

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON TUESDAY 18 MAY 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Matthew Gerrard, Jackie Head, Rod Head, Sue Jelfs, Ann Lyons, Andy Millard and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and five members of the public.

APOLOGIES: Councillor Oliver Ighani submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

District Councillor Mike Bishop

1/21 Suspension of Standing Orders – The Chairman proposed that Standing Order 5f be suspended for this item only, to enable Councillor Ann Lyons to take the Chair.

Recommended that Standing Order 5f be suspended for the following item only (minute number 2/21) and Councillor Ann Lyons took the Chair.

2/21 Appointment of Chairman for 2021/2022 – Councillor Ann Lyons asked for nominations for the position of Chairman for 2021/2022. Councillor Diane Bratt was proposed and seconded.

Recommended that Councillor Diane Bratt be appointed as Chairman for 2021/2022.

The Chairman then signed the Chairman's Declaration of Acceptance of Office.

3/21 Appointment of Vice-Chairman for 2021/2022 – The Chairman asked for nominations for the position of Vice-Chairman for 2021/2022. Councillor Oliver Ighani was proposed and seconded.

Recommended that Councillor Oliver Ighani be appointed as Vice-Chairman for 2021/2022.

4/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Councillor Simon Davies and Ann Lyons for Party in the Park as live close to the Lucy Plackett Playing Field.

Recommended that the interests be noted.

5/21 Minutes – Prior to the meeting, the minutes of the meeting held on 27 April 2021 had been circulated to the Parish Council.

Recommended that the minutes of the meeting held on 27 April 2021 be approved and signed by the Chairman.

6/21 Matters Arising from the Minutes of 27 April 2021 – There were no matters arising.

7/21 Chairman's Announcements

- Welcome the new District Councillor for Adderbury, Adam Nell.
- Rhoda Woodward's Memorial Service was being held on Saturday 10 July 2021 at 11am at the Methodist Chapel, Adderbury followed by refreshments at the Coach and Horses PH.
- Cemetery gates had been refurbished and repaired. Councillors were asked to look at the sign with a view to possibly replacing it with better wording and/or a more attractive sign.
- The well on Horn Hill Road had been refurbished.
- Village litter pick on 5 June 2021 at 10am, meeting point was outside the Coaches and Horse PH.

8/21 Open Forum – A resident addressed the Parish Council with regard to the approval of a planning application in Bodicote relating to the erection of a supermarket. The Clerk advised the resident that the Parish Council

ADDERBURY PARISH COUNCIL

had not passed comments on the application because it had not been consulted by the Local Planning Authority and the application was not in the Parish of Adderbury.

A resident raised an issue with regard to the drainage on the Milton Road site. This question had been raised a number of times previously and the Chairman could only reiterate what had been stated previously, which was that the consultants were still working on this element of the project. Once the work was complete, the information would be submitted to the Local Planning Authority.

A resident thanked the Parish Council for arranging the refurbishment works to the well on Horn Hill Road and reported that the contractor had done a very good job.

(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)

9/21 Reports from County and District Councillors – There were no reports from County Councillor Arash Fatemian or the District Councillors Mike Bishop, Andrew McHugh and Adam Nell.

Recommended that the report be noted.

10/21 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.

Recommended 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:

21/00932/F	Christmas House, Aynho Road, Adderbury Demolition of existing single-storey kitchen and erection of new single storey extension
21/00765/F	25 Kemps Road, Twyford, Banbury Single storey front extension to form porch
21/01114/F	Wychwood, Meadow View, Adderbury New detached garage building within site curtilage and removal of low value trees, installation of new rooflights to house in conjunction with part loft conversion to habitable accommodation, external wall resurfacing works to house, replacement gutters and downpipes to house
21/0114/TCA	The Old Vicarage, Church Lane, Adderbury Tree Works
21/01288/TCA	Ivydene, Horn Hill Road, Adderbury Tree Works
21/01229/TCA	Stags Leap, Sir Georges Lane, Adderbury Tree Works
21/01115/TCA	The Cedars, The Green, Adderbury Tree Works
21/01082/F	Stud Farm Stables, East End, Adderbury Variation of condition 2 (plans) of 20/02614/F - various c=variations including: Green sedum roof omitted - Glazing and glass roof to east corridor replaced to match existing - Size of proposed pool increased and landscape subsequently amended to suit - Pergola structure added to pool terrace - Ground floor layout revised, width of extension reduced and glazing amended to suit - Rear access door added and porch revised - Height of sliding doors in pool room reduced in height - Layout of oak laminated structural elements on pool terrace amended

ADDERBURY PARISH COUNCIL

21/01179/F 2 St Marys Road, Adderbury
Erection of porch. Enlargement of roof to form front gable to facilitate loft conversion to create 2 bedrooms and family bathroom. Addition of pitched roof to existing garage. Internal alterations to enlarge kitchen.

Recommended 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

Recommended that, it be noted that the Parish Council was considering the following planning applications/works to trees:

21/00897/F 9 Margaret Road, Twyford
Rendering the outside of the property, front only (rear and one side of the property is already rendered)

21/01465/TCA 15 Lake Walk, Adderbury
Tree Works

21/01383/F 41 Wallin Road, Adderbury,
Erection of a conservatory

- ii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- iii) 19/01047/OUT, Land North East of Oxford Road, west of Oxford Canal and east of Bankside, Banbury – The Parish Council considered an outline planning application for a residential development of up to 825 dwellings; green infrastructure including formal (playing fields with changing rooms, allotments) and informal open space; landscaping and associated infrastructure including a balancing pond; on land off the A4260, with access off the existing Longford Park access off the A4260 (Oxford Road), and a new access off the A4260 (Banbury Road). All matters of detail reserved, save for access.

Resolved that the Parish Council objects to application 19/01047/OUT. **Action TG**

11/21 Village Matters

- i) Traffic Calming – There was no further update on the traffic calming, except that the work to build chicanes on Berry Hill Road and Milton Road was due to start on 28 June 2021.

Recommended that the report be noted.

- ii) FOCAL – Councillor Ann Lyons provided a verbal update on the work of FOCAL. Councillor Lyons advised that the Library had successfully reopened and the joint book sale scheduled for later in year with FOSMA, was still going ahead. There were also plans for on-line bingo as an opportunity for fundraising.

Recommended that the report be noted.

- iii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Recommended that:

- 1) the progress report on the building project and the report from the WFAC Working Group be noted;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area, including other requirements, such as fertiliser; **Action DB/TG**
- 3) the Project Management team continues working with the WFAC residents group to progress the building phase of the project; and **Action DB/CW/IB**

ADDERBURY PARISH COUNCIL

- 4) Councillor Matthew Gerrard be appointed as a member of WFAC;
 - 5) the Chairman and Architect be authorised to continue to work on the determination of planning conditions. **Action TG/DB**
 - 6) the Project Management Team recommendation to seek quotations from at least three companies for a Quantity Surveyor and Business Services Consultant be approved; and
 - 7) authority be delegated to the Chairman, Vice-Chairman and Clerk to work with the PMT in case it is necessary to make a decision on the QS before the next PC meeting, with a limitation of £1000 or less.
- iv) Dog Waste Bin – The Parish Council discussed a request for a new dog waste bin in the area of Oxford Road/Berry Hill Road.

Recommended that a new dog waste bin be located in the layby closest to the main road, at the end of bridleway on Berry Hill Road. **Action TG**

- v) Community Engagement/Parish Council Newsletter – Councillor Laura Walker reported on the work undertaken on the Newsletter and had circulated a draft to Councillors, prior to the meeting.

Recommended that:

- 1) the report be noted;
 - 2) information from Councillors for inclusion in the Newsletter, be sent to Councillor Laura Walker; and
 - 3) Councillors Jackie Head and Andy Millard be appointed to the Team producing the Newsletter.
- vi) Climate Change ‘The Great Big Green Week’ – The Parish Council discussed whether it should support the ‘The Great Big Green Week’

Recommended that the Parish Council supports and promotes the initiative, where it is able. **Action ALL**

12/21 Parish Council Matters

- i) Vacancies – The Chairman reported that following the uncontested election, there were three vacancies on the Parish Council. There had been one application for co-option from Sheila August.

Recommended that Sheila August be co-opted onto the Parish Council. **Action TG**

- ii) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed appointing the Parish Council representatives and establish the memberships of the Parish Council Working Groups and Committees.

Recommended that the appointments as detailed in appendix 1 to the minutes, be approved. **Action TG.**

- iii) Committee Minutes and Recommendations – The Chairman reported that there had not been any meetings of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council. The next meeting of the Environment Committee was scheduled for Tuesday 25 May 2021.

Recommended that that the report be noted.

- iv) Health and Safety – The Parish Council considered a number of health and safety inspections.

Recommended that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that there were no new issues in The Rise.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no new issues in the play area. The Covid-19 sign which was located on the MUGA had been damaged and the Chairman would arrange for a replacement.

ADDERBURY PARISH COUNCIL

- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes.
- v) Parish Council Documents – The Parish Council reviewed a number of documents, which were available to view on the Parish Council web site.

Recommended that the following documents be approved by 2021/2022:

- Asset Register
- Risk Management Register
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

13/21 Finance

- i) General Power of Competence – The Parish Council discussed the General Power of Competence which gave councils the power to do anything an individual can do, provided it was not prohibited by other legislation. The criteria was that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit: <https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

Recommended that Adderbury Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) Accounts - The Clerk submitted to the Parish Council, the income from 1 April 2021 and accounts to be paid.

Recommended that the income from 1 April 2021 be noted and the following accounts for payment be approved:

Theresa Goss – Salary and expenses, HMRC payment and Pension for May 2021	
OALC – Training for Councillors	£540.00
Thomas Fox Landscaping – Grass cutting for April 2021	£896.47
Design Grow – Lakes Maintenance April 2021	£69.60
PE Walsh – Grass cutting Milton Road field	£285.00
S Cochrane – Cleaning bus shelters	£120.00
PR Lester – Repairs to wooden bus Shelter	£195.00
PR Lester – Repairs to well on Horn Hill Road	£670.00
Christopher Rawlins Primary School – Covid-19 Grant	£7732.00

Grants 2021/2022	Amount
Adderbury Party in the Park	£200.00
Adderbury Photographic Society	£200.00
Adderbury Bowls Club	£500.00

ADDERBURY PARISH COUNCIL

Adderbury Evergreens	£200.00
Christopher Rawlins Primary School	£500.00
Adderbury & District WI	£300.00
Working for Adderbury Community	£500.00
Adderbury History Association	£200.00
Working for Adderbury Community	£500.00
Adderbury Cine Club	£200.00
Adderbury Theatre Workshop	£200.00
Lucy Plackett Activity Centre	£200.00
Total Grants 2021/2022	£3,700.00

- iii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 18 May 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Recommended that the bank reconciliation be noted.

- iv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 18 May 2021.

Recommended that the report be noted.

14/21 Correspondence – No further items of correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

15/21 Review of Signs in the Lucy Plackett Playing Field – The Parish Council discussed whether new signage was required to ensure dogs were kept on a lead and dog owners were encouraged to pick up after their pets.

Recommended that:

- 1) the report be noted;
- 2) Councillors to review the area and propose where new signs could be located;
- 3) Councillors to consider ways to reinforce the signs used in the Lucy Plackett Playing Field; and **Action ALL**
- 4) Martin Rye be contacted to establish whether the Parish Council has any excess signage which had not yet been used. **Action TG**

16/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 29 June 2021
- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

17/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Review of Signs in the Lucy Plackett Playing Field including ways to reinforce them
- Return to Parish Council Surgeries

ADDERBURY PARISH COUNCIL

(Note: In accordance with Parish Council minute number 170/20, *'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'* the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Annual Parish Council meeting held on 18 May 2021).

(Meeting closed at 9.10pm)

Chairman – 29 June 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON TUESDAY 29 JUNE 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Matthew Gerrard, Jackie Head, Rod Head, Oliver Ighani, Sue Jelfs, Ann Lyons and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Adam Nell and Andrew McHugh, Jonathan White and eight members of the public.

APOLOGIES: Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillor Mike Bishop.

18/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Recommended that the interests be noted.

19/21 Minutes – Prior to the meeting, the minutes of the meeting held on 18 May 2021 had been circulated to the Parish Council.

Recommended that the minutes of the meeting held on 18 May 2021 be approved and signed by the Chairman.

20/21 Matters Arising from the Minutes of 18 May 2021 – There were no matters arising.

21/21 Chairman's Announcements

- Rhoda Woodward's Memorial Service was scheduled to be held on Saturday 10 July 2021. However due to Covid-19 restrictions being extended it was now being held on Saturday 11 September at 11am at the Methodist Chapel, Adderbury followed by refreshments at the Coach and Horses PH.
- Parish Council Surgeries were due to re-start in July 2021, however due to the Covid-19 restrictions this was not possible. The first Surgery would now be on Saturday 4 September 2021.
- Councillors Diane Bratt, Andy Millard and Laura Walker had attended Employment training run by OALC. Relevant information from the training would be circulated to all Councillors.

22/21 Open Forum – A resident addressed the Parish Council with regard to the parking issues on High Street and Croft Lane and the impact this could have on young children who were walking to school.

A further resident addressed the Parish Council with regard to litter on the green in Croft Lane and asked whether the litter bins could be emptied more regularly.

The Chairman thanked the residents for their comments.

(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)

23/21 Traffic Calming – Jonathan White addressed the meeting with regard to the feedback which had been received from the County Council's consultation on the temporary closure of the western arm of the Horn Hill Road and Milton Road junction. The majority of responses from residents had indicated that they were not in favour of the proposal.

Recommended that the proposal to close the western arm of the Horn Hill Road/Milton Road junction be paused until the impact of the new chicanes can be assessed. **Action TG**

24/21 Reports from County and District Councillors – County Councillor Arash Fatemian addressed the Parish Council meeting with regard to the availability of funding at the County Council and new infrastructure projects. He also advised that he was proud to have been re-elected as County Councillor for Adderbury at the elections in May 2021.

ADDERBURY PARISH COUNCIL

Prior to the meeting, District Councillor Andrew McHugh had circulated his report to the Parish Council. He gave additional details regarding issues with drug dealing and the Community Speedwatch Scheme.

District Councillor Adam Nell introduced himself to the Parish Council following his election in May 2021.

Recommended that the reports be noted.

25/21 Planning

- iv) 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.

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

21/00897/F	9 Margaret Road, Twyford Rendering the outside of the property, front only (rear and one side of the property is already rendered)
21/01465/TCA	15 Lake Walk, Adderbury Tree Works
21/01383/F	41 Wallin Road, Adderbury, Erection of a conservatory
21/01337/F	12 Rochester Way, Twyford Single storey extension and internal alterations to bungalow
21/01312/F	11 The Crescent, Twyford, Demolition of existing single garage. Erection of single storey front extension & two storey side extension and single storey rear extension
21/01421/F	Cross Hill House, Cross Hill Road, Adderbury Addition of a new orangery garden room, the reinstatement of a lost glass house, new single storey additions, lost construction housing plant rooms and storage and erection of a new garage in the rear courtyard
21/01499/F	3 Adderbury Park, Adderbury Replacement of existing uPVC cladding with new Cedar (or similar) timber boarding
21/01575/F	53 Wallin Road, Adderbury, Banbury Garden office extension behind existing garage
21/01776/F	Waterbridge Farm, Aynho Road, Adderbury Retrospective permission for two single storey extensions
21/01216/F	16 Twyford Gardens, Twyford Certificate of Lawfulness of Proposed Development for the application of render to exterior walls of property including: 1. Removal of pebble dash. Render over block/brick (whatever is under the pebble dash) 2. Render over facing brick to front, side and rear of house
21/01305/LB	Saddlers Cottage, High Street, Adderbury Repair and renovation of roof
21/01963/TCA	2 Henry Gepp Close, Adderbury Tree works
21/01564/LB	Hermitage, The Green, Adderbury Ground floor - Remove door and widen the opening to the under the stairs cupboard (back stairs); open up the fireplace in the snug and insert a solid fuel burner; create

ADDERBURY PARISH COUNCIL

openings between the kitchen and garage 1 to create a breakfast room; remove and replace the brick finish in garage 1 following the insertion of an insulated floor; insertion of a glazed screen and French doors in garage 1. First floor - Strip out existing bathroom fittings and convert the space to a bedroom; insert a bathroom in the office; re-open a window opening on the east elevation of the rear wing; removal of a walk-in wardrobe in the master bedroom. Second floor - Insert a partition and door to create a bathroom on the second floor

21/01563/F Hermitage, The Green, Adderbury
Re-open a window opening on the east elevation of the rear wing

Recommended 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

Recommended that, it be noted that the Parish Council was considering the following planning applications/works to trees:

21/01826/F 1 Norris Close, Adderbury, Banbury
Extension to side and rear of property and new garden room

21/01966/F Land to Rear of Gracewell Care Home, Gardner Way, Adderbury
The erection of 18 dwellings and access road

- v) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Recommended that the report be noted.

- vi) Planning Application 21/01966/F, Land to rear of Gracewell Care Home, Gardner Way, Adderbury – The Parish Council considered an application for the erection of eighteen dwellings and an access road.

Recommended that the Parish Council objects to application 21/01966/F. **Action TG**

- vii) Oxfordshire County Council's Local List of Information Requirement – The Parish Council discussed whether to make comments on the update of the Local List.

Recommended that any comments from Councillors be forwarded to the Clerk by 8 July 2021. **Action ALL**

26/21 Village Matters

- i) FOCAL – Councillor Laura Walker was the Parish Council's new representative on FOCAL, but had not been able to attend the last meeting.

Recommended that the report be noted.

- vii) The Milton Road Community Project – The Parish Council considered a progress report on the building project and a report from the Working for Adderbury Community (WFAC) Working Group.

Councillors Jackie Head also provided an update on the arrangements for the Community Day.

Recommended that:

- 1) the purchase Heras fencing to secure the southern boundary be approved and the use of boulders to block the entrance be investigated;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser;
- 3) the Project Management Team continues working with the WFAC residents' group to progress the Building Phase of the project and that the Project procedure plan be brought before the Parish Council as soon as it is ready; and
- 4) the Chairman, Clerk and Architect be authorised to continue to work on the determination of planning conditions.

ADDERBURY PARISH COUNCIL

- viii) Community Engagement/Parish Council Newsletter – Councillor Laura Walker reported on the work undertaken on the Newsletter and had circulated a draft to Councillors, prior to the meeting.

Recommended that:

- 4) the report be noted; and
- 5) Councillors be requested to forward their individual information to Councillor Laura Walker.

Action ALL

- ix) Bench Survey – The Parish Council received an update on the bench survey and discussed replacing the bench outside the Coach and Horses.

Recommended that

- 1) the report be noted; and
- 2) if the resident who offered to pay for a bench did not agree with this location, the replacement bench be purchased by the Parish Council. **Action TG**

27/21 Parish Council Matters

- i) Vacancies – The Chairman reported that three residents were interested in applying to be co-opted onto the Parish Council. Therefore, it was agreed to obtain information from them with regard to why they would like to become a Councillor and the applications would all be considered at the next meeting

Recommended that applications for co-option be considered at the next meeting. **Action TG**

- ii) Appointment of Council Representatives & Council Committees and Working Groups – The Parish Council discussed appointing Parish Council representatives to a number of roles and also discussed the response from Adderbury and Milton Feoffees with regard to the Parish Council's new representative.

Recommended that:

- a) the following appointments be approved:

- Financial Monitoring – Councillor Matthew Gerrard
- 'Paint Means Poo' – Defer to a future meeting
- Community Speedwatch – Councillor Rod Head
- Cemetery Working Party & Friends Meeting House – Councillors Sue Jelfs, Diane Bratt, Ann Lyons and Laura Walker
- Finance/Grants Working Party – Defer to a future meeting

- b) it be noted that the Parish Council will be able to change its representative on the Adderbury and Milton Feoffees in October 2021.

- iii) Committee Minutes and Recommendations – Prior to the meeting, the minutes of the Environment Committee held on 25 May 2021 had been circulated to the Parish Council.

Recommended that:

- 1) the minutes be noted;
- 2) the recommendations be approved; and
- 3) the Environment Committee be asked to consider amending the minutes to remove the word 'flooding' from the Open Forum and replace it with 'drainage issues' or removing the whole sentence. **Action TG**

- iv) Health and Safety – The Parish Council considered a number of health and safety inspections.

Recommended that, it be noted that:

ADDERBURY PARISH COUNCIL

- Play area inspection at The Rise – Councillor Rod Head reported that there were no issues at The Rise. The Clerk would chase up the quote for the safety surfacing.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues in the play area. The Clerk would chase up the quote for the safety surfacing.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes, except a branch had come down, but this was being addressed.

28/21 Finance

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

Recommended that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for June 2021	
HMRC – Payment for June 2021	
Oxfordshire County Council – Clerks Pension for June 2021	
Signs Engraving – Plaque for Memorial Plaque	£54.00
Green Scythe Grass Cutting – April 2021	£476.40
HAGS – SMP Ltd – New bridge at The Rise play area	£1770.57
Nicholson Nurseries Ltd – Rabbit Fencing for Milton Road field	£763.80
Prysebros Ltd – Weed Control in the Village	£561.60
Thomas Fox Landscaping Ltd – Grass Cutting	£896.47
Prosser Carpentry – Repairs to Adderbury Cemetery Gate	£3052.80
Design Grow – Adderbury Lakes Maintenance May 2021	£69.60
Hydra International Ltd – Blanket Weed Remover	£468.76
Green Scythe Grass Cutting – May 2021	£476.40
Fourth Corner – Cemetery Maintenance	£515.65
Fourth Corner – Allotment Maintenance	£123.42
PE Walsh – Grass Cutting Milton Road Field	£285.00
PR Lester – Bus Shelter Maintenance	£25.00
Society for Local Council Clerks – Clerks Annual Subscription	£208.00
Thomas Fox Landscaping – Grass Cutting for June 2021	£896.47

- vi) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 29 June 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Recommended that the income and the bank reconciliation be noted.

- vii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 29 June 2021.

Recommended that the report be noted.

- viii) Budget Monitoring – The Parish Council considered the budget monitoring report to June 2021.

Recommended that the report be noted.

29/21 Correspondence – No further items of correspondence.

THE LUCY JANE PLACKETT CHARITY (One item)

- 30/21 Review of Signs in the Lucy Plackett Playing Field** – The Parish Council discussed whether new signage was required to ensure dogs were kept on a lead and dog owners were encouraged to pick up after their pets.

Recommended that:

- 5) the report be noted; and
- 6) the impact of the two new signs be assessed before purchasing any further signs.

ADDERBURY PARISH COUNCIL

31/21 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would continue to be held on Zoom. They would all commence at 7.30pm.

However due to the current situation with the Covid-19 Pandemic, the Chairman also highlighted that these meeting dates are subject to change at short notice and details would be published on the Parish Council web site.

- 27 July 2021
- 14 September 2021
- 26 October 2021
- 30 November 2021

32/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Parking Issues on High Street and Croft Lane

(Note: In accordance with Parish Council minute number 170/20, *'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'* the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 29 June 2021).

(Meeting closed at 9.50pm)

Chairman – 27 July 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING (ADVISORY) HELD ON ZOOM ON TUESDAY 27 JULY 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jackie Head, Rod Head, Oliver Ighani, Sue Jelfs, Ann Lyons and Laura Walker.

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

APOLOGIES: Councillor Matthew Gerrard submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Councillor Andy Millard submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop, Adam Nell and Andrew McHugh.

33/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Recommended that the interests be noted.

34/21 Minutes – Prior to the meeting, the minutes of the meeting held on 29 June 2021 had been circulated to the Parish Council.

Recommended that the minutes of the meeting held on 29 June 2021 be approved and signed by the Chairman.

35/21 Matters Arising from the Minutes of 29 June 2021 – There were no matters arising.

36/21 Co-options – The Chairman reported that there had been four applications for co-option, however, only one candidate had attended a Parish Council meeting as a member of the public.

Recommended that:

- 1) Lucy Wells be co-opted onto the Parish Council; and **Action TG**
- 2) the other applicants be invited to attend the Parish Council meeting on 14 September 2021; and
- 3) if the other applicants attend the Parish Council meeting on 14 September 2021, their applications will be considered at the meeting in October 2021. **Action TG**

37/21 Chairman's Announcements

- Planning application 21/00104/F – This application had now been approved by Cherwell District Council and the project could continue to be progressed.
- Anti-Social Behaviour at the Lucy Plackett Playing Field – Thames Valley Police had been requested to increase patrols at the playing field. Residents were encouraged to report all incidents of anti-social behaviour to Thames Valley Police, using 101.
- Parking on the verges by the Pickled Ploughman had been raised by residents since it blocked the vision splay for vehicles exiting nearby roads and driveways and is a traffic hazard especially for ambulances frequently on blue light runs. The Clerk will contact the Pickled Ploughman to request their customers use the pub's own car parking areas. **Action TG**

38/21 Open Forum – A resident addressed the Parish Council with regard to the removal of the trees on the Milton Road land.

Two residents addressed the Parish Council with regard to the work so far on the Milton Road land.

The Chairman confirmed that all field drainage and tree work had been completed in accordance with the relevant planning permissions.

ADDERBURY 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)

- 39/21 Reports from County and District Councillors** – County Councillor Arash Fatemian addressed the Parish Council meeting and reported that the County Council had met at Spice Ball Leisure Centre and they had increased their number of Scrutiny Committees.

A petition had also been set up relating to the closure of the Barford Road Bridge which was currently closed to vehicles over two tons and included a width limit. It was hoped the petition would encourage the County Council to complete the repair works more quickly due to the impact it was having on the surrounding areas. Councillor Fatemian would email details of the petition to the Clerk. **Action AF**

Recommended that the report be noted.

40/21 Planning

- viii) 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.

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

21/01826/F 1 Norris Close, Adderbury, Banbury
Extension to side and rear of property and new garden room

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

21/01966/F Land to Rear of Gracewell Care Home, Gardner Way, Adderbury
The erection of 18 dwellings and access road

Recommended that, it be noted that the Parish Council was considering the following planning applications/works to trees:

21/02143/F Nell Bridge House, Aynho Road, Adderbury
Erection of a single storey side extension

21/02234/F Old Marks, East End, Adderbury Did you receive my comments on this one?
Single storey rear kitchen / utility extension (amendments to 21/00143/F)

21/02210/F Ivydene, Horn Hill Road, Adderbury
Remove existing potting shed and erect new single storey rear extension plus new workshop and new front porch

21/02245/F The Lake House, Lake Walk, Adderbury
Erection of a gazebo

- ix) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Recommended that the report be noted.

41/21 Village Matters

- v) Traffic Calming – The Clerk reported that the chicanes were due to be completed on 30 July 2021.

Recommended that:

- 1) the report be noted; and

ADDERBURY PARISH COUNCIL

- 2) clarification be sought from the County Council with regard to the publication of the comments received during the public consultation exercise on the proposed closure of the Horn Hill Road/Milton Road junction. **Action TG**
- vi) FOCAL – Councillor Laura Walker gave an update on the work of FOCAL and its involvement with the Community Day in September 2021.

Recommended that the report be noted.

- vii) The Milton Road Community Project – The Parish Council considered a progress report on the building project. Councillor Jackie Head also provided a verbal update on WFAC.

Recommended that:

- 5) the reports be noted;
 - 6) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser;
 - 7) the Project Management team continues working with the WFAC residents' group to progress the building phase of the project and that the Project procedure plan will be brought before the Parish Council as soon as it is ready; and
 - 8) the Chairman and Architect continue to work on the discharge of planning conditions.
- viii) Parking Issues, Litter Bins and Signage – The Clerk advised that she had requested more information from the resident who had made the request for additional litter bins and 'No Ball Games' signage for Croft Lane, as well as highlighting parking issues on High Street and Croft Lane. However an update had not yet been received.

Recommended that this item be deferred to a future meeting when more information has been obtained from the resident concerned. **Action TG**

42/21 Parish Council Matters

- i) Cherwell District Council Draft Statement of Community Involvement – The Parish Council discussed the public consultation document.

Recommended that comments be submitted to the Chairman, Vice-Chairman and Clerk before the deadline of 23 August 2021. **Action ALL**

- ii) Committee Minutes and Recommendations – Prior to the meeting, the minutes of the Environment Committee held on 15 July 2021 had been circulated to the Parish Council.

Recommended that the minutes be noted and recommendations be approved.

- iii) Health and Safety – The Parish Council considered a number of health and safety inspections.

Recommended that, it be noted that:

- Play area inspection at The Rise – Councillor Rod Head reported that the quote for the surfacing was still awaited. Also, the fencing around the play area needed to be repaired. Paul Lester would be asked to provide a quote. **Action TG/RH**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that the quote for the play area surfacing was still awaited. There had also been some litter on the field as well as the anti-social behaviour discussed earlier in the meeting.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes,

43/21 Finance

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

Recommended that the following accounts for payment be approved:

ADDERBURY PARISH COUNCIL

Theresa Goss – Salary and Expenses for July & August 2021	
HMRC – Payment for July & August 2021	
Oxfordshire County Council – Clerks Pension for July & August	
Derek Latham and Co – Milton Road Project	£2400.00
Design Grow – Maintenance at Adderbury Lakes June 2021	£69.60
Green Scythe Ltd – Grass cutting at the Lucy Plackett Playing Field	£781.80
Fourth Corner Ltd – Allotment and Cemetery Maintenance	£639.07
Glasdon UK Ltd – Dog Waste Bin	£248.54
GeoXphere Ltd – Parish On-Line	£150.00
Paul Lester – Repairs to play equipment	£125.00
PE Walsh – Milton Road Field grass cutting	£380.00

- x) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 27 July 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Recommended that the income and the bank reconciliation be noted.

- xi) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 27 July 2021.

Recommended that the report be noted.

- 44/21 Correspondence** – Correspondence had been received from Gigaclear and circulated to Councillors with regard to the roll out of fibre broadband in the village.

It was agreed that Parish Council surgeries would commence in September 2021.

THE LUCY JANE PLACKETT CHARITY

(No items)

- 45/21 Meeting Dates** – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 14 September 2021
- 26 October 2021
- 30 November 2021

46/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Quote for Works at Adderbury Cemetery
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Parking Issues, Litter Bins and Signage

(Note: In accordance with Parish Council minute number 170/20, 'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline' the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Parish Council meeting held on 27 July 2021).

(Meeting closed at 8.15pm)

Chairman – 14 September 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 14 SEPTEMBER 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jackie Head, Rod Head, Oliver Ighani, Ann Lyons, Laura Walker and Lucy Wells.

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

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

Councillor Matthew Gerrard submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Trish Fennell and District Councillors Mike Bishop and Andrew McHugh.

47/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

48/21 Minutes – Prior to the meeting, the minutes of the meeting held on 27 July 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 27 July 2021 be approved and signed by the Chairman.

49/21 Matters Arising from the Minutes of 27 July 2021 – There were no matters arising.

50/21 Chairman's Announcements

- Accident at Traffic Lights – The Head Teacher at Christopher Rawlins Primary School had reported that there had been a minor accident at the traffic lights the previous day.
- Oxfordshire's Bus Service Improvement Plan – A Councillor was required to respond to the consultation on behalf of the Parish Council.
- Adderbury Community Day 18 September 2021 – All of the slots to marshal the road closure had been filled by volunteers, however further volunteers were also required to help with the WFAC/ Milton Road Sports and Community Hall project stall in the Parish Institute.
- Colonel Stuckey Court, Vera Wood Close – A new name plate was required for Colonel Stuckey Court and Cherwell District Council was dealing with this.
- Tree Blocking Sor Brook – A tree which had fallen into Sor Brook had been reported to the Environment Agency by the Parish Council and it had now been removed.
- FOCAL Bench – The Clerk had ordered a new bench for FOCAL and it was located outside Church House. It was funded by a grant from Cherwell District Council.
- Gigaclear – A meeting to discuss the fibre roll out in the village would be held on Zoom on Thursday 23 September 2021 at 730pm and all Councillors were invited to attend.

51/21 Open Forum – A resident addressed the Parish Council with regard to the term of office for the Chairman of the Parish Council. The Chairman advised that the position was elected every year in May and Parish Council elections were held every four years.

The resident was thanked for her question.

(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)

ADDERBURY PARISH COUNCIL

52/21 Reports from County and District Councillors – District Councillor Adam Nell addressed the Parish Council with regard to the Oxfordshire Plan 2050 and encouraged the Parish Council to respond to the consultation deadline which was 8 October 2021.

There would also be a consultation on the Cherwell District Local Plan starting on 29 September 2021 and Councillor Nell encouraged the Parish Council to submit a response to that too.

There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

53/21 Planning

- x) 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|---------------|---|
| 21/02143/F | Nell Bridge House, Aynho Road, Adderbury
Erection of a single storey side extension |
| 21/02210/F | Ivydene, Horn Hill Road, Adderbury
Remove existing potting shed and erect new single storey rear extension plus new workshop and new front porch |
| 21/02465/NMA | OS Parcel 0080 West of Berryhill Road Adjoining and South Of Milton Road, Adderbury
Internal rearrangement and walls omitted resulting in number of stables reduced from 6 no. to 4 no. (proposed as non-material amendment to 18/01792/F) |
| 21/02594/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 16 (roof structure) of 21/00119/LB |
| 21/02469/F | 10 Fleet Farm Way, Adderbury
Two storey rear extension |
| 21/02562/LB | Little Manor, Manor Road, Adderbury
Demolition of internal stud wall, existing conservatory and modern garage extension with new doors installed within previous openings. |

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:

- | | |
|------------|---|
| 21/02234/F | Old Marks, East End, Adderbury
Single storey rear kitchen / utility extension (amendments to 21/00143/F) |
| 21/02245/F | The Lake House, Lake Walk, Adderbury
Erection of a gazebo |

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- | | |
|--------------|--|
| 21/02846/TCA | The Old Vicarage, Church Lane, Adderbury
(G1/G2/G3) Hawthorns - Removal of trees from bank of the brook up to 6 per group. |
| 21/02963/F | 49 St Marys Road, Adderbury
Removal of existing garage and erection of new single storey extension to the house to provide new study and store room |

ADDERBURY PARISH COUNCIL

21/02884/F Land To The Rear Of 16-18 Twyford Gardens and adj to Claire House, Twyford Grove, Twyford,
Erection of one new dwelling

21/03078/TCA The Lime Trees 5, Church Close, Adderbury
T1 x Laburnum, T2 x Hawthorn - Removal due to lean over adjacent brook, recently removed canopy cover from nearby trees and exposure to the public footpath on the opposite bank

Resolved that, it be noted that the appeal has been upheld for up to 40 dwellings on land off Berry Hill Road, Adderbury and planning permission is now approved.

- xi) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- xii) Oxfordshire 2050 – The Clerk had circulated information on the Oxfordshire 2050 and the deadline for the consultation was 8 October 2021.

Resolved that all Councillors to forward their comments to the Clerk before 8 October 2021. **Action ALL**

54/21 Village Matters

- ix) Traffic Calming – The Chairman reported that the chicanes were yet to be completed and the next meeting of the Environment Committee was on 12 October 2021.

Resolved that the report be noted.

- x) FOCAL – Councillor Laura Walker gave an update on the work of FOCAL.

Resolved that the report be noted.

- xi) The Milton Road Community Project – The Chairman reported that the entrance would be started by the end of the month. Reports relating to the drainage, archaeology, landscaping and ecology were still being collated, due to the approval of the revised planning application by Cherwell District Council in June 2021. These reports were being revised to reflect this new application, however, it should be noted that the planning conditions were exactly the same as the previously approved application.

Councillor Jackie Head also provided a verbal update on the Community Day which was being held on Saturday 18 September 2021.

Resolved that the reports be noted.

55/21 Parish Council Matters

- i) Parish Council Surgery – The Parish Council considered a report on the issues raised at the Surgery on 4 September 2021.

Resolved that the matters reported at the Surgery be passed to the relevant bodies to action. **Action TG**

- xiii) Parish Council Meetings, Post May 2021 – The Parish Council discussed confirming all of the decisions which had been made by the Clerk and Responsible Financial Officer under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021.

Resolved that all of the decisions which had been made by the Clerk and Responsible Financial Officer, under delegated authority, based on recommendations made by the Parish Council, since 7 May 2021 be approved.

ADDERBURY PARISH COUNCIL

- iv) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council. The next meeting of the Environment Committee was being held on Tuesday 12 October 2021 at 703pm.

Resolved that the report be noted

- v) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – Councillor Rod Head reported that the quote for the surfacing was still awaited, but Kompan was undertaking a site visit the following day.

The bolts on the climbing wall were still missing, but they had been ordered from the manufacturer, Proludic.

The fencing around the play area was due to be repaired, once the necessary materials were available.

- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that the quote for the surfacing was still awaited, but Kompan was undertaking a site visit the following day. Paul Lester had completed the work on the seesaw and she was very pleased with his workmanship. Councillor Lyons also felt that a sign reminding users that the play equipment was for children only, would be useful.

There was a discussion and it was felt that it might be beneficial to have a specific area of the Lucy Plackett Playing Field where dogs could be let off their leads to exercise. This would be discussed at the next meeting and in the meantime, Councillors were asked to visit the playing field and identify suitable areas for discussion.

It was also reported that a wall surrounding the play area had collapsed and needed to be repaired.

The Chairman reported that she had spoken to some young people who were digging holes around the edge of the playing field to create jumps for their bikes. Councillor Laura Walker agreed to follow this up and contact the young people and their parents. **Action LW**

There was also a loose metal bar on the climbing frame which needed to be tightened.

- Adderbury Lakes – The Chairman reported that a tree had fallen at Adderbury Lakes and quotes were being discussed later in the meeting. There were also ongoing discussions with Thames Water and the Environment Agency with regard to the algae in the Lakes.

Resolved that the report be noted and the above actions be approved.

56/21 Finance

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

Recommended that the following accounts for payment be approved and Councillor Lucy Wells be added as a signatory to the Parish Council bank account:

Theresa Goss – Salary and Expenses for September 2021	
HMRC – Payment for September 2021	
Oxfordshire County Council – Clerks Pension for September 2021	
Eco Web Hosting – Email hosting	£11.98
Cherwell District Council – Planning application fee	£58.00
Theresa Goss – Bench for FOCAL	£450.00
Councillor Laura Walker – Flyers for Community Day	£119.09
Thomas Fox Landscaping Ltd – Grass Cutting	£1792.94
Design Grow – Maintenance at Adderbury Lakes	£139.20
Fourth Corner Ltd – Cemetery and Allotment Maintenance	£639.07
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field	£476.40
Oxford Direct Services – Bollards in St Mary's Road	£2139.55

ADDERBURY PARISH COUNCIL

Turnstone Ecology – Hedgerow check prior to removal of trees on Milton Road	£168.00
Came and Company – Insurance for 2021/2022	£1602.00
PE Walsh – Grass cutting at the Milton Road field	£190.00
Theresa Goss – Millennium Cup engraving	£15.95
Paul Lester – Fitting of Dog Waste Bin	£65.00

- xiii) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 14 September 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- xiv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 14 September 2021.

Resolved that the report be noted.

- xv) Budget Monitoring – The Parish Council considered the budget monitoring report for April to September 2021.

Resolved that the report be noted.

- 57/21 Correspondence** – A complaint had been received and further clarification would be obtained from the complainant. A meeting of the Complaints Committee would then be arranged, if necessary.

Confirmation had been received from Adderbury and Milton Feoffees that Councillor Sue Jelfs could be replaced by Councillor Jackie Head as the Parish Council's representative from October 2021, when the term of office expired.

THE LUCY JANE PLACKETT CHARITY

(No items)

58/21 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 59/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 59/21 Adderbury Lakes & Adderbury Cemetery** – The Parish Council considered quotes for the removal of a fallen tree at Adderbury Lakes and work maintenance works at Adderbury Cemetery.

Resolved that the quote from Ben Acreman be accepted for the works at Adderbury Lakes and the quote from Fourth Corner Limited be accepted for the works at Adderbury Cemetery. **Action DB/TG**

- 60/21 Meeting Dates** – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 26 October 2021
- 30 November 2021
- 11 January 2022

61/21 Items for Future Agendas (For Information Only)

- Co-options onto the Parish Council
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Area for Exercising Dog in the Lucy Plackett Play Field

(Meeting closed at 8.45pm)

ADDERBURY PARISH COUNCIL

Chairman – 26 October 2021

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 26 OCTOBER 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jackie Head, Rod Head, Oliver Ighani, Sue Jelfs, Ann Lyons and Laura Walker.

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

APOLOGIES: Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Lucy Wells submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Adam Nell.

62/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

63/21 Minutes – Prior to the meeting, the minutes of the meeting held on 14 September 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 14 September 2021 be approved and signed by the Chairman.

64/21 Matters Arising from the Minutes of 14 September 2021 – There were no matters arising.

65/21 Chairman's Announcements

- Gigaclear fibre roll out in the village would be commencing in the next few weeks.
- Broken stile of footpath on Twyford Road had been reported to Oxfordshire County Council.
- Quotes were being obtained for works to the Lucy Plackett Activity Centre.
- A wreath would be laid by the Chairman at the Remembrance Day Service on 14 November 2021.
- Focal Christmas cards were now for sale.
- Parish Council policy regarding abusive correspondence would be implemented when this type of communication was received by the Clerk and Councillors.

66/21 Open Forum – A resident addressed the Parish Council with regard to Cherwell District Council's (CDC) Local Plan consultation and the proposed development sites within that consultation.

There appeared to be some confusion as residents indicated that they were of the understanding that a planning application had been submitted for a site behind St Mary's Road. However the Chairman advised the residents that there were no planning applications being considered, all the sites had been proposed by landowners and developers as part of the CDC's Local Plan process (under the 'Call for Options' stage) and Cherwell District Council was now consulting with the public on these, as well as on other aspects of their proposed Local Plan.

Councillor Laura Walker reported that she had attended CDC's Local Plan consultation event and encouraged residents to respond to the consultation. The Chairman advised residents that within their response, they should be referencing the Adderbury Neighbourhood Plan too. District Councillor Andrew McHugh also provided additional advice and information to the meeting on the consultation process.

A resident addressed the Parish Council with regard to the Berry Hill Road Appeal decision.

A resident addressed the Parish Council suggesting that the Section 106 funds relating to the Berry Hill Road Appeal permission, should be refused by the Parish Council. The Chairman advised that Section 106 funds were allocated from developments to help mitigate the impact of new developments and refusing to accept Section 106 funds would be of no benefit to the village. In addition, Section 106 agreements were drawn up

ADDERBURY PARISH COUNCIL

between the Local Planning Authority and developers, Parish Council's did not have any involvement in this process.

The Chairman thanked 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)

67/21 Reports from County and District Councillors – Prior to the meeting, District Councillor Andrew McHugh had circulated a report to the Parish Council. During the meeting, he expanded further on other issues, including Cherwell District Council's reduced funding from the Government, which was reduced by 46% of its net operating budget.

County Councillor Arash Fatemian had also circulated a report to the Parish Council, prior to the meeting.

Councillor Fatemian gave additional information on the Civil Parking Enforcement and suggested that the Parish Council might wish to consider applying for double yellow lines in the areas of the village where parking issues occur.

Councillor Fatemian also advised on the County Council's new 20mph speed limit initiative. This was being paid for centrally, however in areas where the 20mph limit was successfully applied, there were no funds for enforcement. Any enforcement or additional signage or lighting etc would have to be funded by the Parish Council. Any applications for 20mph zones, would also have to be supported by the County Councillor for that area.

The Chairman thanked the Councillors for their reports.

Resolved that the report be noted.

68/21 Planning

xiv) 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|---|
| 21/02846/TCA | The Old Vicarage, Church Lane, Adderbury
(G1/G2/G3) Hawthorns - Removal of trees from bank of the brook up to 6 per group. |
| 21/03053/TCA | The Cottage Church Lane, Adderbury
Tree works |
| 21/02884/F | Land To The Rear Of 16-18 Twyford Gardens And Adj To Claire House, Twyford Grove, Twyford,
Erection of one new dwelling |
| 21/02963/F | 49 St Marys Road, Adderbury
Removal of existing garage and erection of new single storey extension to the house to provide new study and store room |
| 21/03078/TCA | The Lime Trees 5, Church Close, Adderbury
T1 x Laburnum, T2 x Hawthorn - Removal due to lean over adjacent brook, recently removed canopy cover from nearby trees and exposure to the public footpath on the opposite bank |
| 21/03061/F | 1 Twyford Gardens, Twyford,
New porch and lean-to roof extended across. Rear single storey extension with wraparound roof |

ADDERBURY PARISH COUNCIL

- 21/03226/TCA The Mount, High Street, Adderbury
Tree works
- 21/03246/TCA Grange Cottage, High Street, Adderbury
1 x Holly- Fell. Outgrown location in small garden
- 21/03209/TCA Fleet Farm House, Aynho Road, Adderbury,
Tree works
- 21/03063/LB Little Manor, Manor Road, Adderbury,
Proposed demolition and replacement of existing rear conservatory with new single storey modern extension
- 21/03062/F Little Manor, Manor Road, Adderbury
Demolition and replacement of existing rear conservatory with new single storey modern extension
- 21/03188/TCA 15 Lake Walk, Adderbury
T2 X Norway Maple - Crown reduction of the neighbours Norway maple in height by up to 3 metres, reducing the north side back to the boundary.
- 21/03187/TCA 14 Lake Walk, Adderbury,
T1 x Prunus Pissardii - Crown reduction of the neighbour's prunus pissardii in height by upto 3 metres, reducing the north side back to the boundary.
- 21/03237/LB Royal Oak House, High Street, Adderbury
Installation of wrought iron metal gates to give access into the drive

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:

- 21/03086/DISC Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 18 (protected species) of 21/00119/LB
- 21/02884/F Land To The Rear Of 16-18 Twyford Gardens And Adj To Claire House, Twyford Grove, Twyford
Erection of one new dwelling

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- 21/03433/F 1 Keytes Close, Adderbury,
Proposed demolition of existing garage & construction of 2 storey (1 bed) dwelling to the side of the existing dwelling (resubmission of 21/02005/F)
- 21/03471/F Hoad Hill Farm, Oxford Road, Adderbury
Two storey gable extensions to rear of the property to extend existing kitchen and bedroom over and extend the existing annexe and provide additional bedroom.
- 21/02751/F Sydenham House, East End, Adderbury
Variation of condition 3 of 15/01161/F - amend condition to 'fence will not exceed 2m in height'
- 21/03510/TCA Chemin De Fer, Horn Hill Road, Adderbury
T1 x Leylandii- Reduction up to 6m and re-trimming the sides
- 21/03493/F Royal Oak House, High Street, Adderbury
Installation of metal gates to give access into the drive
- 21/03552/TCA Rawlins House, The Green, Adderbury
Tree works

ADDERBURY PARISH COUNCIL

21/03553/TCA Holly House, Manor Road, Adderbury
Tree works

- xv) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- xvi) Cherwell District Council Local Plan Consultation – The Chairman reported that the deadline for consultation responses was 10 November 2021 and suggested that a separate meeting be arranged to discuss the Parish Council's response.

Resolved that a meeting be arranged to discuss the Parish Council's response to the consultation and Councillors Ann Lyons, Oliver Ighani, Laura Walker and Diane Bratt be members of that Working Group. **Action ALL**

69/21 Village Matters

- xii) Traffic Calming – The Clerk reported that the Community Speedwatch Scheme would be starting again shortly and Mr Bob Meadows was kindly leading on the project. More volunteers were needed and contact should be made with the Clerk for further information.

The Clerk would also contact the County Council regarding the completion date of the chicanes on Milton Road and Berry Hill Road.

Resolved that the report be noted.

- xiii) FOCAL – Councillor Laura Walker gave an update on the work of FOCAL.

Resolved that the report be noted.

- xiv) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Councillor Jackie Head also reported that the Community Day had been a success and the Parish Council thanked Councillors Rod and Jackie Head for all their work.

Resolved that:

- 1) the report be approved;
- 2) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 3) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
- 4) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.

70/21 Parish Council Matters

- i) Parish Council Vacancies – The Parish Council considered three applications for the two vacancies on the Parish Council.

Resolved that Jacky Atkinson and Simon Davies be co-opted onto the Parish Council. **Action TG**

- ii) Community Governance Review – The Chairman advised that Cherwell District Council was completing a Community Governance Review and Adderbury was included in this review as a result of an issue highlighted by the Street Naming and Numbering Officer. A small section of the recently approved planning application 19/01047/OUT, adjacent to Longford Park, was within Adderbury Parish.

ADDERBURY PARISH COUNCIL

The consultation ran from 22 November 2021 to 31 January 2022 and the Clerk would keep Councillors updated when further information was received.

Resolved that the report be noted.

- iii) Adderbury & Milton Feoffees – The Parish Council discussed its representatives on the Adderbury and Milton Feoffees, following Councillor Sue Jelfs' term office expiring in October 2021.

Resolved that Lucy Wells be appointed as the Parish Council's representative on the Adderbury and Milton Feoffees. **Action TG**

- iv) Parish Council Surgery – There was no Parish Council Surgery held on 2 October 2021.

Resolved that the report be noted. **Action TG**

- v) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

- vi) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – Councillor Rod Head reported that the fence posts and surfacing had not yet been repaired.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues, except the repairs to the surfacing which still needed to be completed. Also, the Adderbury Park FC goals had been vandalised, however they had since been replaced following a donation to the Football Club.
- Adderbury Lakes – The Chairman reported that there were no issues at Adderbury Lakes, however the Committee would be getting the bridges checked and Ben Acreman would be starting the work to remove the fallen tree shortly.

Resolved that the reports be noted.

71/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for October 2021	
HMRC – Payment for October 2021	
Oxfordshire County Council – Clerks Pension for October 2021	
Unity Trust Bank – Service Charge	£18.00
Fourth Corner – Allotment and Cemetery Maintenance for May 2021	£639.07
Fourth Corner – Allotment and Cemetery Maintenance for Sept 2021	£639.07
Fourth Corner – Allotment and Cemetery Maintenance for Oct 2021	£639.07
Eco Web Hosting – Email hosting	£5.99
Green Scythe Ltd – Grass Cutting Lucy Plackett Playing Field for August 2021	£476.40
Green Scythe Ltd – Grass Cutting Lucy Plackett Playing Field for September 2021	£476.40
Thomas Fox Landscaping – Grass Cutting for September 2021	£896.47
Moore – External Audit 2020/2021	£480.00
Cherwell District Council – Emptying Dog Waste Bins for Summer Period	£1539.64
Prysebros Ltd – Weed Control	£561.60
Design Grow – Lakes Maintenance for September 2021	£69.60
Design Grow – Lakes Maintenance for October 2021	£69.60
Starboard Systems Ltd – Scribe Accounts	£561.60
CPRE – Annual Subs	£36.00
Theresa Goss – Parish Councils Vat Reference Book	£34.79

ADDERBURY PARISH COUNCIL

Paul Lester – Works to the Play Areas	£146.00
RIDA Reports Ltd – Drainage Design	£3000.00
Mrs RJ Flatt – Lakes Booklets	£77.25
P Walsh – Grass Cutting Milton Road field	£380.00
S.Cochrane – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
Theresa Goss – Annual Subs for Microsoft Office	£59.99
Adderbury Parish Institute – Room hire for Community Day	£105.00
Cherwell District Council – Bins for Community Day	£172.51
Paul's Garden Maintenance – Strimming at Adderbury Lakes	£120.00
Theresa Goss – Petty Cash Top-Up	£50.00

- xvii) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 26 October 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- xviii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 26 October 2021.

Resolved that the report be noted.

- xix) Walled Garden Allotments – The Parish Council reviewed the rent at the Walled Garden Allotments for 2022/2023.

Resolved that:

- 1) the rent for 2022/2023 be set at £31.00; and **Action TG**
- 2) Councillor Sue Jelfs to judge the Millennium Cup for 2022 and collate some criteria for judging the Millennium Cup. **Action SJ**

- xx) Adderbury Cemetery – The Parish Council reviewed the burial fees for 2022/2023.

Resolved that burial fees for 2022/2023 not be increased. **Action TG**

- xxi) Parish Council Budget 2022/2023 – The Parish Council discussed items which Councillors would like to be considered during the budget setting process for 2022/2023.

Resolved that all Councillors to contact the Clerk with suggestions for inclusion in the budget. **Action TG**

- xxii) External Audit 2020/2021 – Prior to the meeting, the statement of the completion of the external audit for 2020/2021 had been circulated to the Parish Council.

Resolved that the external audit report for 2020/2021 be noted and the Parish Council gave a vote of thanks to the Clerk and Responsible Financial Officer for her excellent work on the Parish Council's finances.

- 72/21 Correspondence** – Councillors had received copies of emails from a resident, but Councillors did not wish to take the matter further. There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

- 73/21 Party in the Park** – The Parish Council considered a request for the Lucy Plackett Playing Field to be used for the Party in the Park on Saturday 11 June 2022.

Resolved that the request for the Lucy Plackett Playing Field to be used for the Party in the Park on Saturday 11 June 2022, be approved.

- 74/21 Exclusion of the Public and Press**

ADDERBURY PARISH COUNCIL

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 75/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

75/21 Play Equipment Maintenance – The Parish Council considered a quote for repairs to the surfacing at the play areas in The Rise and the Lucy Plackett Playing Field.

Resolved that:

- 1) the quote from Kompan be accepted;
- 2) funds from Hamberley allocated to adult gym equipment be reallocated to cover the costs of the works at The Rise; and
- 3) Section 106 funds be used to cover the cost of the works in the Lucy Plackett Play Area.

Action TG

76/21 Meeting Dates – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 30 November 2021
- 11 January 2022
- 15 February 2022 (This date was changed from 22 February 2022 to avoid the half term school holiday)

77/21 Items for Future Agendas (For Information Only)

- Co-option Policy
- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Area for Exercising Dog in the Lucy Plackett Play Field
- Grass Cutting for 2022/2023

(Meeting closed at 9.25pm)

Chairman – 30 November 2021

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD AT CHURCH HOUSE,
HIGH STREET, ADDERBURY ON TUESDAY 30 NOVEMBER 2021 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Rod Head, Oliver Ighani, Sue Jelfs, Ann Lyons and Lucy Wells.

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

APOLOGIES: Councillor Jackie Head submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Laura Walker submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

Trish Fennell.

District Councillors Mike Bishop, Andrew McHugh and Adam Nell.

78/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

79/21 Minutes – Prior to the meeting, the minutes of the meeting held on 26 October 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 26 October 2021 be approved and signed by the Chairman.

80/21 Matters Arising from the Minutes of 26 October 2021 – There were no matters arising.

81/21 Chairman's Announcements

- Community Speed Watch Scheme – Thanks were passed to Mr Bob Meadows for his work leading on the project on behalf of the Parish Council and the residents of Adderbury.

82/21 Open Forum – A resident addressed the Parish Council with regard to his objections to the planning application for two houses at The Leys. The main concerns were regarding highway and traffic issues.

A resident addressed the Parish Council with regard to the County Council's new 20mph speed limit initiative and encouraged the Parish Council to sign up to it. The resident also advised that there had recently been two accidents which had occurred at the chicanes on Berry Hill Road and Milton Road.

In addition, the resident advised that the priority sign on the chicane on Berry Hill Road was facing the wrong way. It had been reported to Fix My Street but no action had yet been taken. The Clerk agreed to contact the County Council about this matter. **Action TG**

A resident addressed the Parish Council with regard to a meeting which he had attended with Parish Councillors in June 2021. Councillor Rod Head agreed to look into the matter. **Action TG**

The Chairman thanked 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)

83/21 Reports from County and District Councillors – Prior to the meeting, District Councillor Andrew McHugh had circulated a report to the Parish Council.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

84/21 Planning

- xvii) 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|--|
| 21/03433/F | 1 Keytes Close, Adderbury,
Proposed demolition of existing garage & construction of 2 storey (1 bed) dwelling to the side of the existing dwelling (resubmission of 21/02005/F) |
| 21/03471/F | Hoad Hill Farm, Oxford Road, Adderbury
Two storey gable extensions to rear of the property to extend existing kitchen and bedroom over and extend the existing annexe and provide additional bedroom. |
| 21/02751/F | Sydenham House, East End, Adderbury
Variation of condition 3 of 15/01161/F - amend condition to 'fence will not exceed 2m in height' |
| 21/03510/TCA | Chemin De Fer, Horn Hill Road, Adderbury
T1 x Leylandii- Reduction up to 6m and re-trimming the sides |
| 21/03493/F | Royal Oak House, High Street, Adderbury
Installation of metal gates to give access into the drive |
| 21/03552/TCA | Rawlins House, The Green, Adderbury
Tree works |
| 21/03553/TCA | Holly House, Manor Road, Adderbury
Tree works |
| 21/02751/F | Sydenham House, East End, Adderbury
Variation of condition 3 of 15/01161/F - amend condition to 'fence will not exceed 2m in height' |

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 that the Parish Council was considering the following planning applications/works to trees:

- | | |
|-----------------------|--|
| 21/03641/TCA | Coromadel Cottage, Horn Hill Road, Adderbury
Tree works |
| 21/03667/TPO | Janet Blunt House, Greenhill, Twyford,
Tree Works |
| 21/03759/F | Land East of The Leys, Adderbury
Erection of 2 dwellings |
| WNS/2021/
1939/MAF | Land adjoining Cherwell Valley Business Park
A solar park with associated infrastructure including two substations, raised plinths and reinforced grasstrack. |
| 21/03911/TCA | Cross Hill Barn, Cross Hill Road, Adderbury
Tree works |
| 21/03867/F | St Georges Chapel House, Round Close Road, Adderbury,
Erection of timber-framed greenhouse |

ADDERBURY PARISH COUNCIL

21/03572/F Bo Peep Farm, Aynho Road, Adderbury
Erection of barn for equestrian use

- xviii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

85/21 Village Matters

- xv) FOCAL – In the absence of Councillor Laura Walker, there was no FOCAL update.

Resolved that the report be noted.

- xvi) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 5) the report be approved;
- 6) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 7) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
- 8) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.

86/21 Parish Council Matters

- vii) Delegated Authority to the Clerk – The Parish Council discussed delegating its authority to the Clerk and Responsible Financial Officer should physical Parish Council meetings not be permitted, due to the Covid-19 pandemic and further Government restrictions.

Resolved that in response to the Covid-19 situation, if the Government restrictions prevent physical meeting being held, the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline, preferably following a Parish Council meeting held on-line.

The delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations.

Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest.

- viii) Community Governance Review – The Chairman advised that Cherwell District Council was completing a Community Governance Review and Adderbury was included in this review as a result of an issue highlighted by the Street Naming and Numbering Officer. A small section of the recently approved planning application 19/01047/OUT, adjacent to Longford Park, was within Adderbury Parish.

Resolved that the Parish Council does not want the Parish boundary changed and believes there is no actual requirement to do this, especially as it currently provides sufficient area between Adderbury and Banbury/Bodicote to prevent coalescence. This area forms part of the Local Gap in the Adderbury Neighbourhood Development Plan - AD5: Local Gaps and should not be made smaller by any movement of the Parish Boundary.

The Parish boundary currently runs along the south side of the existing field entrance and farm drive and the Parish Council requests that developers are required to plant a substantial hedge and tree belt on the Parish boundary as part of the conditions for the development. **Action TG**

ADDERBURY PARISH COUNCIL

- ix) Civility and Respect Project – Prior to the meeting, the Parish Council had received information on the new national Civility and Respect Project.

Resolved that the Parish Council will support the Civility and Respect Project and agreed the anti-bullying and harassment statement be adopted and published on the Parish Council web site. **Action TG**

- x) Parish Council Surgery – The Chairman reported that one person had attended the last Surgery and reported that public noticeboards in the village needed to be tidied up.

The Clerk reminded the Parish Council that the next two surgeries were being held on Saturday 11 December 2021 and Saturday 8 January 2022. They would resume on the first Saturday of the month in February 2022.

Resolved that the report be noted. **Action TG**

- xi) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

- xii) Committee Membership – The Parish Council discussed the membership of the Environment Committee for 2021/2022.

Resolved that Councillor Simon Davies be appointed to the Committee.

- xiii) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – The Annual Play Area Inspection had been circulated prior to the meeting.
- Play area inspection at the Lucy Plackett Playing Field – The Annual Play Area Inspection had been circulated prior to the meeting.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes and Ben Acreman was yet to start work removing the fallen tree.

Resolved that the reports be noted.

87/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for November & December 2021	
HMRC – Payment for November & December 2021	
Oxfordshire County Council – Clerks Pension for November 7 December 2021	
Derek Latham and Co – Milton Road project	£2400.00
Thomas Fox Landscaping Ltd – Grass cutting village and highways areas	£896.47
Eco Web Hosting – Hosting of emails	£5.99
Theresa Goss – Laptop Backup	£72.00
Design Grow – Lakes Maintenance	£69.60
Fourth Corner Ltd – Cemetery and Allotment Maintenance	£1422.00
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field	£476.40
The Play Inspection Company – Play Area Inspections	£240.00
Pixel Concepts – Web site hosting	£178.80
Kompan Ltd – Play Area Surfacing	£9806.00
Rachel Moffat – Lakes Expenses	£207.57
P Walsh – Grass cutting the Milton Road Field	£285.00

ADDERBURY PARISH COUNCIL

- xxiv) Bank Reconciliation & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting and the bank reconciliation, as at 30 November 2021 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- xxv) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as at 30 November 2021.

Resolved that the report be noted.

- xxvi) Parish Council Budget 2022/2023 – The Parish Council discussed the budget and precept for 2022/2023 and prior to the meeting, a draft budget had been circulated to Councillors.

Resolved that the budget for 2022/2023 be approved and the precept for 2022/2023 be set at £50,914. **Action TG**

- xxvii) Internal Audit 2021/2022 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

Resolved that Auditing Solution Ltd be appointed as the internal auditor for 2021/2022. **Action TG**

- 88/21 Correspondence** – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

- 89/21 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 90/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 90/21 Maintenance Contracts for 2022/2023** – The Parish Council discussed quotes for the grass cutting and maintenance contracts for 2022/2023.

Resolved that the contracts be awarded as follows:

- Grass Cutting - Lucy Plackett Playing Field – Fourth Corner Ltd
- Grass Cutting - Village areas and highways verges – Thomas Fox Landscaping Ltd
- Grass Cutting - Milton Road Field – Deferred to January 2022
- Maintenance - Adderbury Lakes – Design Grow
- Maintenance - Allotments and Cemetery – Fourth Corner Ltd

- 91/21 Meeting Dates** – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 11 January 2022
- 15 February 2022 (This date was changed from 22 February 2022 to avoid the half term school holiday)
- 29 March 2022
- 12 April 2022 (Annual Parish Meeting at Methodist Hall)

- 92/21 Items for Future Agendas (For Information Only)**

- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey – Rod Head
- Area for Exercising Dog in the Lucy Plackett Play Field
- 20mph Limits for Adderbury (Councillor Rod Head)

ADDERBURY PARISH COUNCIL

(Meeting closed at 8.50pm)

Chairman – 11 January 2022

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON ZOOM ON TUESDAY 18 JANUARY 2022 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Simon Davies, Oliver Ighani, Ann Lyons, Laura Walker and Lucy Wells.

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

APOLOGIES: Councillor Jacky Atkinson submitted her apologies because she had another appointment, the apologies were accepted and the absence authorised.

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

Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Adam Nell.

93/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

94/21 Minutes – Prior to the meeting, the minutes of the meeting held on 30 November 2021 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 November 2021 be approved and signed by the Chairman. **Action TG/DB**

95/21 Matters Arising from the Minutes of 30 November 2021 – There were no matters arising.

96/21 Chairman's Announcements

- Day of Dance 2022 – This event was being held on Saturday 23 April 2022 and the Parish Council would be arranging the road closure and the litter/recycling bins. **Action TG**

97/21 Open Forum – The resident did not wish to address 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)

98/21 Reports from County and District Councillors – District Councillor Andrew McHugh reported on Cherwell District Council's budget and reminded the meeting that dog waste bags would no longer be available free of charge.

Since the last Parish Council meeting, the Government had made a decision not to retain business rates, which would result in Cherwell District Council having more money available for 2022/2023 than it had been expecting. However, in the following financial year, this would not be case and CDC's budgets would be severely strained.

With regard to Councillor McHugh's Portfolio of Health and Well-being, it had been recognised that during lockdown, a number of elderly and vulnerable people had reduced their physical activity and not been taking as much exercise as they needed, to ensure they kept themselves healthy. CDC had developed a programme called 'Move Together' to encourage physical activity to help with mental and physical well-being. There were also a number of other health and well-being policies being rolled out over the next few months.

County Councillor Arash Fatemian reported that the County Council's proposed budget had been published and it would be approved on 15 February 2022. The new administration was proposing the maximum increase in the Precept which was 4.99%.

ADDERBURY PARISH COUNCIL

This increase would be split with 2% being allocated to everyday services and 2.99% being allocated to adult social care.

It had also been announced earlier that day, that the County Council and Cherwell District Council were ending their joint partnership working arrangements. Therefore a number of services would be unravelled and Yvonne Rees would be the Chief Executive of CDC and a new Chief Executive would be appointed to the County Council.

The County Council was also rolling out its scheme to help reduce speed limits to 20mph across Oxfordshire. Councillor Fatemian encouraged the Parish Council to apply and confirmed that he would support an application for Adderbury, if it was submitted.

Councillor McHugh also reported that the Police and Crime Commissioner had proposed an increase of £10 per property for the Thames Valley Police portion of the Precept.

The Councillors were thanked for their reports.

Resolved that:

- 1) the reports be noted; and
- 2) an application for 20mph speed limits in Adderbury be submitted to Oxfordshire County Council.

Action TG

99/21 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

21/03641/TCA Coromadel Cottage, Horn Hill Road, Adderbury
Tree works

21/03667/TPO Janet Blunt House, Greenhill, Twyford,
Tree Works

21/03911/TCA Cross Hill Barn, Cross Hill Road, Adderbury
Tree works

21/03867/F St Georges Chapel House, Round Close Road, Adderbury,
Erection of timber-framed greenhouse

21/03572/F Bo Peep Farm, Aynho Road, Adderbury
Erection of barn for equestrian use

21/04053/TCA Pine Trees, Berry Hill Road, Adderbury
Tree works

21/04126/TCA 1, Adderbury Park, Adderbury
Tree works

21/04115/TCA The Lake House, Lake Walk, Adderbury
Tree works

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:

WNS/2021/ Land adjoining Cherwell Valley Business Park

1939/MAF A solar park with associated infrastructure including two substations, raised plinths and reinforced grass track.

ADDERBURY PARISH COUNCIL

21/03759/F Land East of, The Leys, Adderbury
Erection of 2 dwellings

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

21/03924/F & Urina Cottage, Chapel Lane, Adderbury,
21/03925/LB Single storey extension

- xx) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

100/21 Village Matters

- xvii) FOCAL – Councillor Laura Walker had been unable to attend the last FOCAL meeting so did not have an update. Councillor Walker advised that she wished to step down as the Parish Council's representative on FOCAL due to her work commitments. The Chairman reported that Councillor Jacky Atkinson had volunteered to take over this role.

Resolved that:

- 1) the report be noted; and
 - 2) Councillor Jacky Atkinson be appointed as the Parish Council's representative on FOCAL.
- Action TG**

- xviii) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 9) the report be approved;
- 10) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 11) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project;
- 12) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions;
- 13) Councillor Andrew McHugh to arrange a meeting with Cherwell District Council officers to discuss the project; and
- 14) the quote from RGI Surveys to complete the topographical survey be accepted. **Action DB/TG**

- iii) Signage on The Green – The Parish Council discussed the issues of local businesses locating signs on The Green.

Resolved that:

- 1) the Parish Council noted that the positioning of signage in the village is governed by the Town and Country Planning Act 1990, however any signage advertising local businesses will not be objected to;
 - 2) the matter of signage in the village would be kept under review; and
 - 3) it be noted that the County Council had given the Parish Council the authority to remove signage which was located on highway land, which is there without its permission.
- Action TG**

- iv) The Queen's Platinum Jubilee Beacons – The Parish Council discussed this event to mark HM The Queen's Platinum Jubilee in June 2022.

Resolved that:

- 1) contact be made with the PCC with regard to events relating to the Platinum Jubilee, to ensure there is not any duplication; **Action TG**

ADDERBURY PARISH COUNCIL

- 2) £500 be ring fenced in the budget for the Platinum Jubilee celebrations as an initial amount to support any village events; and
 - 3) the Chairman to make contact with the residents who had volunteered to organise village events.
- Action DB**

101/21 Parish Council Matters

- xiv) Parish Council Surgery – Councillor Ann Lyons reported that at the surgery before Christmas, a resident had reported his concerns about the trees which had been removed at Lake House. The Chairman believed that the issue had now been resolved and agreed to contact the resident directly to discuss further and seek clarification.

A resident had also raised concerns about the trees which had been removed in Faulkners Close by Sanctuary Housing and the impact this was having on the residents. The security light was very bright and the waste bins were clearly visible. Where the trees had been located, there was now a muddy patch and the area was unsightly. It was suggested that Councillor Andrew McHugh could be asked to assist with this matter because it could have an impact on the mental well-being of the residents in that area.

Resolved that:

- 1) the reports be noted;
- 2) a new Parish Council Surgery rota be distributed to Councillors; and
- 3) District Councillor Andrew McHugh and Sanctuary Housing be contacted about the issues in Faulkners Close. **Action TG**

Action TG

- xv) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council.

Resolved that the report be noted.

- xvi) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – No issues at The Rise.
- Play area inspection at the Lucy Plackett Playing Field –Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field. There had been some anti-social behaviour and this had been reported to Thames Valley Police.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. However, a volunteer had been injured during a Working Party but he was now fine. The incident had been recorded in the Lakes' Accident Book.

Resolved that:

- 1) the reports be noted;
- 2) the Parish Council's best wishes be passed to the volunteer who had been injured during the Working Party; **Action TG**
- 3) it be noted that the large fallen tree at Adderbury Lakes had not yet been removed as there had been difficulties contacting Ben Acreman and the residents of the neighbouring property; and
- 4) the Chairman to make contact with Ben Acreman to also discuss other work on smaller trees for which his quote had been accepted at a previous meeting. **Action DB**

102/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for January 2022	
HMRC – Payment for January 2022	

ADDERBURY PARISH COUNCIL

Oxfordshire County Council – Clerks Pension for January 2022	
Auditing Solutions Ltd – Interim Audit Report for 2021/2022	£280.00
Castle Water – Water rates for Walled Garden Allotments	£27.97
PDA Pest Control – Pest Control at Milton Road	£65.00

- xxix) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 18 January 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted and Jacky Atkinson be added as a signatory to the Parish Council bank accounts. **Action TG**

- xxx) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 18 January 2022.

Resolved that the report be noted.

- xxxi) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring report from April 2021 to January 2022.

Resolved that the report be noted.

- xxxii) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

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

- xxxiii) Standing Orders and Financial Regulations – The Parish Council discussed amendments to ensure they record a consistent value for formal tender action, ideally, given the average annual spend, at a lower value than currently recorded in the Financial Regulations.

Resolved that the contract amount where three tenders are required, be lowered to £5000 from £10,000. **Action TG**

- v) Internal Audit 2021/2022, Interim Report – The Parish Council considered the interim report from the Internal Auditor.

Resolved that;

- 1) the report and recommendations be noted; and
- 2) information on a Parish Councillors skills audit be obtained. **Action TG**

103/21 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY (One item)

104/21 Lucy Plackett Playing Field – The Parish Council discussed the issue of dogs being let off their leads on the playing field and whether there was a suitable area which could be allocated for exercising dogs.

Resolved that the village be consulted on the proposal for an allocated area for exercising dogs on the Lucy Plackett Playing Field. **Action TG**

105/21 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 106/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

106/21 Grass Cutting Contract, Milton Road Field 2022/2023 – The Parish Council discussed the grass cutting contract for the Milton Road field.

ADDERBURY PARISH COUNCIL

Resolved that the contract for the grass cutting for 2022/2023 at the Milton Road field be awarded to Fourth Corner Ltd. **Action DB/TG**

107/21 Meeting Dates – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 15 February 2022 (This date was changed from 22 February 2022 to avoid the half term school holiday)
- 29 March 2022
- 12 April 2022 (Annual Parish Meeting at Methodist Hall)

108/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Bench Survey
- Councillor to Monitor Financial Matters
- Lucy Plackett Playing Field – Area for Dogs

(Meeting closed at 9.15pm)

Chairman – 15 February 2022

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 15
FEBRUARY 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,
ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Sue Jelfs, Ann Lyons and Lucy Wells.

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

APOLOGIES: Councillor Oliver Ighani submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Councillor Andy Millard submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Laura Walker submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

District Councillors Mike Bishop and Andrew McHugh.

Trish Fennell

108/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

109/21 Minutes – Prior to the meeting, the minutes of the meeting held on 18 January 2022 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 18 January 2022 be approved and signed by the Chairman.
Action TG/DB

110/21 Matters Arising from the Minutes of 18 January 2022 – There were no matters arising.

111/21 Chairman's Announcements

- The application for 20mph speed restrictions through the village had been submitted to the County Council, with the support of County Councillor Arash Fatemian.

112/21 Open Forum – A resident addressed the Parish Council with regard to the proposal for a dog exercising area in the Lucy Plackett Playing Field and suggested that it be incorporated into the wider project of how the playing field would be used after the Football Club had moved to the Milton Road site.

The resident also requested that the field on Milton Road be opened to allow people to walk across the land and to exercise their dogs.

The Chairman advised that she agreed with the suggestion relating to the dogs exercising area in the Lucy Plackett Playing Field. However the Milton Road site could not be opened to the public due to the restrictions relating to the planning application and that contractors could be working at the site, which would be a health and safety issue. The field was being maintained to ensure the new pitches were established and ready for use by the Football Club and the Parish Council was following advice from Sports experts on the time needed for the grass to establish before use.

Another resident reported that he also supported the Milton Road Field being opened to the public. It was suggested that the Parish Council consider that another communication could be circulated in the village, with regard to the Milton Road field and why it was not accessible to the public. However it was noted, this information had been circulated a number of times already and was included in the monthly updates on the project provided to the Parish Council and available on the Parish Council website. **Action DB/TG**

ADDERBURY PARISH COUNCIL

The resident also asked for a response to the meeting which he had attended with two Parish Councillors in June 2021. The Chairman advised that those Councillors had now resigned from the Parish Council and as no other Councillors nor the Clerk were in attendance at that meeting, the Parish Council was unable to provide any feedback.

A resident asked the Parish Council whether it would be taking responsibility for the play area in Henge Close. The Chairman advised that this site was still the responsibility of the developer and Cherwell District Council had not made a request to the Parish Council to take over its responsibility.

The resident also asked when the Parish Council or the County Council would be undertaking a review of the chicanes on Milton Road and Berry Hill Road. The Chairman advised that there would not be a review of the chicanes in isolation, but their impact would form part of an investigation into the proposed closure of the Horn Hill Road/Milton Road junction. The Chairman reminded the meeting that the Parish Council had intended to implement this closure when the chicanes had been installed, but there was opposition from residents, so the decision had been deferred. This investigation would be progressed by a resident from the village who had kindly volunteered to support 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 or they specifically request for their name to be included)

113/21 Reports from County and District Councillors – District Councillor Adam Nell reported that there were roadworks at the crossroads on the A4260 outside Sainburys and apologised for the inconvenience.

Cherwell District Council had set its budget and an issue with regard to staffing of the CCTV service had been resolved with the use of AI, which would create a saving on staff costs.

The County Council and Cherwell District Council was going through the process of splitting their services. This decision had been taken due to the new political leadership at the County Council. However there should not be any disruption to residents.

The public consultation for a Cycling and Walking Investment Plan would be starting shortly and Councillor Nell encouraged everyone to respond to the consultation.

Councillor Nell was thanked for his report.

Resolved that the report be noted.

114/21 Planning

xxi) 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 objections had been made by the Parish Council in respect of the following planning applications/works to trees:

21/04292/F	Royal Oak House, High Street, Adderbury Single storey extension to replicate the current extension in shape, size and appearance to create additional living space.
21/03924/F & 21/03925/LB	Urina Cottage, Chapel Lane, Adderbury, Single storey extension
21/03907/F	8 Vera Wood Close, Adderbury Single storey extension to side/rear. New front porch
21/04199/Q56	Quarry Farm, Oxford Road, Adderbury Change of Use of agricultural building to dwellinghouse (Use Class C3)

ADDERBURY PARISH COUNCIL

- | | |
|---------------|---|
| 21/04133/F | Fleet Farm House, Aynho Road, Adderbury
Conversion of barn to garages and erection of 1 no dwelling |
| 22/00151/TCA | Court End, Manor Road, Adderbury,
Tree works |
| 22/00148/DISC | Beren House, East End, Adderbury
Discharge of Condition 3 (re-roofing elements and materials) of 21/02834/F |
| 22/00150/DISC | Beren House, East End, Adderbury,
Discharge of condition 3 (re-roofing elements and materials) of 21/02835/LB |
| 22/00230/TCA | The Old Barn, High Street, Adderbury
T1 x Sycamore - fell because Arboricultural report has advised concerns with structural condition and safety of the tree in question in respect of the adjacent property and its occupants / users. |

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 was considering the following planning applications/works to trees:

- | | |
|---------------|---|
| 22/00228/TCA | Cobblers Cottage, Chapel Lane, Adderbury,
Tree works |
| 22/001041/F | Harpers Coffee House, The Old Co Op, Croft Lane, Adderbury
RETROSPECTIVE - Rear elevation wall and roof refurbishment and the addition of three rooflights |
| 22/00126/DISC | Saddlers Cottage, High Street, Adderbury
Discharge of Conditions 3 (roof method statement) and 4 (roof permeable membrane) of 21/01305/LB |
| 22/00051/DISC | Cross Hill House, Cross Hill Road, Adderbury,
Discharge of condition 3 (floor treatment specification) of 21/01422/LB |
| 22/00060/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 6 (schedule of materials) of 21/01421/F |
| 22/00061/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Condition 10 (schedule of materials) of 21/01422/LB |
| 22/00030/DISC | Cross Hill House, Cross Hill Road, Adderbury,
Discharge of condition 4 (floor treatment) of 21/01422/LB |
| 22/00020/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Conditions 7 (sound insulation) and 14 (glass house / ground works) of 21/01422/LB |
| 22/00019/DISC | Cross Hill House, Cross Hill Road, Adderbury
Discharge of Conditions - 4 (sound insulation) and 10 (glass house / ground works) of 21/01421/F |
| 21/04297/LB | Royal Oak House, High Street, Adderbury,
Single story extension to replicate the current extension in shape, size and appearance to create additional living space |
| 22/00355/TCA | Beehive Cottage, High Street, Adderbury
Tree works |
| 22/00153/F | Pine Trees, Berry Hill Road, Adderbury |

ADDERBURY PARISH COUNCIL

Erection of one residential dwelling and formation of associated access and landscaping

21/03924/F Urina Cottage, Chapel Lane, Adderbury
Single storey extension and Installation of Solar PV Panels to southern roof slope

22/00155/TPO Court End House, Manor Road, Adderbury
Tree works

- xxii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

- xxiii) 22/00203/OUT, Nicholas King Homes – The Parish Council considered an outline application at land to rear of St Marys House adj to, Henge Close, Adderbury for the construction of up to ten houses, with all matters reserved except access

Resolved that the Parish Council objects to application 22/00203/OUT on the following grounds:

1. the development is contrary to the Adderbury Neighbourhood Plan (ANP) Policy AD1 and is outside the Residential Settlement Boundary as stated in that policy. The applicant cites Paragraph 14 of the NPPF but the Parish Council does not agree that this proposal is suitable enough to outweigh the ANP policy;
2. this is inefficient and ineffective use of land because building ten properties means the density of housing is not in keeping with Henge Close. Nor does it make efficient and best use of the land as required under the NPPF;
3. there is limited community benefit and no provision for affordable homes. The Parish Council expects there to be a mix of housing which includes affordable, particularly for local people where possible;
4. a development of ten properties cannot be described as 'infill', this proposal has clearly been part of the developers long term plan for the area, and may be seen as 'back land' development;
5. the development will increase traffic onto an already very busy Milton Road and the Henge Close junction was not designed for so many vehicle movements;
6. there will be increased traffic movements within Henge Close;
7. this proposal will mean the loss of another greenfield site in the village and it is unsuitable development for the Conservation Area;
8. the Parish Council has concerns about the green area along the boundary of the sports field. While the Parish Council welcomes this as a buffer to the development, how will such an area be maintained for a 'wildlife/ecological corridor' as the applicant suggests? If residents are allowed to wander through, with dogs etc, it will not be a 'green corridor'. How will it be kept as a secure boundary?;
9. the sports field site must be secured to ensure there is no unauthorised access therefore the Parish Council objects as no thought has been given to this;
10. there is a clear gap in the design of the site, which in due course, will lead to another development to the north; and
11. there appears to be no reference to the ANP in the pre-app advice. Could clarification be given to the Parish Council why it was not referenced by planning officers given its importance to properly designate areas suitable for development in the Parish of Adderbury.

If the Local Planning Authority is minded to approve this application, the Parish Council requests that the permission includes;

- some affordable housing;
- community benefit, particularly towards the Milton Road Sports and Community Project to which it is adjacent and will be used by any new residents and also towards the new project for 20mph speed restrictions in Adderbury. The Parish Council's community benefits list has already been submitted to the Local Planning Authority;
- discussions between the Parish Council and the landscape officers and developer to ensure that the green buffer on the west boundary is created as a robust and secure landscape feature and maintained for a wildlife corridor; and
- reassurance of secure boundaries for the Milton Road Sports Field.

ADDERBURY PARISH COUNCIL

- xxiv) Local Transport and Connectivity Plan – The Parish Council discussed the County Council's consultation and the Chairman asked for a volunteer to look at the Plan on behalf of the Parish Council.

Resolved that if Councillors have any comment on the Local Transport and Connectivity Plan, they should be forwarded to the Clerk. **Action ALL**

- xxv) Adderbury Neighbourhood Plan (ANP) – The Parish Council discussed reviewing the Adderbury Neighbourhood Plan and the Chairman advised that she had been in consultation with Martin Lipson from the Oxfordshire Neighbourhood Plan Alliance.

Resolved that Councillors Simon Davies and Oliver Ighani to review planning applications in Adderbury to monitor how Cherwell District Council's Planning Officers are applying the ANP policies to planning applications. **Action IG/TG**

- xxvi) Baynards House, Ardley, Planning Applications 21/03266/F, 21/03267/OUT & 21/03268/OUT - OS Parcel 2636 NW of Baynards House, Ardley - Site clearance, construction of new site access from the B4100, permanent and temporary internal roads, an internal roundabout and a foul drainage station, diversion of an existing overhead power cable and public right of way, and soft landscaping.

Resolved that the planning applications 21/03266/F, 21/03267/OUT & 21/03268/OUT be circulated to the Parish Council for comments. **Action TG**

115/21 Village Matters

- xix) FOCAL – Councillor Jacky Atkinson gave an update on the work of FOCAL. Councillor Atkinson advised that footfall had reduced by half since before the Covid-19 pandemic and it was hoped the Primary School would be using the Library again soon.

Resolved that:

- 3) the report be noted; and
- 4) the Parish Council supports the proposed opening hours change from 4pm to 7pm to 3pm to 6pm on a Thursday. **Action JA**

- xx) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 15) the report be approved;
- 16) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 17) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
- 18) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions;

- iii) HM The Queen's Platinum Jubilee Events – The Parish Council discussed events to mark HM The Queen's Platinum Jubilee in June 2022 and the Chairman reported that a group of six residents had already started to plan events for the village.

Resolved that Councillors Jacky Atkinson and Simon Davies to join the residents' group which has already been established and provide a report at the next meeting. **Action JA/SD**

- iv) Parking in The Rise – The Parish Council discussed parking issues in The Rise since the double and single yellow lines had been painted on the junction of the A4260.

Resolved that:

- 1) a letter be sent to residents of The Rise reminding them about not parking on the green in The Rise and providing information on Civil Parking Enforcement;

ADDERBURY PARISH COUNCIL

- 2) Oxfordshire County Council be contacted with regard to painting double yellow lines around the green in The Rise;
- 3) a quote be obtained from the County Council's contractors for wooden posts to be located around the green in The Rise; and
- 4) the Primary School be requested to remind parents/carers again about considerate parking in The Rise.

Action TG

- v) Bench Survey – The Parish Council discussed progressing the survey of benches in the village. The Chairman reported that two new benches had been purchased; one in Adderbury Cemetery which had been donated to the Parish Council and one on The Green.

Resolved that:

- 1) the report be noted; and
 - 2) Councillors to send information to the Clerk regarding benches which needed repairing or replacing. **Action ALL**
- vi) Bus Shelter – The Parish Council discussed a request from a resident for a new bus shelter at the end of Chapel Lane/High Street.

Resolved that the proposal for a new bus shelter at the end of Chapel lane/High Street not be progressed because no funding is available and residents who live near to the proposed site, were not previously in favour of a new shelter. **Action TG**

116/21 Parish Council Matters

- xvii) Vacancies – The Chairman reported that following resignations there was three vacancies on the Parish Council.

Resolved that the vacancies be advertised. **Action TG**

- xviii) Parish Council Surgery – Prior to the meeting, Councillor Jacky Atkinson had circulated a report from the Surgery held on 5 February 2022.

Resolved that:

- 4) the reports be noted; and
 - 5) the Parish Council Surgeries be advertised more widely in the village. **Action JA/TG**
- xix) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee or the Staffing Committee since the last meeting of the Parish Council.

As stated earlier in the meeting, a resident had kindly volunteered to investigate whether the closure of the Milton Road/Horn Hill Road junction, should go ahead.

Resolved that the report be noted.

- xx) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – No issues at The Rise. Councillor Simon Davies agreed to complete the monthly inspections of the play area.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes.

Resolved that the reports be noted.

- xxi) Parish Council Newsletter/Communication with the Village – The Parish Council discussed introducing a Parish Council Newsletter.

ADDERBURY PARISH COUNCIL

Resolved that the Clerk to Bodicote Parish Council be contacted for details about the Bodicote Parish Council Newsletter and this matter be discussed at a future meeting. **Action TG**

117/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for February 2022	
HMRC – Payment for February 2022	
Oxfordshire County Council – Clerks Pension for February 2022	
Castle Water – Watr at Walled Garden Allotments	£50.10
Eco Web Hosting – Email hosting	£5.99
Cherwell District Council – Day of Dance Road Closure	£105.00
Glasdon UK – Two benches for Adderbury Cemetery and The Green	£1418.11
RGI Surveys – Topographic Survey at Milton Road	£780.00
Alan Bower – Install two benches	£1521.86
Cherwell District Council – Day of Dance Litter/Recycling Bins	£172.51
Theresa Goss – Annual Data Protection Fee at The Information Commissioners Office	£40.00

xxxv) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 15 February 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

xxxvi) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 15 February 2022.

Resolved that the report be noted.

xxxvii) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring report from April 2021 to February 2022.

Resolved that the report be noted.

xxxviii) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that this item be deferred to the next meeting.

118/21 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No items)

119/21 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 120/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

120/21 Accident at Adderbury Lakes – The Chairman reported on a recent accident at Adderbury Lakes and the actions taken.

Resolved that the report be noted.

121/21 Meeting Dates – The Chairman reported that from September 2021, Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

ADDERBURY PARISH COUNCIL

- 29 March 2022
- 12 April 2022 (Annual Parish Meeting at Methodist Hall)
- 31 May 2022
- 28 June 2022
- 26 July 2022

122/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Lucy Plackett Playing Field – Area for Dogs
- Parish Council Newsletter/Communication with the Village

(Meeting closed at 9.00pm)

Chairman – 29 March 2022

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 29
MARCH 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Sue Jelfs, Ann Lyons, Laura Walker and Lucy Wells.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell and five members of the public.

APOLOGIES: Councillor Simon Davies submitted his apologies because he was on unwell, the apologies were accepted and the absence authorised.

Councillor Oliver Ighani submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

District Councillors Adam Nell, Mike Bishop and Andrew McHugh.

123/21 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 129/21 (i) 22/001041/F, Harpers Coffee House, The Old Co-op, Croft Lane, Adderbury – Councillor Lucy Wells declared an interest in this item because she was a neighbour to the site of the application.

Minute Number 129/21 (i) 22/00605/TCA, The Parish 21, Dog Close, Adderbury - Councillor Ann Lyons declared an interest in this item because she was a neighbour to the site of the application.

Minute Number 130/21 (vii), Day of Dance 23 April 2022 - Councillor Laura Walker declared an interest in this item because she lived in the vicinity of where it was proposed to locate the portable toilets.

Resolved that the interests be noted.

124/21 Minutes – Prior to the meeting, the minutes of the meeting held on 15 February 2022 had been circulated to the Parish Council.

Minute Number 115/21 (i), FOCAL – Councillor Jacky Atkinson proposed that in resolution (2), the word 'proposed' be included before the words 'opening hours'

Resolved that the minutes of the meeting held on 15 February 2022 be approved with the above amendment and signed by the Chairman. **Action TG/DB**

125/21 Matters Arising from the Minutes of 15 February 2022 – There were no matters arising.

126/21 Chairman's Announcements

- There had been a meeting with Oxfordshire County Council and The Order of St John Care Trust with regard to the responsibility for the overgrown land outside Lake House in Lake Walk. It was County Council land and it was leased by The Order of St John Care Trust and it had been confirmed that The Order were responsible for the area.
- Works had been completed to the outside toilet at the Friends Meeting House

127/21 Open Forum – A resident addressed the Parish Council with regard to the increase in traffic speed and volume in the village. The resident also supported the application for 20mph speed restrictions.

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 or they specifically request for their name to be included)

128/21 Reports from County and District Councillors – There were no reports from the County and District Councillors.

ADDERBURY PARISH COUNCIL

129/21 Planning

- xxvii) 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 objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

22/00228/TCA	Cobblers Cottage, Chapel Lane, Adderbury, Tree works
22/001041/F	Harpers Coffee House, The Old Co Op, Croft Lane, Adderbury RETROSPECTIVE - Rear elevation wall and roof refurbishment and the addition of three rooflights
22/00126/DISC	Saddlers Cottage, High Street, Adderbury Discharge of Conditions 3 (roof method statement) and 4 (roof permeable membrane) of 21/01305/LB
22/00051/DISC	Cross Hill House, Cross Hill Road, Adderbury, Discharge of condition 3 (floor treatment specification) of 21/01422/LB
22/00060/DISC	Cross Hill House, Cross Hill Road, Adderbury Discharge of Condition 6 (schedule of materials) of 21/01421/F
22/00061/DISC	Cross Hill House, Cross Hill Road, Adderbury Discharge of Condition 10 (schedule of materials) of 21/01422/LB
22/00030/DISC	Cross Hill House, Cross Hill Road, Adderbury, Discharge of condition 4 (floor treatment) of 21/01422/LB
22/00020/DISC	Cross Hill House, Cross Hill Road, Adderbury Discharge of Conditions 7 (sound insulation) and 14 (glass house / ground works) of 21/01422/LB
22/00019/DISC	Cross Hill House, Cross Hill Road, Adderbury Discharge of Conditions - 4 (sound insulation) and 10 (glass house / ground works) of 21/01421/F
21/04297/LB	Royal Oak House, High Street, Adderbury, Single storey extension to replicate the current extension in shape, size and appearance to create additional living space
22/00355/TCA	Beehive Cottage, High Street, Adderbury Tree works
21/03924/F	Urina Cottage, Chapel Lane, Adderbury Single storey extension and Installation of Solar PV Panels to southern roof slope
22/00155/TPO	Court End House, Manor Road, Adderbury Tree works
21/03963/DISC	Barn, Nell Bridge House, Aynho Road, Adderbury Discharge of Conditions 3 (brick and slate samples), 4 (Biodiversity Method Statement) and 10 (Site Contamination Assessment) of 19/00507/F
22/00508/F	49 Deene Close, Adderbury, Two storey side extension, front porch projection and rear detached outbuilding
22/00516/TCA	Grooms Lodge, Oxford Road, Adderbury,

ADDERBURY PARISH COUNCIL

Tree works

- 22/00605/TCA The Parish 21, Dog Close, Adderbury
Tree works
- 22/00530/F &
22/00531/LB Little Manor, Manor Road, Adderbury
Proposed demolition and replacement of modern interventions to the front of house and proposed demolition and replacement of rear conservatory with new single storey modern extension
- 22/00588/TCA The Old Kitchen Garden, Manor Road, Adderbury
Tree works
- 22/00545/LB Le Hall Place, Manor Road, Adderbury
Install new guttering to replace the existing uPVC guttering present. Replace the stone ball to one of the damaged columns. Retrospective consent for kitchen installed to Le Hall Cottage.

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:

- 22/00203/OUT Land To Rear Of St Marys House Adj To, Henge Close, Adderbury,
Outline application for the construction of up to 10no houses, with all matters reserved except access
- 22/00153/F Pine Trees, Berry Hill Road, Adderbury
Erection of one residential dwelling and formation of associated access and landscaping

Resolved that, it be noted that the Parish Council was considering the following planning applications/works to trees:

- 22/00758/TCA 11 Lake Walk, Adderbury
Tree works
- 22/00736/TCA The Ridings 1, Lambourne Way, Adderbury
Tree works
- 22/00786/TCA 24 Round Close Road, Adderbury
Tree works

xxviii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

130/21 Village Matters

xxi) Traffic Calming – The Parish Council received an update on the traffic calming project, including the proposal for 20mph speed restrictions in the village.

Resolved that:

- 1) the traffic survey, at 13 locations in the Parish, being conducted by the County Council be approved at a cost of £1170 plus VAT;.
- 2) the village survey regarding the proposal of 20 mph limit restrictions in Adderbury (being conducted on Survey Monkey and in Contact) be supported;
- 3) the Community Speed Watch Scheme continue to be supported;
- 4) it be noted that consideration of the closure of the western arm of the oak tree junction (Milton Road/Horn Hill Road) will be made once the results of the proposed 20 mph speed restrictions survey are known; and

ADDERBURY PARISH COUNCIL

- 5) Melissa Zuydam and Bob Meadows be thanked for all their work supporting the traffic calming project.
- xxii) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that:

- 5) the report be noted; and
- 6) the Clerk, Chairman and Councillor Jacky Atkinson be given delegated authority to investigate the use of the Cherwell District Council Covid-19 grant on the purchase of new books for the Library. **Action TG/JA/DB**
- xxiii) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.
- Resolved** that:
- 19) the report be approved;
- 20) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
- 21) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
- 22) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.
- iv) HM The Queen's Platinum Jubilee Events – The Parish Council discussed events to mark HM The Queen's Platinum Jubilee in June 2022 and the Chairman reported that a group of six residents had already started to plan events for the village.

Councillor Jacky Atkinson reported that events would be happening over the Jubilee bank holiday weekend in June and the Chairman gave details on how the funding from Cherwell District could operate.

Resolved that:

- 1) the report be noted; and
- 2) Clerk, Chairman and Councillor Jacky Atkinson be given delegated authority to discuss and agree with the residents group, how best to make the application to Cherwell District Council and distribute the funding. **Action TG/DB/JA**
- v) Bench Survey – The Parish Council discussed progressing the survey of benches in the village.
- Resolved** that:
- 1) the report be noted;
- 2) Paul Lester be requested to repair the bench outside The Red Lion; and **Action TG**
- 3) Councillor Lucy Wells to update the bench survey and report back to a future meeting. **Action LW**
- vi) Annual Parish Meeting (APM) – The Chairman reported that the APM is being held on Tuesday 12 April 2022 at 7.30pm at the Methodist Hall, Adderbury and Community First Oxfordshire were making a presentation with regard to reviewing Neighbourhood Development Plans.

Resolved that the report be noted.

- vii) Day of Dance, 23 April 2022 – The Parish Council discussed covering the cost of portable toilets for the event, to be located near to Le Hall Place.

Resolved that:

- 1) the report be noted;
- 2) the quote for two portable toilets at £164 plus VAT be approved; and

ADDERBURY PARISH COUNCIL

- 3) requests for volunteers to marshal the road closure continue to be advertised in the village.
Action TG

- ix) Longwall Footpath (Footpath 17) – The Parish Council discussed the Section 106 funding which was available for work on the Longwall Footpath and held at Oxfordshire County Council.

Resolved that

- 1) the report be noted;
- 2) a request be sent to the County Council's Footpaths Officer and S106 Officer to ensure that improvements on this footpath be progressed asap, preferably this summer 2022; and **Action TG**
- 3) County Councillor Fatemian be requested to support this project. **Action TG**

131/21 Parish Council Matters

- xxii) Vacancies – The Chairman reported that there were four vacancies on the Parish Council. Parish Council considered two applications for co-option onto the Parish Council as the applicants had previously attended a Parish Council meeting. Any other applicants would be considered when they had attended a Parish Council meeting.

Resolved that Lynda Thirzie-Smart and Rachel Moffatt be co-opted onto the Parish Council. **Action TG**

- xxiii) Parish Council Surgery – The Chairman reported that no residents attended the PC Surgery on 5 March 2022.

Resolved that the report be noted.

- xxiv) Committee Minutes and Recommendations – There had not been a meeting of the Environment Committee since the last meeting of the Parish Council.

The Chairman advised that a verbal report on the meeting of the Staffing Committee held on 24 March 2022, would be held in confidential session at the end of the meeting, as the matters discussed involved the contract and salary of the Clerk and Responsible Financial Officer.

Resolved that this item be deferred to the confidential section of the meeting.

- xxv) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – Councillor Simon Davies had reported prior to the meeting that the strap on the baby cradle swing needed to be repaired. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field or the play area.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes. It was also reported that works had been carried out by the County Council to clear road gullies. This work was to ensure the gullies were not contributing to the sediment entering into the Lakes during heavy rainfall and any further works which were proposed to address this, would be in consultation with the Environment Agency. The Chairman also gave an update on the tree works and the health and safety measures put in place since the accident at the Lakes.

Resolved that

- 1) the reports be noted;
- 2) thanks be passed to Rick Atkinson for all his work addressing the issue of the sediment entering the Lakes;
- 3) thanks be passed to Rachel Moffat and all the volunteers who attend the Lakes Working Party; and
- 4) it be noted a first aid course is being arranged for Lakes volunteers.

- xxvi) Parish Council Newsletter/Communication with the Village – The Parish Council discussed introducing a Parish Council Newsletter.

ADDERBURY PARISH COUNCIL

Resolved that this item be deferred to a future meeting. **Action LW/TG**

- xxvii) Support for Ukraine – The Parish Council discussed how it could show its support for Ukraine and its opposition to the invasion of the Country.

Resolved that the Parish Council supports all efforts in the village to raise funds for the Ukrainian refugees.

132/21 Finance

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for March 2022	
HMRC – Payment for March 2022	
Oxfordshire County Council – Clerks Pension for February 2022	
Milcombe Parish Council – Survey Monkey Account	£104.00
Eco Web Hosting – Email hosting	£5.99
Acremans Arboriculture Ltd – Tree Works at Adderbury Lakes	£2688.00
Cherwell DC – Non Domestic Rates at Adderbury Cemetery	£823.35
Fourth Corner Ltd – Grass Cutting Lucy Plackett Playing Field	£674.24
Fourth Corner Ltd – Grass Cutting Milton Road Playing Field	£491.54
Acremans Arboriculture Ltd – Tree Works at Adderbury Lakes	£1002.00
Paul Lester – Work at Friends Meeting House Toilets	£235.00
PDS Pest Control – Pest control at Milton Road Field	£65.00
Oxfordshire Association of Local Councils – Annual Subscription	£646.92
Oxfordshire Playing Fields Association – Annual Subscription	£56.00

- xl) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 29 March 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- xli) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 29 March 2022.

Resolved that the report be noted.

- xlili) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring report from April 2021 to March 2022.

Resolved that the report be noted.

- xliv) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that this item be deferred to a future meeting. **Action TG**

133/21 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One item)

- 134/21 Works to Lime Trees in the Lucy Plackett Playing Field – The Parish Council discussed lifting the crown of two Royal Lime trees in Dog Close, by about 6 feet.

Resolved that the Chairman be given delegated authority to decide whether the works to the trees should go ahead, following advice from Cherwell District Council. **Action TG**

ADDERBURY PARISH COUNCIL

135/21 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 136/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

136/21 Staffing Committee – Councillor Ann Lyons reported on the meeting of the Staffing Committee which was held on 24 March 2022.

Resolved that:

- 1) the report be noted;
- 2) the Clerk and Responsible Financial Officer's salary be increased to SCP 30 from 1 April 2022 and the 1.75 % national increase be applied from 1 April 2021; **Action TG**
- 3) the Clerk and Responsible Financial Officer's contract be amended to reflect that 45p per mile is the correct rate for travel expenses, not 58p per mile; and
- 4) it be noted that a Job Evaluation of the role, will not be progressed at this time.

136/21 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 12 April 2022 (Annual Parish Meeting at Methodist Hall)
- 26 April 2022
- 24 May 2022
- 28 June 2022
- 26 July 2022

137/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Lucy Plackett Playing Field – Area for Dogs
- Members' Allowances 2022/2023
- Tenancy for Plot 17A at the Walled Garden Allotments
- Parish Council Newsletter/Communication with the Village

(Meeting closed at 9.15pm)

Chairman – 26 April 2022

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 26 APRIL 2022 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Oliver Ighani, Sue Jelfs, Ann Lyons, Rachel Moffat, Linda Thirzie-Smart and Laura Walker.

The Chairman welcomed all Councillors to the meeting, including two new Councillors, Rachel Moffat and Linda Thirzie-Smart.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), and one member of the public.

APOLOGIES: Councillor Lucy Wells submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Trish Fennell

139/21 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 141/21 – Long Wall Footpath - The Chairman and Councillor Oliver Ighani declared an interest in this item because they lived close to Long Wall footpath.

Resolved that the interests be noted.

139/21 Minutes – Prior to the meeting, the minutes of the meeting held on 29 March 2022 had been circulated to the Parish Council.

Minute Number 126/21 – The Chairman clarified that some works had been completed to the toilets, but there was still more work to be finished by the plumber.

Resolved that the minutes of the meeting held on 29 March 2022 be approved and signed by the Chairman.
Action TG/DB

140/21 Matters Arising from the Minutes of 29 March 2022 – There were no matters arising.

141/21 Chairman's Announcements

- Reminder to Councillors with regard to attending training sessions, in particular OALC's Roles and Responsibilities course, which was recommended for new Councillors.
- Update on Long Wall Footpath (Number 17) – The County Council's Footpaths Officer Beth Rutterford was making progress with the works to the footpath and had been asked about some points of clarification.
- An on-line survey relating to electric vehicle points in the village had been completed. It was suggested that they could be located at the Lucy Plackett Playing Field and on the Milton Road site and potentially at the top of Kemps Road.
- Thanks were passed to District Councillor Andrew McHugh for his work as District Councillor for Adderbury as he would not be standing at the elections in May 2022.

142/21 Open Forum – The resident did not wish to address 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)

143/21 Reports from County and District Councillors – There were no reports from the County and District Councillors.

144/21 Planning

- xxix) 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.

ADDERBURY PARISH COUNCIL

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

22/00758/TCA	11 Lake Walk, Adderbury Tree works
22/00736/TCA	The Ridings 1, Lambourne Way, Adderbury Tree works
22/00786/TCA	24 Round Close Road, Adderbury Tree works
22/00888/TCA	Westway Cottage, Horn Hill Road, Adderbury Tree works
22/00890/TPO	South House, The Green, Adderbury Tree works

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 was considering the following planning applications/works to trees:

22/00959/REM	OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury Reserved matters application pursuant to outline planning permission 19/00963/OUT to discharge all remaining reserved matters (appearance, landscaping, layout and scale), the full discharge of conditions 1, 14, 17, 18 and 20 and the partial discharge of conditions 5, 7, 11, 12, 13, 19 and 23.
22/00980/F	Quarry Farm, Oxford Road, Adderbury Full planning application for the provision of an access track and passing bays to facilitate a Class Q change of use to residential (extension of existing farm track)
22/00989/LB	White Lion Cottage, Oxford Road, Adderbury, Replacement front door and top floor rooflight

xxx) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

Resolved that the report be noted.

xxxi) OS Parcel 9100 Adjoining and East of Last House Adjoining and North of, Berry Hill Road, Adderbury – The developer for this site, Hayfield Homes, had requested a meeting with the Parish Council.

Resolved that a meeting be arranged with Hayfield Homes and a separate meeting be arranged for residents who live adjacent to the site. **Action TG**

145/21 Village Matters

xxiv) Traffic Calming – The Chairman reported that the proposed 20mph speed restriction survey had been circulated in the village and the deadline was 31 May 2022. The County Council had also completed the speed and volume traffic survey on behalf of the Parish Council and the results had been received.

Resolved that the report be noted.

xxv) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

- xxvi) The Milton Road Community Project – Prior to the meeting, the Chairman had circulated a progress report on the Milton Road community project.

Resolved that:

- 23) the report be approved;
 - 24) the Chairman and Clerk be authorised to continue the management of the land and the pitch area including the mowing and other requirements like fertiliser and spraying of weeds;
 - 25) the Project Management Team be authorised to continue working with the WFAC residents' group to progress the Building Phase of the project; and
 - 26) the Chairman and Architect be authorised to continue to work on the discharge of planning conditions.
- iv) HM The Queen's Platinum Jubilee Events – The Chairman reported that there was a meeting on 5 May 2022 and numerous events were being held over the bank holiday weekend. A grant application had been submitted to Cherwell District Council and further information on the finances now needed to be added to the application.

Resolved that the report be noted.

- viii) Bench Survey – Rod Head attended the meeting and circulated a review of the bench survey, which included all the benches in the village. Rod was thanked for attending the meeting and for all his work updating the survey.

Resolved that:

- 4) the report be noted; and
- 5) the updated information on the bench survey be forwarded to Councillor Lucy Wells to progress.

Action TG

146/21 Parish Council Matters

- xxviii) Vacancies – The Chairman reported that there was one application for co-option onto the Parish Council.

Resolved that Joel Greenberg be co-opted onto the Parish Council. **Action TG**

- xxix) Parish Council Surgery – Councillor Simon Davies reported that two residents attended the Surgery on 2 April 2022 and reported that the gravel footpath by the junction of Horn Hill Road and Milton Road was unsafe, as well as the footpath along Horn Hill Road to the Cemetery.

Resolved that the report be noted and the issue with the footpaths be reported to the County Council's Fix My Street web site. **Action TG**

- xxx) Committee Minutes and Recommendations – Prior to the meeting, the minutes of the Staffing Committee held on 24 March 2022 had been circulated to the Parish Council.

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

Resolved that the minutes be noted and the recommendations be approved.

- xxxi) Health and Safety – The Parish Council considered a number of health and safety inspections.

- Play area inspection at The Rise – Councillor Simon Davies advised there were no issues and the cradle seat would be replaced shortly.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Ann Lyons reported the gate into the play area was often not closed which allowed dogs and foxes to get in. Councillor Simon Davies would be taking over responsibility for monitoring and inspecting the play area from Councillor Ann Lyons.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lakes.

ADDERBURY PARISH COUNCIL

- vi) Parish Council Newsletter/Communication with the Village – The Parish Council discussed producing a Parish Council Newsletter.

Resolved that the current monthly Parish Council report no longer be published in Contact and this be replaced by a more reader friendly two page document. **Action All Councillors**

- xxxii) Termination of Tenancy at Walled Garden Allotments – The Parish Council considered terminating the tenancy on plot 17A at the Walled Garden Allotments.

Resolved that:

- 1) tenancy on plot 17A be terminated and the tenant be given one month's notice, in accordance with the Conditions of Tenancy; and **Action TG**
- 2) tenants at the Walled Garden Allotments be reminded not to neglect their plots and that they should be tended to regularly. **Action TG**

147/21 Finance

- xliv) Covid-19 Grant Funding – The Parish Council discussed using the remaining £550 Covid-19 grant funding for replacement book stock at Adderbury Library. This grant funding had initially been awarded to FOCAL by Cherwell District Council for an alternative purpose, but their permission had been sought for use on the book stock.

Resolved that:

- 1) the funding of £550.00 from the Covid-19 fund for new book stock, be approved; and
- 2) it be noted that Cherwell District Council has given its approval for this expenditure.

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

Resolved that the following accounts for payment be approved:

Theresa Goss – Salary and Expenses for April 2022	
HMRC – Payment for April 2022	
Oxfordshire County Council – Clerks Pension for April 2022	
Theresa Goss – Petty Cash Top-Up	£47.02
Eco Web Hosting – Email hosting	£5.99
Oxfordshire Neighbourhood Plan Alliance (ONPA) – Annual Subs	£50.00
Adderbury Methodist Church – Room Hire	£40.00
Andy Loos Ltd – Toilets for Day of Dance	£196.80
Oxfordshire Association of Local Councils – Training for R Moffat	£132.00
Oxfordshire Association of Local Councils – Training for J Atkinson	£132.00
Auditing Solutions Ltd – Internal Audit Report 2021/2022	£144.00
G&S Window Cleaning – Gutter Cleaning at Lucy Plackett Activity Centre	£50.00
Cherwell District Council - Emptying dog waste bins for winter period	£768.67
TaxAssist Accountants – Payroll Services 2022/2023	£293.32
Thomas Fox Landscaping and Maintenance - Grass cutting March 2022	£918.88
4 th Corner Landscaping – Grass Cutting at the Lucy Plackett Playing Field	£674.24
4 th Corner Landscaping – Grass Cutting at the Milton Road Field	£491.54
4 th Corner Landscaping – Allotment and Cemetery Maintenance	£658.45
Adderbury Platinum Jubilee Fund - Stall for Jubilee Celebrations	£10.00
Kerry Davison – Padlock for gate at the Lucy Plackett Playing Field	£22.00

- xlvi) Bank Reconciliation, Uncashed Payment & Income Since the last Meeting - Prior to the meeting, the Clerk had circulated the income which had been received since the last meeting, the uncashed payments and the bank reconciliation, as at 26 April 2022 for the accounts at Unity Trust Bank and the Cambridge Building Society.

Resolved that the income and the bank reconciliation be noted.

- xlvii) Financial Report - Prior to the meeting, the Clerk had circulated the financial report as 26 April 2022.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

- xlvi) Parish Council Grants – The Chairman reported that there was £400 remaining in the Parish Council grants budget and suggested that this amount should be allocated to the Party in the Park and Adderbury Park Football Club.

Resolved that:

- 1) further details on the arrangements for Party in the Park on 11 June 2022 be obtained from the organisers; and
- 2) the following grants for 2022/2023 be allocated:
 - Party in the Park - £150
 - Adderbury Park Football Club - £250

Action TG/DB

- xlxi) Tree Works at Adderbury Lakes – The Chairman advised that a quote had been received from Acreman's Arboricultural for works to trees at Adderbury Lakes.

Resolved that the Chairman and Clerk be given delegated authority to obtain further quotes for the tree works at Adderbury Lakes and be authorised to accept one of the quotes accordingly. **Action TG**

- l) Councillor to Monitor Financial Matters – The Parish Council discussed appointing a Councillor to monitor the Parish Council's financial matters, in conjunction with the Clerk and Responsible Financial Officer.

Resolved that Councillor Rachel Moffat be appointed to monitor financial matters. **Action TG**

- li) Members Allowances 2022/2023 – Prior to the meeting, the report of the Independent Remuneration Panel 2022/2023 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) no basic allowances be paid to Councillors for 2022/2023; and
- 3) travel and subsistence be paid in accordance with the report, on production of receipts.

- lii) Accounts 2021/2022 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2022 and the Receipts and Payments as at 31 March 2022.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2022 be approved; and
- ii) the Annual Governance Statement 2021/2022 (Section 1) and the Accounting Statement for 2021/2022 (Section 2) be approved. **Action TG**

- v) Internal Auditor's Report 2021/2022 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2021/2022.

Resolved that the report and recommendations be noted.

- 148/21 Correspondence** – The Chairman reported that following the Day of Dance on Saturday 23 April 2022, issues had arisen with regard to returning the signage for the road closure, to the County Council's Deddington depot. It was agreed this matter would be discussed at the next meeting. **Action TG**

The Clerk advised that Oxfordshire Association of Local Councils had circulated a template letter, which it was suggesting should be sent to Victoria Prentis MP, asking for her support with regard to Parish Council meetings being held on-line and that the law should be changed to allow for this. It was agreed that the letter should be sent. **Action TG**

THE LUCY JANE PLACKETT CHARITY

ADDERBURY PARISH COUNCIL

(No items)

149/21 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 24 May 2022
- 28 June 2022
- 26 July 2022

150/21 Items for Future Agendas (For Information Only)

- Monitoring of brambles at the Lucy Plackett Playing Field
- Lucy Plackett Playing Field – Area for Dogs
- Day of Dance 2023
- Parish Council Newsletter/Communication with the Village
- Section 106 Funds

(Meeting closed at 9.30pm)

Chairman – 24 May 2022