this proposed development, would cross over a track which belonged to the Parish Council.

Resolved that the issue of the ownership of the track be raised with Cherwell District Council as the Parish Council believes it requires a Certificate B Notice. **Action TG/DB**

165/18 MEETING DATES – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 28 May 2019

166/18 ITEMS FOR THE FUTURE AGENDAS (FOR INFORMATION ONLY)

- LAP/LEAP/Community Areas, Adderbury Fields
- 3 year forward budgetary plan, including Section 106 funds
- Boreholes in Adderbury Cemetery
- Rawlins Close Amenity Land
- Possible replacement of damaged Royal lime tree in LPF
- Registration of remaining PC land
- Results of Parish Poll / suggested official letter to Victoria Prentis on the potential misuse of Parish polls

(Meeting closed at 9.45pm)