

These minutes have been agreed by the Chairman and are now subject to approval at the Parish Council meeting on Tuesday 28 May 2019

ADDERBURY PARISH COUNCIL

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

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

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

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

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

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

District Councillor Mike Bishop also submitted his apologies.

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

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

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

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

Resolved that the interests be noted.

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

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

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

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

153/18 CHAIRMAN'S ANNOUNCEMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Chairman thanked the residents for addressing the Parish Council.

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

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

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

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

Resolved that the reports be noted.

156/18 PLANNING

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

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

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

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T1, T2 x Willow, T3 x Hazel, T4 x Sycamore - Fell as per structural report.

19/00507/F

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

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

19/00352/F

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

19/00329/F

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

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

19/00119/F

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

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

19/00113/TCA

Mr Thomson
Woodbine Cottage East End Adderbury
T1 x Field Maple - Remove.

19/00619/F

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

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

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

Resolved that the report be noted.

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

Resolved that:

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

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

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

Resolved that the report be noted.

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

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

Resolved that the report be noted.

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

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

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

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

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

Resolved that:

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

158/18 PARISH COUNCIL MATTERS

- i) Committees:

- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Friday 10 May 2019 at 10am.

Resolved that the report be noted.

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

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

Resolved that:

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

iii) Governance Issues

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

Resolved that:

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

Resolved that:

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

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

Resolved that the report be noted.

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

Resolved that the report be noted.

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

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

Resolved that the reports be noted.

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

Resolved that the Protocol be approved.

159/18 FINANCE

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

Resolved that the following accounts for payment be approved:

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

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 30 April 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

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

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

Resolved that:

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

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

THE LUCY JANE PLACKETT CHARITY
(No Items)

161/18 EXCLUSION OF THE PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 162/18, 163/18 & 164/18 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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

Resolved that:

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

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

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

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

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

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

- 28 May 2019

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

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

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(Meeting closed at 9.45pm)

Chairman – 28 May 2019

DRAFT