

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 28 MAY 2019 AT 7.30PM

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

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

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

Parish Councillor Ann Lyons submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath.

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.

1/19 Suspension of Standing Orders – The Chairman proposed that Standing Order 5f be suspended for the first item on the agenda only, to enable the Vice-Chairman to take the Chair.

Resolved that Standing Order 5f be suspended for the following item only (minute number 2/19).

2/19 Appointment of Chairman for 2019/2020 – The Vice-Chairman asked for nominations for the position of Chairman for 2019/2020.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2019/2020.

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

3/19 Appointment of Vice-Chairman for 2019/2020 – The Chairman asked for nominations for the position of Vice-Chairman for 2019/2020.

Resolved that Councillor Keith Mitchell be appointed as Vice-Chairman for 2019/2020.

Councillors Colin Astley and Tony Gill stated that they had resigned from the Parish Council and left the meeting at this point.

4/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 12/19(x) – Adderbury Feoffees – Councillor Diane Bratt declared an interest in this item because she rented land which neighboured the Feoffees land which had been sold.

Resolved that the interests be noted.

5/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 30 April 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 April 2019 be approved and signed by the Chairman

6/19 Matters Arising from the Minutes of 30 April 2019 – There were no matters arising.

7/19 Chairman's Announcements

- Councillor Sue Jelfs signed the Declaration stating that she will treat their fellow Councillors and Officers with respect and will not make personal attacks on individuals or their integrity, as per the Hoey

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Ainscough Report as agreed under minute 158/18 (iii) (b) on 30 April 2019, however the declaration was caveated by Councillor Jelfs. This declaration had now been signed by all Councillors.

- A letter/email would be sent from the Parish Council, to the new Vicar Rev Liz Simpson, welcoming her to the Parish. **Action TG**
- Thanks were passed to Councillors Martin Rye, Garrad Millier and Steven Cox for painting the village gateways.
- A letter/email of thanks would be sent to Mr Lawrence Millier for conducting the village shop survey. **Action TG**
- The Parish Council accepted the quote from Mr D Chandler to repair the wooden bollards which border Dog Close and the Lucy Plackett Playing Field. **Action TG**
- It was reported that the wooden bollards by the Oak Tree were starting to rot. Councillors would look at these and report back to the Clerk. **Action TG**
- A new location for the Silent Soldier would be discussed at the next meeting. **Action TG**
- WFAC was holding a concert in St Mary's Church on Saturday 1 June 2019 and everyone was asked to support the event.
- A letter of thanks would be sent to Rupert Golby and his mother for purchasing and planting a new tree behind the bus shelter on Cross Hill Road. **Action TG**

- 8/19 Open Forum** – A resident addressed the Parish Council with regard to the development on Milton Road and potential issues relating to the entrance/exit of the site and the positioning of the building. The Chairman advised that comments on these matters could be made officially, once the full planning application for the building was submitted to Cherwell District Council (CDC).

A resident also addressed the Parish Council with regard to speeding traffic on Berry Hill Road and the speeds which had been recorded by Thames Valley Police.

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)

- 9/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

District Councillor Andrew McHugh reported that with regard to speeding vehicles on Milton Road, Thames Valley Police had now received their Speed Indication Device (SID) and he would be arranging a meeting with the Community Speed Watch Scheme Officer to discuss how the Scheme could be progressed. In addition, he would be making a presentation to CDC's Parish Liaison Meeting on 12 June 2019.

Councillor McHugh also reported on some potential issues which had been uncovered at 41A Rochester Way. This matter was now being dealt with by Thames Valley Police and the Enforcement Team at CDC.

The Chairman thanked the Councillors for their reports.

Resolved that the reports be noted.

10/19 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:

19/00688/F	Mr Richard Gibbs 2 Deene Close Adderbury Remove existing garage roof and trusses, build on top of existing garage walls to form a first floor bedroom, re-install trusses and re-roof in the original roof tiles; partition off existing bedroom to form hallway and study room
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- 19/00113/TCA Mr Thomson
Woodbine Cottage East End Adderbury
T1 x Field Maple - Remove.
- 19/00120/TCA Ms Owen
Little Manor, Manor Road, Adderbury
T1 x Lime (Tilia) - Crown lift by 6.0m and reduction by 3.0m of the lower branches of the southern canopy in order to clear from neighbouring house and driveway to help prevent failure risk and increase light levels.
- 19/00118/TCA Mr Welsh
Millway House, High Street, Adderbury
T1 x Eucalyptus - Fell.

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

- 19/00567/F Barwood Homes Ltd
OS Parcel 3491 North of Adderbury Court Oxford Road Adderbury
Variation of conditions 2 (drawings of compliance), 6 (Landscaping) & 14 (boundary treatment) of 16/01459/F - Amendments to previously approved southern boundary treatment to the rear of plots 19-22 adjacent to public footpath 11; with associated amendments to previously approved landscaping scheme.

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

- 19/00619/F Mrs B Biggam
Land East of The Leys Adderbury
Erection of 3 No dwellings on land east of The Leys, Adderbury
This application had now been withdrawn.

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

- 19/00805/F Graham Appleton
Ridgeway Lodge Manor Road Adderbury
Demolition of existing garage and swimming pool building and erection of a dwellinghouse

- 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 (CDC).

Resolved that:

- 1) the report be noted;
- 2) 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**
- 3) a meeting be organised for Parish Councillors, who are not Trustees of WFAC, with the Architects to enable those Councillors to have a full understanding of the project; **Action DB**
- 4) the Chairman and Clerk be authorised, with the Architect, to begin pre-application discussions with CDC based on the concept designs shown at the APM and at the public meeting (held before the Parish Poll), in preparation for the submission of the full planning application for Phase 2 (community building, highway entrance) of the project; **Action TG/DB**

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- 5) the specifications to obtain quotations for the Quantity Surveyor's Initial Budget Cost Plan be approved; and **Action TG/DB**
 - 6) the specifications to obtain quotations for the next stage of the Architect's work, be approved. **Action TG/DB**
- iv) Oxfordshire Neighbourhood Plan Network – Prior to the meeting, the minutes of the meeting held on Saturday 11 May 2019 had been circulated to the Parish Council.

Resolved that the minutes be noted.

11/19 Village Matters

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

Resolved that the report be noted.

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

Resolved that the report be noted.

- iii) Village Shop – Prior to the meeting, a report had been circulated to the Parish Council with regard to the closure of the village shop, following an informal meeting of Councillors and interested residents and a survey which had been undertaken by a resident of the village, Mr Lawrence Millier.

District Councillor Andrew McHugh agreed to forward to the Parish Council, information on CDC's Business Rates Relief Scheme.

Resolved that:

- 1) the report be noted;
- 2) Mr Lawrence Millier be thanked for his survey;
- 3) the Working Group be accepted to take forward the issue, including the findings of the survey; and
- 4) the Working Group make further investigations on the issue, as outlined in the report and make recommendations as to whether or not it is sustainable for a village shop to be re-introduced into Adderbury and if so, the options which are available to do this.

12/19 Parish Council Matters

- i) Results of Parish Poll – The Parish Council discussed the results of the Parish Poll held on 13 May 2019 and whether a letter should be sent to Victoria Prentis MP and also the Minister for Housing, Communities and Local Government, regarding the potential revision of rules regarding Parish Polls in order to avoid their misuse.

Resolved that:

- 1) the results be noted;
- 2) it be noted that the village agrees with the Parish Council's decision to support new Sports and Community facilities on the Milton Road and to use the Section 106 funds already allocated, for this project;
- 3) it be noted that the village does not want Adderbury Parish Council to ask Oxfordshire County Council to carry out a formal consultation with all residents on the introduction of traffic calming measures to reduce speed of traffic on village roads.
- 4) it be noted that the village does not want Section 106 funds allocated to the Milton Road project (or any other project) to be reallocated to traffic calming; and
- 5) contact be made with Victoria Prentis MP and the Minister for Housing, Communities and Local Government highlighting the potential misuse of Parish Polls and whether legislation could be changed to address this. **Action TG/DB**

- ii) Committees:

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- Environment Committee – The minutes of the meeting held on 10 May 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that the minutes be noted and the recommendations approved. **Action TG**

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

- iii) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees, reviewed the Parish Council's and staff subscriptions to other bodies and confirmed the insurance arrangements.

Resolved that:

- 1) the appointments of the Parish Council representatives, memberships of the Parish Council's Working Groups and Committees be deferred to the next meeting of the Parish Council;
Action TG
- 2) the areas of responsibility for monitoring the village be reviewed by the Environment Committee; **Action TG/MR**
- 3) the Parish Council's and staff subscriptions to other bodies be noted; and
- 4) the insurance arrangements be confirmed.

- iv) Parish Council Documents – The Parish Council was asked to approve a number of documents for 2019/2020.

Resolved that:

- 1) Standing Order 2(s) – this be amended to read:

Such a request shall be made before the vote is taken. Once Councillors have raised their hands to vote the Clerk will read out the name of each Councillor and asks him/her to confirm their vote. This is completed at each stage for those in favour/against/abstain and this is marked on a 'Recorded Vote' counting sheet. The Clerk then reads out the result once all votes have been cast. After this announcement, the meeting moves onto the next item of business on the agenda.

- 2) the following documents be approved for 2019/2020:

- Asset Register
- Financial Regulations
- Standing Orders
- 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

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

Resolved that the report be noted.

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- vi) Parish Council Surgeries – Councillors Diane Bratt and Keith Mitchell had attended the last surgery and issues had been raised with regard to moles at the Cemetery and the Milton Road project.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox had reported prior to the meeting, that there were no issues at The Rise, except some litter which he had cleared away;
- Lucy Plackett Playing Field/Play Area; In the absence of Councillor Ann Lyons, Councillor Sue Jelfs would inspect the Lucy Plackett;
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.

Resolved that the reports be noted.

- viii) Nature Reserve at the Railway Embankment (next to the Lucy Plackett Playing Field) – Prior to the meeting, the Parish Council had received a report with regard to establishing a nature reserve at the railway embankment.

Resolved that:

- 1) the report be noted; and
- 2) a Working Group of Councillors Sheila August, Diane Bratt, Steven Cox and Garrad Millier be established to progress the idea of a nature reserve at the old railway embankment and to consider Jeremy Sacha's suggestions and agree the priorities. **Action DB**

- ix) Registration of Land – Prior to the meeting, a report had been circulated with regard to starting the process for registering areas of Parish Council land.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to start the process for registering the Parish Council land; and
- 3) quotes be obtained from three solicitors with regard to assisting the Parish Council this work. **Action TG/DB**

- x) Adderbury Feoffees – Councillor Sue Jelfs gave a verbal report on the Feoffees, which included how the Charity had begun, how it obtained its funds and how those funds were spent. Councillor Jelfs also gave information on the recent sale of Feoffees land in Bodicote, to a developer, with reference to those documents which are in the public domain on CDC's Planning Portal.

Resolved that the report be noted.

13/19 Finance

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – May 2019 salary	
T Goss – Expenses for May 2019	
OCC Pension Fund – Clerks pension for May 2019	
T Goss - Petty cash top-up	£50.00
Derek Latham & Co Ltd – Preparation for concept proposals for Milton Road project	£2400.00
Green Scythe Ltd – Grass cutting in the Lucy Plackett Playing Field in April 2019	£583.99
S.Cochrane – Cleaning the bus shelters	£100.00
Castle Water – Water rates for Walled garden Allotments	£29.01
Spratt Endicott – Deed of Easement Covenant, Banbury Road, Adderbury	£125.00
Design Grow – Maintenance at Adderbury Lakes	£67.80

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Bloxham Parish Council – SLCC Clerk’s Annual membership	£46.25
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£205.00

Grants 2019/2020	Amount
Adderbury Party In The Park	£200.00
St. Mary’s Church, Adderbury PCC	£200.00
Adderbury Gardening Club	£200.00
1st Adderbury Guides	£60.00
Adderbury, Deddington and District Photographic Society	£200.00
Evergreens	£200.00
Christopher Rawlins PTFA	£500.00
Adderbury & District Wi	£200.00
Working For Adderbury Community	£200.00
Adderbury Parish Institute	£250.00
1st Adderbury Scout Group	£250.00
Deddington Day Centre	£500.00
Adderbury History Association	£200.00
Adderbury Park Football Club	£200.00
Oxfordshire County Council - Cherry Tree Centre Grant	£500.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 28 May 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

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

- iii) Internal Audit 2018/2019 – Prior to the meeting, the Statement of Internal Control and Review of the Effectiveness of the Internal Audit had both been circulated to the Parish Council.

Resolved that Statement of Internal Control and Review of the Effectiveness of the Internal Audit for 2018/2019 be approved.

14/19 Correspondence – There were no further items of correspondence.

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

15/19 Royal Lime Tree in the Lucy Plackett Playing Field – The Parish Council discussed a proposal for replacing the damaged Royal Lime tree in the Lucy Plackett Playing Field. However it was reported that the tree appeared to be sprouting again and had not died.

Resolved that no action be taken at the current time and the tree be monitored. **Action DB/AL**

16/19 Grass Cutting – Prior to the meeting, the Parish Council had received a report from Councillor Sue Jelfs with regard to a meeting with Green Scythe Limited and the Chairman held on Tuesday 14 May 2019, relating to the grass cutting in the Lucy Plackett Playing Field.

Resolved that the report be noted.

16/19 Exclusion of the Public and Press

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Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 17/19, 18/19 & 19/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 17/19 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; and
- b) the Clerk and Chairman be authorised to continue to gather the necessary information and quotes and to look into the marking out of suitable grave spaces in the cemetery. **Action DB/TG**

- 18/19 Rawlins Close Amenity Land** – Prior to the meeting, a report had been circulated with regard to a request from a resident relating to the ownership of the amenity land.

Resolved that the land remains in the ownership of the Parish Council as part of the Rawlins Close open space amenity area. **Action TG**

- 19/19 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. However the application had now been withdrawn.

Resolved that:

- 1) the report be noted;
- 2) the Chairman and Clerk be authorised to continue to clarify this matter; and **Action TG**
- 3) it be noted that the application has now been withdrawn.

- 20/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 25 June 2019
- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

- 21/19 Items for Future Agendas (For Information Only)**

- Appointment of Council Representatives & Council Committees and Working Groups
- Location of the Silent Soldier

(Meeting closed at 9.30pm)

Chairman – 25 June 2019

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 25 JUNE 2019 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, District Councillors Christine Heath and Mike Bishop and Jonathan White, Co-opted member of the Environment Committee.

APOLOGIES: Parish Councillor Sue Jelfs submitted her apologies because she was baby-sitting, the apologies were accepted and the absence authorised.

Parish Councillor Victoria Head submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Garrad Millier submitted his apologies because he had another appointment, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Andrew McHugh and Trish Fennell.

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.

22/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 35/19 – Milton Road Project – Councillor Rod Head declared an interest because he was a friend of one of the architects who had submitted a quote.

Resolved that the interest be noted.

23/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 28 May 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 28 May 2019 be approved and signed by the Chairman

24/19 Matters Arising from the Minutes of 28 May 2019 – There were no matters arising.

25/19 Chairman's Announcements

- The recent passing of Andrew Barnes was noted and the Parish Council's condolences had been passed to his family by the Clerk. A Memorial Service was being held at 2pm on Monday 15 July 2019 at St Mary's Church, Adderbury.
- Councillors were reminded to regularly check their Parish Council emails and respond in good time.
- Information on the Cherwell District Council's Parish Liaison Meeting held on 12 June 2019 was available on the CDC web site.
- Councillor Steven Cox would attend the Parish Transport Representatives Meeting on 3 July 2019 at 1.30pm at County Hall in Oxford, if he was available.
- An update on the Rural Community Forum meeting held on 5 June 2019 would be circulated by email by the Chairman, who had attended the meeting.
- The volunteers who had come forward to assist the Environment Committee with the work on the traffic calming measures were thanked for their work, especially Jonathan White, Co-opted member of the Committee.

26/19 Open Forum – Jonathan White, co-opted member of the Environment Committee, reported that a number of members of the public had come forward to assist the Environment Committee on the traffic calming project and by the next meeting of the Committee, there should be some firm proposals to present to Mike Wasley from the County Council, who would also be attending. The Community Speed Watch Scheme had been discussed with Thames Valley Police and a meeting was being held the following day.

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The Chairman thanked Mr White 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)

27/19 Reports from County and District Councillors – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

District Councillor Christine Heath reported that the appeal against the decision to refuse planning permission for a development in Berry Hill Road had been withdrawn and another application (19/00963/OUT) had subsequently been submitted to Cherwell District Council (CDC). The new application was very similar to the first and would be submitted to CDC's Planning Committee for a decision.

With regard to the anti-social behaviour in Wallin Road, Councillor Heath had referred this to District Councillor Andrew McHugh because his portfolio covered Health and Well-Being.

County Councillor Arash Fatemian apologised for the confusion when the Aynho Road had been closed at the incorrect times and he acknowledged this had been an error by the County Council and its contractor.

With regard to the Community Speed Watch Scheme, if the other villages within his Ward could be included and have use of the camera, then he would partially, or perhaps fully, fund a camera. More details would be passed to Councillor Fatemian following the meeting with Thames Valley Police.

Councillor Fatemian also reported that the OVO Women's tour would be passing through North Oxfordshire in 2020 as it had passed through South Oxfordshire this year.

The Chairman thanked the Councillors for their reports.

Resolved that the reports be noted.

28/19 Planning

- v) 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:

19/00118/TCA	Mr Welsh Millway House, High Street, Adderbury T1 x Eucalyptus - Fell.
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Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:

None

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

None

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

19/00913/F	Mr & Mrs Ciupitu 53 Rochester Way Twyford Single storey extension to the side and dormer constructed on the rear to provide a first floor to the property
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19/00982/F	British Telecom PLC Telephone Exchange Aynho Road Adderbury
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To recover two windows and replace with two new aluminium acoustic louvres, powder coated white to match the existing wooden window frame

19/00169/TCA

Mr Smith
Arboretum House, Horn Hill Road, Adderbury
Works to 3 trees

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

Resolved that the report be noted.

- vii) 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 (CDC).

Resolved that:

- 7) the report be noted;
 - 8) 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**
 - 9) the Chairman and Clerk be authorised, with the Architect, to progress with formal Pre-App discussions with Cherwell District Council (CDC) based on the concept designs, in preparation for the full planning application for phase 2 (community building, highway entrance); and **Action TG/DB**
 - 10) the appointment of a Quantity Surveyor for the Initial Budget Cost Plan and the appointment of an Architect for the next stage of the planning application, following the Pre-App discussions with CDC be discussed and agreed later in the meeting.
- viii) 19/00963/OUT, OS Parcel 9100 Adjoining and East of Last House Adjoining and North of Berry Hill Road, Adderbury - Re-submission of application 17/02394/OUT – The Parish Council considered an application for outline planning permission for up to 55 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road.

Resolved that the Parish Council objects to planning application 19/00963/OUT. **Action TG**

- ix) Planning Application 19/01047/OUT - Hallam Land Management Ltd, Land North East of Oxford Road West of Oxford Canal and East of Bankside Banbury - Outline planning application for a residential development of up to 850 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 this planning application be discussed at the next meeting of the Parish Council on 30 July 2019. **Action TG**

29/19 Village Matters

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

Resolved that the report be noted.

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

Resolved that the report be noted.

- v) Bench for The Rise – Prior to the meeting, the Parish Council considered a report with regard to a request for a new bench in The Rise.

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Resolved that the request for a bench be approved and further decisions on the type and location be deferred to the Environment Committee to be considered as part of the tree planting project in The Rise. **Action TG**

- vi) Location of the Silent Soldier – Prior to the meeting, a report had been circulated with regard to whether or not the Silent Soldier should be relocated. The Royal British Legion had also been consulted, but did not have a firm view either way.

Resolved that the Silent Soldier be retained in its current location at The Crescent/Kemps Road and this be reviewed at an appropriate time.

30/19 Parish Council Matters

- viii) Vacancies – Prior to the meeting, three applications for co-option had been circulated to the Parish Council.

Resolved that:

- 1) Andy Millard and Laura Walker be co-opted onto the Parish Council; and **Action TG**
- 2) Rhys Owens be invited to be co-opted onto the Environment Committee. **Action TG**

- ix) Committees:

- Environment Committee – The minutes of the meeting held on 5 June 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 1) the minutes be noted;
- 2) the recommendations approved;
- 3) the terms of reference be approved;
- 4) the three areas of responsibility in the village, be filled by the two new Councillors and the newly co-opted member of the Environment Committee. **Action TG**

- Staffing Committee – The minutes of the meeting held on 11 June 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that the minutes be noted and the recommendations approved.

- x) Appointment of Council Representatives & Council Committees and Working Groups/Review of Subscriptions/Insurance – The Parish Council reviewed the appointments of the Parish Council representatives and memberships of the Parish Council's Working Groups/Committees.

Resolved that the appointments of the Parish Council representatives and memberships of the Parish Council's Working Groups and Committees be approved, as detailed in appendix A to the minutes. **Action TG**

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

Resolved that the report be noted.

- xii) Parish Council Surgeries – No residents attended the Surgery on 1 June 2019.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett;

ADDERBURY PARISH COUNCIL

- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes.
- The Annual Play Area Inspections for 2019 were noted.

Resolved that the reports be noted.

31/19 Finance

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – June 2019 salary	
T Goss – Expenses for June 2019	
HMRC – Quarterly Payment	
OCC Pension Fund – Clerks pension for June 2019	
Castle Water – Water rates for Walled garden Allotments	£6.70
Prysebros Ltd – Weed Control on the Village	£548.40
Design Grow – Maintenance at Adderbury Lakes	£67.80
Cherwell District Council – Bins for Day of Dance	£196.57
John Hicks and Associates – Play area inspections	£184.68
Thomas Fox Landscaping – Grass cutting for May 2019	£862.80
Cotswold Archaeology – Milton Road Project	£8346.00
Green Scythe Ltd – Gang mowing the Lucy Plackett Playing Field in May 2019	£678.60
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£205.00
Cherwell District Council – By-Election on 21 February 2019	£2779.52
Mr D Chandler – Installation of the Noticeboard and repair of wooden bollards	£610.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 25 June 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. **Action TG**

- iii) Bus Shelters on Banbury Road – Prior to the meeting, the Clerk had circulated a report with regard to new bus shelters on Banbury Road. They were due to be funded from Section 106 funds, a grant from the County Council and a grant from Cherwell District Council. However the application submitted to Cherwell District Council had been refused.

Resolved that it be noted that County Councillor Arash Fatemian would support another application from the Parish Council for Locality Funding to meet the shortfall, to enable to project to be progressed. **Action TG**

32/19 Correspondence – There were no further items of correspondence.

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

33/19 Party in the Park – The Chairman reported that due to adverse weather, the event had been relocated to St Mary's Church and The Bell Inn. The Clerk advised that the Parish Council had already thanked the Organising Committee for their speedy implementation of the contingency plans.

Resolved that the report be noted.

34/19 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 35/19 & 36/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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- 35/19 Milton Road Project** – Prior to the meeting, a report had been circulated to the Parish Council with regard to quotes for a Quantity Surveyor to prepare the initial cost budget plan for the Milton Road project and quotes for an Architect to prepare drawings etc for the formal application to Cherwell District Council on the building, which was the next phase of the project.

Resolved that:

- 1) the report be noted; and
- 2) Hadland, Manning, Bullock and Partners Ltd be appointed as the Quantity Surveyor for the initial budget cost plan; **Action DB/TG**
- 3) authority be delegated to the Chairman, Vice-Chairman and Clerk & Responsible Financial Officer to negotiate with Latham's Architects and should a satisfactory agreement be reached, Latham's Architects be appointed as the architect; and **Action DB/TG**
- 4) if the negotiations fail, then this item be discussed again at the meeting on 30 July 2019. **Action TG**

- 36/19 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:

- c) the report be noted;
- d) the Parish Council will monitor the situation and continue to follow the revised burial policy to avoid burials in areas which may have a high water table;
- e) the Clerk & Responsible Financial Officer and Chairman be authorised to look into marking out suitable grave spaces in the Cemetery; and **Action DB/TG**
- f) the Parish Council to investigate how many years of burials the Cemetery potentially has and consider measures to acquire future burial land elsewhere, as per Policy AD21 of the Adderbury Neighbourhood Plan. **Action DB/TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

- 37/19 Meeting Dates** – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 30 July 2019
- 10 September 2019
- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

38/19 Items for Future Agendas (For Information Only)

- Planning Application 19/01047/OUT - Hallam Land Management Ltd, Land North East Of Oxford Road West Of Oxford Canal And East Of Bankside Banbury - Outline planning application for a residential development of up to 850 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.

(Meeting closed at 9.40pm)

ADDERBURY PARISH COUNCIL

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

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

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

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

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath and Jonathan White, Co-opted member of the Environment Committee.

The Chairman welcomed members of the public and Councillors to the meeting, especially Laura Walker because it was her first meeting as a Parish Councillor.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

39/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 45/19 – Planning Application 19/01047/OUT - Hallam Land Management Ltd, Land North East of Oxford Road West of Oxford Canal and East of Bankside Banbury – Councillor Steven Cox declared an interest in this item because he had a view of the site from his property.

Resolved that the interests be noted.

40/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 25 June 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 June 2019 be approved and signed by the Chairman

41/19 Matters Arising from the Minutes of 25 June 2019 – There were no matters arising.

42/19 Chairman's Announcements

- Thanks to Margaret Halstead for the lovely arrangement of wild flowers from The Rise, which she displayed in St Mary's Church for Andrew Barnes' funeral and Memorial Service.
- Fallen tree at Adderbury Lakes had now been cleared by Rural Works.
- There had been a recent closure of Adderbury Lakes due an incident of dead fish and the Environment Agency had been involved, however it was unclear exactly what had happened. Thanks were passed to Rick Atkinson and Nigel Claxton for clearing up the fish and Mr Atkinson had also been visiting the Lakes nearly every day for about a fortnight to monitor the situation.
- The amenity area in Griffin Close was in a poor state and Cherwell District Council would be carrying out the necessary maintenance as they have responsibility for this area.
- There had been issues with the grass cutting on Milton Road and Rawlins Close, but these had been addressed by Thomas Fox Landscaping.
- Thanks were passed to the gentleman who regularly picked up litter in the village and he wished to remain anonymous.
- The wall around the Adderbury Court amenity area had been repaired.
- Thanks were passed to Councillor Martin Rye and the volunteers who painted the gateways on Milton Road and Berry Hill Road. All of the gateways at the entrances to the village had now been painted.
- Following his resignation as a Member of the Adderbury Lakes Management Committee, Peter Waite was thanked for all of his hard work.
- The Chairman asked whether anyone would attend the Rural Community Forum meeting on 3 September 2019. This meeting was to promote joint working between the Parish Council, Thames Valley Police and the emergency services.

ADDERBURY PARISH COUNCIL

- 43/19 Open Forum** – The resident of The Pig Place on Aynho Road addressed the Parish Council and reported that the business continued to go from strength to strength and on 7 & 10 August 2019, there would be a music event and a live theatre event, respectively. The resident hoped that the business would receive support from the Parish Council and the village.

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)

- 44/19 Reports from County and District Councillors** – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council.

Councillor Andrew McHugh addressed the Parish Council with regard to the Community Speed Watch Scheme and his work with the Parish Council's Environment Committee.

Councillor McHugh also reported that he had recently opened the Horton Health Fair and had attended the Horton AGM and the future of the Horton Hospital was looking more hopeful. The Hospital had purchased new equipment and other equipment had been upgraded and a business case had been submitted to the Department for Health for more outpatient facilities. Councillor McHugh also hoped that the obstetrics service would now remain at the Horton.

Councillor Fatemian reported that he had approved the Parish Council's application for locality funding for the bus shelters on Banbury Road.

The Chairman thanked the Councillors for their reports and their support.

Resolved that the reports be noted.

45/19 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 observations had been made by the Parish Council in respect of the following planning applications/works to trees:

19/00913/F	Mr & Mrs Ciupitu 53 Rochester Way Twyford Single storey extension to the side and dormer constructed on the rear to provide a first floor to the property
19/00982/F	British Telecom PLC Telephone Exchange Aynho Road Adderbury To recover two windows and replace with two new aluminium acoustic louvres, powder coated white to match the existing wooden window frame
19/00169/TCA	Mr Smith Arboretum House, Horn Hill Road, Adderbury Works to 3 trees

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

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

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None

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

None

- xi) Planning Results – The result 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) 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 (CDC).

Resolved that:

- 11) the report be noted;
 - 12) the Chairman and Clerk be authorised to begin progressing of the pitch area including drainage and sowing, now that all the Pre-commencement conditions had been discharged, together with the management of the land; and **Action TG/DB**
 - 13) the Chairman, Vice-Chairman and Clerk be authorised to continue working with the Architect to progress the planning application for phase 2 of the project. **Action TG/DB/KM**
- xiii) Planning Application 19/01047/OUT - Hallam Land Management Ltd, 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 850 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.

Following a discussion, the Parish Council agreed that it would object to the application.

Resolved that the Parish Council objects to application 19/01047/OUT on a number of grounds, including highways, density and coalescence. **Action DB/TG**

46/19 Village Matters

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

Resolved that the report be noted.

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

Resolved that the report be noted.

- ix) Noticeboards – Prior to the meeting, the Parish Council had received a report with regard to the maintenance of noticeboards in the village, which were not owned by the Parish Council.

Resolved that:

- a) the noticeboards which are not owned by the Parish Council, and do not appear to be owned, be included in the Parish Council's Asset Register and be maintained by the Parish Council; and
- b) the two noticeboards (by The Bell Inn and by the Oak tree) be checked and the Clerk be advised if any maintenance is required. **Action LW**

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- x) Nature Reserve at the Railway Embankment – Prior to the meeting, the Parish Council had been advised that this item would be deferred to the next meeting.

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

- xi) Railway Embankment Bridge – Prior to the meeting, the Parish Council had received a report with regard to potential maintenance which was required to the bridge parapet on the railway embankment, next to the Lucy Plackett Playing Field.

Resolved that Martin Walker from Wellen Ltd be requested to assess the required work to the parapet. **Action DB/TG**

47/19 Parish Council Matters

- xiv) Committees:

- Environment Committee – The minutes of the meeting held on 24 July 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- the minutes be noted; and
- the recommendations be approved.

- Staffing Committee – The minutes of the meeting held on 18 July 2019 would be circulated to the Parish Council in readiness for the next meeting being held on 10 September 2019.

Resolved that:

- the minutes of the meeting be deferred to the next meeting of the Parish Council; and
- a meeting of the Staffing Committee be arranged. **Action MR/TG**

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

Resolved that the report be noted.

- xvi) Parish Council Surgeries – Councillor Diane Bratt reported that a number of issues had been brought up at the Parish Council surgery, but all were County Council matters and had already been reported via 'Fix My Street'.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there was a loose nut and bolt on one piece of equipment and Councillor Rod Head volunteered to complete the necessary work. **Action RH**
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that there were no issues at the Lucy Plackett, except a report of dog mess in the play area.
- Adderbury Lakes; The Chairman reported that there were no issues at Adderbury Lakes, in addition to those reported earlier in the meeting, with regard to the dead fish and fallen tree.

Resolved that the reports be noted.

48/19 Finance

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

Resolved that the following accounts for payment be approved:

Payee	Amount
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ADDERBURY PARISH COUNCIL

T Goss – July 2019 salary	£1123.86
T Goss – Expenses for July 2019	£62.64
T Goss – Salary for August 2019	£1123.56
OCC Pension Fund – Clerks pension for July 2019	£384.71
OCC Pension Fund – Clerks pension for August 2019	£384.71
Design Grow – Maintenance at Adderbury Lakes June 2019	£67.80
Green Scythe Ltd – Gang mowing the Lucy Plackett Playing Field in May 2019	£452.40
Came and Company – PC Insurance for 2019/2020	£1482.00
Castle Water – Water rates for Walled garden Allotments	£6.48
GeoXsphere Ltd - Parish On-line annual fee	£150.00
Thomas Fox Landscaping – Grass cutting for June 2019	£1827.60
Derek Latham and Co Ltd – Architects Fees for the Milton Road Project	£2400.00
FOCAL – Grant for 2-018/2019 & 2019/2020	£1000.000
Rascal Horticultural Service – Allotment and Cemetery Maintenance	£227.50
J Robbins – Removal of fallen tree at Adderbury Lakes	£230.00
Graham Kite – Work to repair the wall at the Banbury Road Amenity Area	£380.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 30 July 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. **Action TG**

- iii) Budget Monitoring April to July 2019 - Prior to the meeting, the Parish Council had received a report which monitored the budget from April to July 2019.

Resolved that the report be noted.

49/19 Correspondence – There were no further items of correspondence.

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

50/19 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 51/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

51/19 The Leys – Prior to the meeting, the Parish Council had received a report regarding the receipt of a letter from the Solicitors acting on behalf of the owner of The Leys.

Resolved that:

- 5) the report be noted;
- 6) the registration of Parish Council land be progressed with a solicitor; **Action TG**
- 7) the Clerk sends Bower and Bailey a copy of the Parish Council's conveyance with a suitably worded email in response to their letter; **Action TG**
- 8) the Chairman, Vice-Chairman and Clerk be authorised to meet with Bower and Bailey to discuss the matter if necessary, or make further responses, if necessary; and **Action TG/DB/KM**
- 9) a solicitor be instructed to assist with the negotiations, if the Chairman, Vice-Chairman and Clerk feel it is necessary. **Action TG/DB/KM**

(Members of the public were invited back into the meeting at the conclusion of this item)

52/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 10 September 2019
- 29 October 2019

ADDERBURY PARISH COUNCIL

- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 28 April 2020
- 26 May 2020

53/19 Items for Future Agendas (For Information Only)

- Nature Reserve at the Railway Embankment
- Registration of Parish Council Land

(Meeting closed at 8.50pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 10 SEPTEMBER 2019 AT 7.30PM

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

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

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

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

Apologies for absence were also received from District Councillors Mike Bishop, Christine Heath and Andrew McHugh and Jonathan White, Co-opted member of the Environment Committee.

The Chairman reported that Victoria Head had resigned from the Parish Council, but would be staying on Working for Adderbury Community. The Clerk was asked to contact Victoria and thank her for her work as a Councillor. **Action TG**

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

54/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

55/19 MINUTES – Prior to the meeting, the draft minutes of the meeting held on 30 July 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 July 2019 be approved and signed by the Chairman

56/19 Matters Arising from the Minutes of 30 July 2019 – There were no matters arising.

57/19 Chairman's Announcements

- John Prentice had sadly passed away and the Parish Council asked that its condolences be passed to his wife, Sue Prentice and his family. The Parish Council would also pass on its thanks for all his work in the village, including as a Parish Councillor and a Governor at Christopher Rawlins Primary School.
- Thanks were passed to Malcolm Brown for completing the judging for the Millennium Cup and congratulations to Phil and Bernice Mansell who were the 2019 Cup winners for plot 18
- Information Commissioners Office – A Toolkit for Town and Parish Councils was available for Councillors. <https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2019/08/blog-three-top-issues-for-town-and-parish-councils/>
- Inaugural AGM of Oxfordshire Neighbourhood Plans Alliance – This meeting had been held on 7 September 2019 and Nick Rayner from Bloxham Parish Council was a representative for north Cherwell.

58/19 Open Forum – The Clerk reported that an email had been received from a resident with regard to a possible new bus stop on Aynho Road and footpath for employees at Banbury Business Park. This would be followed up with the County Council and Stagecoach. **Action TG**

(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

59/19 Reports from County and District Councillors – There were no reports from the County and District Councillors.

60/19 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 observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|--|
| 19/01264/F | Mr Chris Brown
5 Twyford Grove Twyford
Two storey and single storey extensions to the rear of the property |
| 19/01450/F | Mr Jamie Lakin
Meadow View, Twyford Gardens, Twyford
Single storey rear extension |
| 19/01666/TCA | Mr & Mrs Williams
Cobb House, Chapel Lane, Adderbury,
Various tree works |

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

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

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

- | | |
|------------|--|
| 19/01642/F | Mr & Mrs Stuart Thomson
Woodbine Cottage, East End, Adderbury
Rear single storey extension |
|------------|--|

- xv) Planning Results – The result 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) 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 (CDC) and the planning application for phase 2, which would be submitted shortly.

Resolved that:

- 14) the report be noted;
- 15) the Chairman and Clerk be authorised to begin progressing of the pitch area including drainage and sowing, now that all the pre-commencement conditions had been discharged, together with the management of the land; **Action TG/DB**
- 16) the revised plans, as circulated to the Parish Council prior to the meeting, be approved and submitted to Cherwell District Council as part of the planning application for phase 2 of the project; **Action TG/DB**

ADDERBURY PARISH COUNCIL

- 17) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the architect to progress the submission of the planning application for phase 2 of the project; and **Action TG/DB**
- 18) a further payment of £695.00 to the Quantity Surveyor be approved, for reviewing the revised plans. **Action DB**

61/19 Village Matters

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

Resolved that the report be noted.

- xiii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council detailing the work of the Group and the progress which had been made. There were also details of fundraising events which had been organised.

Resolved that the report be noted.

- xiv) Memorial for Andrew Barnes – The Parish Council discussed the type of memorial which would be suitable for Andrew Barnes, who had passed away in June 2019, given the significant amount of help and support he had provided to the Parish Council and the village, over many years. It was suggested that Andrew's family be contacted in the first instance and it could be suggested to them that his name be included on the street naming list for the new developments.

Resolved that the Barnes family be contacted to discuss the type of memorial they would like for Andrew. **Action TG**

- xv) Nature Reserve at the Railway Embankment – Prior to the meeting, the Parish Council's working group had supplied a report with regard to a proposal for a nature reserve at the railway embankment, next to the Lucy Plackett Playing Field, following earlier advice from Jeremy Sacha.

Resolved that:

- 1) it be noted that the advice from the working group is that the best way to preserve the area for wildlife is to leave it untouched;
- 2) the condition of the fence be monitored; **Action ALL**
- 3) if the planning application at The Leys (land adjacent) is approved by CDC, the Parish Council could revisit its position on this area on the basis that the amount of wilderness will have lessened and funding could possibly be available;
- 4) the dead branches overhanging at the footpath at the entrance (behind the Lucy Plackett Activity Centre) be removed in autumn/winter; **Action DB/TG**.
- 5) Jeremy Sacha's suggestions, which included a scrape and wild flowers in selected areas, could be revisited at a later date and feed into the improvement project for the Lucy Plackett Playing Field; and
- 6) the steps on the right-hand side of the Activity Centre be swept and cleaned. **Action TG**

- xvi) Railway Embankment Bridge – The Chairman reported that a quote from Martin Walker at Wellan Ltd had been received for carrying out an assessment of the repairs which were required to the parapet. The initial site visit would be £250.00.

Resolved that the quote for £250.00 be accepted and a meeting be arranged with Martin Walker from Wellan Ltd. **Action TG/DB**

62/19 Parish Council Matters

- xviii) Committees:

ADDERBURY PARISH COUNCIL

- Environment Committee – The minutes of the meeting held on 27 August 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 7) the minutes be noted; and
- 8) the recommendations be approved.

ADDERBURY PARISH COUNCIL

- Staffing Committee – The minutes of the meeting held on 18 July 2019 would be circulated to the Parish Council in readiness for the next meeting being held on 29 October 2019.

Resolved that:

- 3) the minutes of the meeting held on 18 July 2019 be deferred to the next meeting of the Parish Council; and
- 4) a meeting of the Staffing Committee be arranged. **Action MR/TG**

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

Resolved that the report be noted.

- xx) Parish Council Surgeries – Councillor Keith Mitchell reported that he had attended the surgery with the Chairman on Saturday 7 September 2019, but no residents had attended.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
- Lucy Plackett Playing Field/Play Area; Councillor Ann Lyons reported that the end beam on the wooden obstacle course had worn through and gone rotten. Playdale would be contacted for a quote for the repair/replacement. Quotes would also be obtained for removing/ cutting back a bramble patch in the play area. **Action TG/DB**
- Adderbury Lakes; The Chairman reported that there were no issues at the Lakes, but it had been closed recently due to high winds. Work would also be carried out to the fencing and this would be completed in October 2019.

Resolved that the reports be noted.

- xxii) Walled Garden Allotments – Prior to the meeting, a report had been submitted to the Parish Council with regard to plots 1 and 14 and their current condition.

Resolved that:

- 1) the report be noted;
- 2) the tenancy on plot 1 be terminated and the tenant be given one months' notice;
- 3) plot 1 be split into two separate plots and it be offered to two separate tenants and once it is in a tidy and workable condition, they both be given six months' rent free;
- 4) plot 14 be given six months to improve the plot so that it is in a tidy and workable condition or the tenancy will be terminated; and
- 5) letters be sent to those tenants who keep their plots in a good condition, thanking them for their work. **Action TG/MR/DB**

63/19 Finance

- iv) 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 – Sept 2019 salary	£1123.86
T Goss – Expenses for Sept 2019	£40.50
OCC Pension Fund – Clerks pension for Sept 2019	£384.71
Cherwell District Council – Day of Dance Road Closure	£105.00
Hadland Manning Bullock – QS Services for Milton Road Project	£1080.00
Castle Water – Water rates for Walled garden Allotments	£6.70
Design Grow – Maintenance at Adderbury Lakes July 2019	£67.80

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Derek Latham and Co Ltd – Design proposals for Milton Road project	£6000.00
Adderbury Methodist Church – Room Hire on 27.08.19	£14.00
Britannia Metalwork Services – Adderbury Lakes fencing	£1150.00
Thomas Fox Landscaping – Grass cutting for June 2019	£862.80
Green Scythe Ltd – Grass cutting in the LPPF for July 2019	£678.60
T Goss – Book of Condolence	£48.66
T Goss – Petty cash top up	£50.00
Mr M Rye – Wood for Adderbury Lakes	£146.26
HMRC – Quarterly Payment	£721.95
Design Grow – Maintenance at Adderbury Lakes August 2019	£67.80
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£235.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 10 September 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. **Action TG**

- iii) Appointment of Internal Auditor 2019/2020 – Prior to the meeting, the letter of engagement from Arrow Accounting had been circulated to the Parish Council.

Resolved that Arrow Accounting be appointed as the Internal Auditor for 2019/2020. **Action TG**

64/19 Correspondence – The CPRE magazine, Countryside Voice, was circulated to the Parish Council.

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

65/19 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 66/19 the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

66/19 The Leys – Prior to the meeting, the Parish Council had received a report regarding land at The Leys and the access track alongside the Leys.

Resolved that the report be noted.

(Members of the public were invited back into the meeting at the conclusion of this item)

67/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 29 October 2019
- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 21 April 2020
- 26 May 2020

68/19 Items for Future Agendas (For Information Only)

- Registration of Parish Council Land
- Railway Embankment Bridge
- Walled Garden Allotments - To agree the rent for 2020/2021
- Burial Fees for 2020/2021

(Meeting closed at 9.00pm)

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 29 OCTOBER 2019 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Steven Cox, Sue Jelfs, Andy Millard, Garrad Millier, Keith Mitchell, Martin Rye and Laura Walker.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Jonathan White, Co-opted member of the Environment Committee, District Councillor Christine Heath, Trish Fennell and ten members of the public.

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

Parish Councillor Rod Head submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Ann Lyons submitted her apologies because she was on holiday, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillor Mike Bishop.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

The Chairman welcomed Councillor Andy Millard to his first meeting of the Parish Council.

69/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 85/19 Adderbury Lakes – The Chairman declared an interest in this item because her nephew had submitted a quote for the tree work.

Resolved that the interests be noted.

70/19 MINUTES – Prior to the meeting, the minutes of the meeting held on 10 September 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 10 September 2019 be approved and signed by the Chairman.

71/19 Matters Arising from the Minutes of 10 September 2019

Minutes Number 60/10 (iii) Planning Application 18/00220/E – Councillor Steven Cox asked for the revised plans for the new pavilion to be loaded onto the Parish Council web site. The Clerk suggested that due to the size of the plans, once they were loaded onto the Cherwell District Council, a link be added from the Parish Council web site. **Action TG**

72/19 Chairman's Announcements

- Snow Wardens – The Chairman advised that the County Council had a Snow Warden Scheme and a resident was interested in being a Snow Warden. However, it required a Parish Councillor to take the scheme forward. Councillors Laura Walker and Andy Millard agreed to progress this scheme. **Action TG**
- Parish Liaison Meeting – This was being held on 13 November 2019 at Bodicote House and Councillor Ann Lyons was attending, along with the Chairman.
- Bus to Banbury Business Park/Footpath for Aynho Road – A bus service had been requested by a resident and this was being followed up with Stagecoach and the County Council. **Action TG**
- FOSMA – A volunteer from the Parish Council had been requested to join the FOSMA Committee. Parish Councillor Garrad Millier volunteered to be the Parish Council's representative. **Action GM/TG**

ADDERBURY PARISH COUNCIL

- Village Shop – It was agreed that a letter would be sent to the agents to establish if any progress had been made with the lease. **Action TG**
- Remembrance Sunday – The Chairman asked the Parish Council whether it would like to lay a wreath at the Remembrance Sunday Service, on an annual basis. It was agreed that a wreath should be laid every year and the Chairman would lay it on behalf of the Parish Council, unless any other Councillor wished to undertake this duty. **Action DB/TG**
- Oxfordshire Neighbourhood Plan Alliance – The Parish Council agreed that it should be a member of the ONPA and meet the membership fee of £50.00 **Action TG**

73/19 Open Forum – A resident addressed the Parish and asked whether the plans for the new pavilion and sports pitches on Milton Road would be loaded onto the WFAC web site. The Chairman advised that when the application had been submitted and the plans were on Cherwell District Council's web site, there would be a link to CDC's web site from the WFAC web site, as well as a link from Parish Council web site.

The resident also asked the Parish Council whether residents were able to erect their own traffic calming signage on Berry Hill Road and Milton Road. Jonathan White advised that this was not possible and the County Council's rules and regulations with regard to signage had to be followed. However, signage was an issue which was covered in the traffic calming proposals, which would be considered by the Parish Council later in the meeting.

The resident was thanked 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)

74/19 Reports from County and District Councillors – There was no report from County Councillor Arash Fatemian.

District Councillor Christine Heath advised that the application for 40 houses on Berry Hill Road which had been submitted to Cherwell District Council, would be discussed at the Planning Committee on 14 November 2019.

Councillor Heath also advised on the issues with developers trying to exceed the figure in the Local Plan of 750 houses for category A villages. This had been an issue in recent appeals and the outcome of one appeal was still awaited. However an appeal in Ambrosden which had been allowed, was now the subject of an application for a Judicial Review.

75/19 Traffic Calming – Councillor Martin Rye advised the Parish Council that the Environment Committee had completed a report on proposed traffic calming measures for the village. Jonathan White also briefed the meeting on the proposals and the various funding options which were available to the Parish Council.

Councillor Rye and Jonathan White emphasised the need for more volunteers to make sure that the proposals were taken forward.

Resolved that:

- 1) the report be noted;
- 2) Jonathan White be thanked for his hard work on the traffic calming proposals;
- 3) the Parish Council will fund half of the cost of a Sentinel fixed camera at £1652.00; **Action TG**
- 4) the traffic calming proposals be approved, as stated in the report; and
- 5) it be noted that Mike Wasley from Oxfordshire County Council and Thames Valley Police support the proposals.

76/19 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.

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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:

- | | |
|-------------------|--|
| 19/01642/F | Mr & Mrs Stuart Thomson
Woodbine Cottage, East End, Adderbury
Rear single storey extension |
| 19/01359/F | Mr & Mrs Adam Source
42 Rochester Way, Twyford, Banbury
Two storey side and single storey rear extensions |
| 19/01663/F | Mr M Hawkins
Riyes Cottage, Aynho Road, Adderbury
Proposed extension & alterations, detached garage, detached stable/barn and associated external works. |
| 19/01663/F | Mr M Hawkins
Riyes Cottage, Aynho Road, Adderbury
Proposed extension & alterations, detached garage, detached stable/barn and associated external works. |
| 19/01864/
CLUE | Amaya Investments Limited
Waterbridge Farm, Aynho Road, Adderbury
Certificate of Lawful Use Existing for internal alterations enabling the property to be used as a private residence or short-term holiday accommodation (Class C3) comprising (i) main house and (ii) guest annexe, with associated and provision of gym and swimming pool in former barn; External alterations, raising the roof of the western wing by approximately 1.2m and insertion of two dormers and three rooflights. New brickwork and roof tiles to match existing. Insertion of bi-fold doors to the front elevation; External alterations to the former barn involving re-roofing and insertion of bi-fold do |
| 19/01759/F | Mr Robert Stilgoe
Grounds Farm, Oxford Road, Adderbury
Erection of a duplicate 58t capacity grain silo adjacent to an existing one at The Grounds Farm for use by existing agricultural business |
| 19/01924/F | Mr Graham Appleton
The Penthouse, Manor Road, Adderbury
Amalgamation of two apartments to form a single dwellinghouse through enclosure of external steps. Removal of garage and alterations to boundary structures. |
| 19/02102/F | Ms C Hone
8A Oxford Road, Adderbury
Replacement single storey rear extension |

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

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

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

- | | |
|------------|---|
| 19/02135/F | Mr & Mrs Edge
5 Church Close, Adderbury
Single storey side and rear extension |
|------------|---|

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19/02181/F Mr Tim Catling
St Georges Catholic Church, Round Close Road, Adderbury
Demolition of existing chapel and erection of 1 dwelling

- 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.

- xix) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on project.

Resolved that:

- 19) the report be noted;
 - 20) the Chairman and Clerk be authorised to begin progressing of the pitch area including drainage and sowing, now that all the pre-commencement conditions had been discharged, together with the management of the land; **Action DB/TG**
 - 21) the Chairman, Clerk and Vice-Chairman continue working with the Architect to progress the Planning Application for Phase 2 of the project; and **Action DB/TG**
 - 22) payments from Section 106 funds for the revised traffic movement report and the ecology report, to accompany the current application to CDC, be approved. **Action TG**
- xx) 19/00963/OUT, Hollins Strategic Land LLP, OS Parcel 9100 Adjoining And East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury – The Parish Council considered the resubmission of outline application 17/02394/OUT for permission for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road (all matters reserved other than access)

Resolved that the Parish Council objects to 19/00963/OUT, on the same grounds as previously stated, except with the amendment that the residents on Berry Hill Road be consulted on the footpath and it be narrower than the usual standard to ensure it is in-keeping with the area.

Action TG

77/19 Village Matters

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

Resolved that the report be noted.

- xviii) Working for Adderbury Community (WFAC) – Prior to the meeting, the Chairman of WFAC Jackie Head, had circulated a report to the Parish Council detailing the work of the Group and the progress which had been made. There were also details of fundraising events which had been organised and the Chairman's report to the AGM.

Resolved that:

- 1) the report be noted;
 - 2) Laura Walker be appointed as a Parish Council Trustee on WFAC; and
 - 3) WFAC be consulted with regard to amending the WFAC Constitution and Councillors Martin Rye, Keith Mitchell and Laura Walker to liaise with Jackie Head. **Action MR/KM/LW**
- xix) Memorial for Andrew Barnes – Prior to the meeting, the Parish Council had received a report with regard to a permanent memorial for Andrew Barnes.

Resolved that:

- 1) the report be noted; and

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- 2) the decision on the memorial be deferred to a future meeting to allow Andrew Barnes' family other members of the community eg. the Adderbury Lakes Management Committee, the Vicar and PCC etc. to have more time to consider different options. **Action DB/TG**
- xx) Railway Embankment Bridge Parapet – Prior to the meeting, a report had been circulated to the Parish Council regarding the maintenance of the parapet, following a meeting with Martin Walker from Wellan Ltd.

Resolved that:

- 1) the report be noted; and
 - 2) no maintenance be carried out on the parapet until the Parish Council has received the full report from Martin Walker at Wellan Ltd on whether or not any maintenance is required.
- xxi) Dog Waste Bins – Prior to the meeting, the Parish Council had received a report with regard to new dog waste bins for Adderbury Lakes and Kemps Road/The Crescent.

Resolved that:

- 1) the report be noted;
 - 2) a dog waste bin be purchase for Lake Walk by Adderbury Lakes; and
 - 3) a dog waste bin not be purchased for Kemps Road/The Crescent until Councillors have identified a suitable site. **Action TG**
- xxii) Street Naming – Prior to the meeting, the Parish Council had received a report with regard to including additional names on the list used by Cherwell District Council for roads on new developments in the village.

Resolved that:

- 1) the report be noted;
 - 2) the additional names be added to the list of street names for new developments in Adderbury and the list be forwarded to Cherwell District Council; and **Action TG**
 - 3) a note be included in Contact about the street naming, including the information which Mr Allen has provided. **Action TG**
- xxiii) Forest Schools – Prior to the meeting, the Parish Council had received a report with regard to the Forest Schools project, which took place at the Parish Council's amenity land behind Adderbury Court.

Resolved that

- 1) the report be noted;
 - 2) the on-going bio-diversity project, including tree planting be supported; and
 - 3) Councillor Diane Bratt to continue liaising on this project with Christopher Rawlins Primary School. **Action DB**
- xxiv) Street Lighting – Prior to the meeting, the Parish Council had received a report with regard to a request for the street lights to be turned off for a limited time during the night in Griffin Close and possibly the wider village.

Resolved that:

- 1) the report be noted;
 - 2) the County Council be requested to provide more details about how the switch-off will work; and
 - 3) the residents of the village be consulted on the proposal to switch-off the street lights between 12am and 5am every night. **Action TG**
- xxv) Benches in the Village – Prior to the meeting, the Parish Council had received a report with regard to maintenance of the benches in the village and was asked to appoint a Councillor to take responsibility for this project.

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Resolved that:

- 1) the report be noted; and
 - 2) Councillors to check their areas for monitoring and provide the necessary information on benches in those areas to Councillor Andy Millard, who will co-ordinate the maintenance project. **Action ALL/AM**
- xxvi) VE Celebrations – 8 May 2020 – Prior to the meeting, the Parish Council had received a report with regard to whether or not the Parish Council should arrange an event to mark this anniversary, or request a village organisation to do so.

Resolved that:

- 1) the report be noted; and
 - 2) Jackie Head, the PCC and Royal British Legion be consulted on arrangements for an event in the village. **Action TG**
- xi) Grass Cutting in the Village - Prior to the meeting, the Parish Council had received a report with regard whether or not some grass verges in the village should not be cut and they be left to grow to encourage biodiversity in the village.

Resolved that:

- 1) the report be noted;
- 2) a note be included in Contact advising the village that the Parish Council is encouraging areas of biodiversity in the village; and
- 3) the following grass verge be removed from the grass cutting contract to encourage biodiversity:
 - Outside Tanners
 - Entrance to Lake Walk

78/19 Parish Council Matters

- xxiii) Co-option – Prior to the meeting, an application for co-option from Rhys Owens, had been circulated to the Parish Council.

Resolved that Rhys Owens be co-opted onto the Parish Council. **Action TG**

- xxiv) Appointment of Councillors to Committee – Prior to the meeting, the appointments to Committees and outside bodies had been circulated to the Parish Council.

Resolved that the membership of Committees and outside bodies be approved as detailed in appendix 1 to the minutes. **Action TG**

- xxv) Committees:

- Environment Committee – The minutes of the meeting held on 8 October 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that:

- 9) the minutes be noted and recommendations be approved; and
 - 10) the expenditure of £1652.00 (plus VAT) on the Sentinel camera be approved and this be funded from £1000 from the future projects budget line and £652 from the contingency budget line. **Action TG**
- Staffing Committee – Prior to the meeting, the minutes of the meeting held on 18 July 2019 had been circulated to the Parish Council

Resolved that the minutes be noted and recommendations be approved.

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

Resolved that the report be noted.

- xxvii) Parish Council Surgeries – Councillor Martin Rye reported that he had attended the surgery with the Chairman on Saturday 5 October 2019. One resident attended and reported that the gate from The Leys to the Lucy Plackett was in a poor state.

Resolved that the report be noted.

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

- The Rise; Councillor Steven Cox reported that there were no issues at The Rise.
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that the Lakes would be closed if there was particularly windy weather.

Resolved that the reports be noted.

- xxix) Registration of Parish Council Land – The Chairman gave an update report on the progress of the registration of Parish Council land, which was being co-ordinated by Andrew Woods at Spratt Endicott.

Resolved that the report be noted.

79/19 Finance

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

Resolved that the following accounts for payment be approved:

Payee	Amount
T Goss – Oct 2019 salary	£1123.86
T Goss – Expenses for Oct 2019	£40.50
OCC Pension Fund – Clerks pension for Oct 2019	£384.71
Castle Water – Water rates for Allotments	£13.18
Thomas Fox Landscaping – Grass cutting for Sept 2019	£862.80
Cherwell District Council – Emptying Dog Waste Bins for summer period	£1427.71
Green Scythe Ltd – Grass cutting in the LPPF for August 2019	£452.40
CPRE – Annual Subscription	£36.00
Derek Latham & Co Limited – Detailed Design Proposals for new sports and community facility	£9000.00
Design Grow – Maintenance at Adderbury Lakes September 2019	£67.80
S Cochrane – Cleaning gutters at Activity Centre	350.00
Mr P Gardner – Topping the Milton Road Field	£150.00
Mr N Claxton – Lakes Expenses	£67.50
Rascal Horticultural Services – Allotment and Cemetery Maintenance	£340.00
Moore East Midland – External Audit Fee for 2018/2019	£609.00
Britannia Metalworks Ltd – Fencing at Adderbury Lakes	£3453.78
Hadland, Manning Bullock – Preparation of a budget estimate	£900.00
Green Scythe Ltd – Grass cutting in the LPPF for September 2019	£452.40
Oxfordshire Neighbourhood Plan Alliance – Annual Subscription	£50.00
Prysebros Ltd – Weed control in the village	£548.40

- 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 29 October 2019 for the accounts at Santander, Barclays and Cambridge Building Society.

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

- iii) External Auditors Report 2018/2019 – Prior to the meeting, the External Auditor's Report for 2018/2019 had been circulated to the Parish Council.

Resolved that:

- 1) the report be noted; and
- 2) it be noted that the External Auditor highlighted that they had no issues with the financial management of the Parish Council, nor of the Milton Road project.

- 80/19 Correspondence** – Councillor Martin Rye reported that the side of the Sor Brook bank, which belonged to the owners of Sor Brook House, needed to have the trees and vegetation cut back as they were blocking the flow of the water in the Brook and could cause flooding issues. A letter would be sent to the property. **Action TG**

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

- 81/19 Repair of Play Equipment** – The Parish Council considered a quote from Playdale for the repair of play equipment in the Lucy Plackett playing field.

Resolved that the quote from Playdale be accepted. **Action TG**

- 82/19 Party in the Park 2020** – The Parish Council considered a request from the Party in the Park Committee to use the playing field for their event on Saturday 13 June 2020.

Resolved that the request to use the playing field for the Party in the Park on 13 June 2020, be approved in principle, subject to further details and consultation with the Parish Council. **Action TG**

- 83/19 Running Club Event 2020** – The Parish Council considered a request from the Running Club to use the playing field for their event on Sunday 20 September 2020.

Resolved that the request to use the playing field for the Running Club event on 20 September 2020, be approved. **Action TG**

- 84/19 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 85/19 & 86/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 85/19 Adderbury Lakes** – Prior to the meeting the Parish Council had received reports regarding quotes to remove a fallen Ash tree limb in the lower lake and also for a possible survey of the water quality in Adderbury Lakes.

Resolved that:

- 1) the report be noted;
- 2) the quote from Vaughan Lewis Windrush AEC Ltd for £267 (plus VAT) for a management plan to include an initial site visit to investigate the state of Adderbury Lakes, produce a written report recommending action required to clear weed and advice on a follow up plan and restocking with fish, be approved; and **Action TG**
- 3) the quote from Rural Works for £250.00 for the removal of a fallen Ash tree limb from the lower lake, be approved. **Action TG**

- 86/19 The Leys** – Prior to the meeting, the Parish Council had received a report regarding land at The Leys and the access track alongside the Leys.

Resolved that:

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- 1) the report be noted; and
 - 2) Spratt Endicott be instructed to write to the Land Registry and advise that the land the Parish Council wishes to register, has already been registered by Mrs Biggam, even though Bower and Bailey were aware that the Parish Council is claiming ownership and has the conveyancing documents to prove this.
- Action TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

87/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 26 November 2019
- 14 January 2020
- 25 February 2020
- 31 March 2020
- 21 April 2020
- 26 May 2020

88/19 Items for Future Agendas (For Information Only)

- Walled Garden Allotments - To agree the rent for 2020/2021
- Burial Fees for 2020/2021

(Meeting closed at 9.40pm)

ADDERBURY PARISH COUNCIL

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

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

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

APOLOGIES: Parish Councillor Laura Walker submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

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

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath.

Parish Councillor Rhys Owens was not present.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

89/19 DECLARATIONS OF INTEREST - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

90/19 Minutes – Prior to the meeting, the minutes of the meeting held on 29 October 2019 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 29 October 2019 be approved and signed by the Chairman.

91/19 Matters Arising from the Minutes of 29 October 2019 – There were no matters arising.

92/19 Chairman's Announcements

- Flooding in the village – The Chairman thanked Councillor Steven Cox and Ann Lyons for their work relating to the flooding issues in the village, following the recent poor weather. One property in the village had been flooded and sandbags had been used by other residents. It was suggested that a letter be sent to The Mill with regard to their permanent bollards (located opposite the Pump House Garage) which prevented emergency vehicles from turning into that area of Water Lane. The current permanent bollards could be replaced with temporary bollards, with the agreement of the land owner. **Action TG**
- Village shop – The shop would be re-opening towards the end of this week. All residents were encouraged to use the shop as much as possible to maintain this village facility.
- Cherwell District Council's Parish Liaison Meeting held on 13 November 2019 – The Chairman and Councillor Ann Lyons had attended and notes from the meeting had been circulated to Councillors by email.
- Rural Community Forum being held on 4 December 2019 at Deddington Fire Station – Councillor Rod Head agreed to attend the meeting.
- Budget Working Group – A meeting was being held on 5 December 2019.

93/19 Open Forum – No residents issues were raised.

(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

- 94/19 Reports from County and District Councillors** – County Councillor Arash Fatemian reported that he had approved the Locality Fund grant application for the Parish Council's fixed camera to support the Community Speed Watch Scheme.

Councillor Arash Fatemian was also pleased to report that the County Council had been ranked 10th in the Country, up from 49th last year. He had also attended a meeting with Matt Hancock, Secretary of State for Health and Social Care to discuss potential funding for a business case to support the future of the Horton Hospital.

District Councillor Andrew McHugh reported had met with the under Secretary of State to discuss the £1.5-£2 million funding for the business case for the Horton Hospital, which had then been followed up with a meeting with the Chancellor.

Councillor McHugh had also reported that he had compered the Cherwell Volunteer of the Year Award's night.

The Chairman thanked the Councillors for their reports and their support.

95/19 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 observations had been made by the Parish Council in respect of the following planning applications/works to trees:

19/01936/TCA Mr & Mrs Robey
Cobbler Cottage, Chapel Lane, Adderbury
Various Tree Works

19/02181/F Mr Tim Catling
St Georges Catholic Church, Round Close Road, Adderbury
Demolition of existing chapel and erection of 1 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:

19/02135/F Mr & Mrs Edge
5 Church Close, Adderbury
Single storey side and rear extension

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

19/00963/OUT Hollins Strategic Land LLP
OS Parcel 9100 Adjoining and East Of Last House Adjoining And North Of, Berry Hill Road, Adderbury
Resubmission of application 17/02394/OUT – Outline application for permission for up to 40 dwellings with associated landscaping, open space and vehicular access off Berry Hill Road (all matters reserved other than access)

The Parish Council also discussed the invitation from Hollins Strategic Land LLP to meet and discuss with Councillors, the community benefits which could be available from their proposal, should planning permission be granted.

Resolved that:

- 1) the Parish Council's objection to this application be confirmed; and

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- 2) should CDC have any meetings with Hollins Strategic Land LLP regarding the Section 106 agreement and community benefits for Adderbury, the Parish Council would like to be included too. **Action TG**

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

19/02371/LB Ms V Dark
Wisteria House, The Green, Adderbury
Removal of red brick wall to front of property facing road

19/02448/TCA EOS Contracting
Gable House, 13 Dog Close, Adderbury
Various 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) Planning Application 18/00220/F – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on project.

Resolved that:

- 23) the report be noted;
24) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; **Action DB/TG**
25) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the Planning Application for Phase 2 of the project; and
26) the payment for the planning application of £3028.00 be funded from Section 106 funds.

96/19 Village Matters

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

Resolved that the report be noted.

- xxviii) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated to the Parish Council detailing the work of the Group and the progress which had been made. It was also reported that Jackie Head had stepped down as Chairman of WFAC.

Resolved that:

- 1) the report be noted; and
2) Jackie Head be thanked for all of her hard work on WFAC as Chairman and prior to that, as Vice-Chairman. **Action TG**

- xxix) Railway Embankment Bridge Parapet – Prior to the meeting, a report had been circulated to the Parish Council regarding the maintenance of the parapet, following the receipt of a report from Martin Walker at Wellan Ltd.

Resolved that:

- 3) the report be noted;
4) that no action be taken at present but that the cracks be kept under observation and Wellan Ltd (or other qualified engineer) be asked to carry out a further inspection, as and when necessary;
5) Wellan Ltd be asked for an indication of the suggested timings of further inspections; and **Action TG**
6) Councillor Sheila August be appointed to keep the cracks under observation, reporting every six months under the health and safety section of the Parish Council agenda. **Action SA**

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- iv) LAP/LEAP/Community Areas, Adderbury Fields – Prior to the meeting, a report had been circulated to the Parish Council with regard to a site meeting which had been held, regarding the request from Cherwell District Council, for the Parish Council to take over the responsibility for the community areas on this site.

Resolved that:

- 1) the report be noted;
- 2) a decision on the transfer of responsibility be deferred until further information is received; and
- 3) the Chairman and Councillor Steven Cox to attend the site meeting with Cherwell District Council and David Wilson Homes. **Action TG**

- v) Snow Wardens – Prior to the meeting, a report had been circulated to the Parish Council with regard to a village Snow Warden Scheme.

Resolved that the report be noted.

- vi) Biodiversity Project – Prior to the meeting, a report had been circulated to the Parish Council encouraging biodiversity in the village.

Resolved that:

- 1) the report be noted;
- 2) areas in Lake Walk and Tanners Lane be removed, or partially removed, from the grass cutting contract to encourage biodiversity in the village;
- 3) the amenity areas on the Aynho Road (Longwall Close and Sydenham Close) be managed for meadow plants, through agreement with Cherwell District Council;
- 4) the Parish Council progresses the scheme for small scale tree planting at The Rise and in Forest School area, which will be six to seven small fruiting trees in each area; and
- 5) a note be included in Contact and on the village and PC web sites with regard to the biodiversity project. **Action DB/TG**

97/19 Parish Council Matters

- xxx) Committees:

- Environment Committee – The minutes of the meeting held on 19 November 2019 had been circulated to the Parish Council, prior to the meeting.

Resolved that the minutes be noted and recommendations be approved.

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

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

Resolved that:

- 1) the report be noted; and
- 2) contact be made with Martin Lipson from the Oxfordshire Neighbourhood Plan Alliance requesting information relating to the meeting which he had attended with CDC relating to Neighbourhood Plans. **Action DB/TG**

- xxxii) Parish Council Surgeries – Councillor Steven Cox reported that he had attended the surgery with the Councillor Laura Walker on Saturday 9 November 2019, but no residents had been present.

Resolved that:

- 1) the report be noted; and

ADDERBURY PARISH COUNCIL

- 2) Councillor Laura Walker be requested to pass the Surgery book to Councillors Ann Lyons or Sue Jelfs. **Action TG**

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

- The Rise; Councillor Steven Cox reported that one of the seats on the swings needed to be repaired. **Action SC/TG**
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that a tree branch had been removed recently.

Resolved that the reports be noted.

- v) Annual Parish Meeting (APM) 2020 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on 9 April 2020 and asked that if Councillors had any suggestions with regard to speakers and/or the format of the meeting, then they should report them at the next meeting.

Resolved that the report be noted.

98/19 Finance

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

Resolved that:

Payee	Amount
T Goss – Nov 2019 salary	£1123.66
T Goss – Expenses for Nov 2019	£52.04
T Goss – Dec 2019 salary	£1123.66
OCC Pension Fund – Clerks pension for Nov 2019	£384.71
OCC Pension Fund – Clerks pension for Dec 2019	£384.71
Turnstone Ecology Ltd - Preliminary ecological appraisal and report	£450.00
Thomas Fox Landscaping – Grass cutting for Sept 2019	£862.80
Design Grow – Maintenance at Adderbury Lakes October 2019	£67.80
Rural Works – Remove broken ash tree limb from Adderbury Lakes	£250.00
Royal British Legion – Poppy Wreath and donation	£50.00
Mr M Rye – High-Vis Jackets for Community Speed Watch Volunteers	£39.98
Wellan Ltd – Report on Railway Bridge Parapet	£250.00
Green Scythe Ltd – Grass cutting in the LPPF for October 2019	£452.40
Wellan Ltd – Report on Railway Bridge Parapet	£300.00
Externiture Ltd – New bus shelter	£4559.78
Pixel Concepts –Parish Council web site	£250.80
Planning Portal – Planning application for Milton Road Phase 2	£3028.00
RPS Consulting – Milton Road Project	£2040.00

- ii) Bank Reconciliation/Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation and the financial report showing the breakdown of Parish Council funds, as at 26 November 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. **Action TG**

- iii) Walled Garden Allotments – Prior to the meeting, the Parish Council had received a report relating to the rent review for 2020/2021.

Resolved that the rent for 2020/2021 be increased to £29.00. **Action TG**

- iv) Burial Fees for 2020/2021 – Prior to the meeting, the Parish Council had received a report relating to the fees for 2020/2021.

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Resolved that:

- 1) the burial fees be increased by 3% for 2020/2021, from 1 April 2020; and
- 2) no charges be applied to the interment and Exclusive Burial Rights for those aged 17 years and under and the costs be reclaimed from the Children's Funeral Fund.

99/19 Correspondence – The Clerk reported that Cherwell District Council had notified the Parish Council that it would be removing the phone kiosk on Twyford Gardens.

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

100/19 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 101/19, 102/19 & 103/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

101/19 Pavilion and Playing Field Lease – Prior to the meeting, the Parish Council had received a report regarding the lease between the Lucy Jane Plackett Charity and Adderbury Park Football Club, relating to the Pavilion and Playing Field, which was due to expire in January 2020.

Resolved that:

- 1) the report be noted;
- 2) the lease be renewed for two years; and
- 3) a copy of the insurance documents be requested from Adderbury Park Football Club. **Action TG**

102/19 Grass Cutting and Maintenance Contracts 2020/2021 – Prior to the meeting, the Parish Council had received a report with regard to the grass and maintenance contracts for 2020/2021.

Resolved that the following grass cutting and maintenance contracts be awarded for 2020/2021:

- 1) Thomas Fox Landscaping be awarded the contract for grass cutting the village areas and grass verges;
 - 2) Green Scythe Ltd be awarded the contract for grass cutting the Lucy Plackett Play Field and the Play Area;
 - 3) Rascal Horticultural Services be awarded the contract for the allotment and cemetery maintenance; and
 - 4) Design Grow be awarded the contract for the maintenance at Adderbury Lakes.
- Action TG**

103/19 The Leys – Prior to the meeting, the Parish Council had received a report regarding the registration of the land at The Leys and the access track alongside the Leys.

Resolved that the report be noted.

(Members of the public were invited back into the meeting at the conclusion of this item)

104/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 14 January 2020
- 25 February 2020
- 31 March 2020
- 9 April 2020 (Annual Parish Meeting, Methodist Hall)
- 21 April 2020
- 26 May 2020

105/19 Items for Future Agendas (For Information Only)

- Annual Parish Meeting (APM) 2020
- Budget & Precept for 2020/2021

ADDERBURY PARISH COUNCIL

(Meeting closed at 9.05pm)

Chairman – 14 January 2020

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 14 JANUARY 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Sheila August, Rod Head, Sue Jelfs, Ann Lyons, Martin Rye and Laura Walker.

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

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

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

Parish Councillor Garrad Millier submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop, Christine Heath and Andrew McHugh.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

106/19 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 112/19 (v) - Planning Application 19/02448/TCA, EOS Contracting, Gable House, 13 Dog Close, Adderbury – Councillor Ann Lyons declared an interest in this time because she was a resident of Dog Close.

Resolved that the interests be noted.

107/19 Minutes – Prior to the meeting, the minutes of the meeting held on 26 November 2019 had been circulated to the Parish Council.

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

108/19 Matters Arising from the Minutes of 26 November 2019 – There were no matters arising.

109/19 Chairman's Announcements

- Rhys Owens – Mr Owens had not taken up the position of Parish Councillor, therefore the vacancy would be advertised again. **Action TG**

110/19 Open Forum – A resident addressed the Parish Council in objection to planning application 19/02691/F, at land east of The Leys, Adderbury. A number of reasons for objection were presented, which included over development of the site, impact on wildlife and the public footpath and contrary to a number of policies within the Adderbury Neighbourhood Plan and the Local Plan.

The Chairman thanked the resident for addressing the Committee and advised that the application would be discussed later in the meeting.

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(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)

111/19 Reports from County and District Councillors – There were no reports from the County and District Councillors.

112/19 Planning

xxiv) 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:

19/02448/TCA	EOS Contracting Gable House, 13 Dog Close, Adderbury Various tree works
19/02615/TCA	Mr G Chilver Lytchett House, Horn Hill Road, Adderbury Tree works
19/02689/TCA	Ms G Harper 1 Manor Road, Adderbury Tree works
19/02490/TPO	Mr Fairbairn Acacia House, 1 Greenhill, Twyford T1 - Reduce Yew tree by 3-4m to re-balance canopy. T2 - Remove three lower branches from Scotts pine to raise canopy over the road. T3 - Reduce London plane away from building by 3-4m, remove lower limb. T4 - Remove two lower branches from Corsican pine. T5 - Remove Corsican pine with large area of cambium damage and metal in the stem. T6 - Light reduction on Cherry plum by 1-2m. T7 - Light reduction on Box Elder by 1-2m. T8 - Crown lift four lower branches from London plane over parking space. Trees subject to TPO 15/2016.
19/02825/AGN	Ball Colgrave Ltd Colegrave Seeds Ltd, Milton Road, Adderbury Building to provide covered storage for machinery and equipment used by the agricultural business
19/02457/F	Mr Tim Precious Holly Bank, Berry Hill Road, Adderbury New dormer window to front elevation
19/02725/TCA	Mrs Marles 1 Stud Farm Cottages, East End, Adderbury Tree works

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:

19/02371/LB	Ms V Dark Wisteria House, The Green, Adderbury Removal of red brick wall to front of property facing road
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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

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

19/02932/TCA Mr & Mrs Robinson
The Cedars, The Green, Adderbury
Tree Works

- xxv) 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.

- xxvi) Milton Road Project – Prior to the meeting, the Chairman circulated to the Parish Council, a report providing an update on the project.

Resolved that:

- 27) the report be noted;
 - 28) the Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land; **Action DB/TG**
 - 29) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the Planning Application for Phase 2 of the project; and **Action DB/KM/TG**
 - 30) future funding from Section 106 funds for any further reports which may be required to progress the application, be approved. **Action DB/TG**
- iv) Planning Application 19/02796/F – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered the application for recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

Resolved that the Parish Council supports application 19/02796/F. **Action TG**

- v) Planning Application 19/02691/F – Land East of The Leys, Adderbury – The Parish Council considered an application for the erection of three dwellings (revised scheme of 19/00619/F).

Resolved that the Parish Council objects to application 19/02691/F. **Action TG**

- vi) South Northamptonshire Local Development Order (LDO) – The Parish Council had been invited to make comments on the Local Development Order consultation document and information had been circulated prior to the meeting.

Resolved that any comments on the South Northamptonshire Local Development Order be submitted to the Chairman and Clerk. **Action TG**

113/19 Village Matters

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

Resolved that the report be noted.

- xxxi) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated to the Parish Council detailing the work of the Group and the progress which had been made.

Resolved that the report be noted.

- iii) LAP/LEAP/Community Areas, Adderbury Fields – Prior to the meeting, a report had been circulated to the Parish Council regarding the request from Cherwell District Council, for the Parish Council to take over the responsibility for the community areas on this site.

Resolved that:

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- 4) the report be noted;
 - 5) the Parish Council does not take responsibility for the LAP/LEAP/community areas on the Adderbury Fields site at the current time, but it will review this decision in the future, should Cherwell District Council make another request;
 - 6) clarification be sought with regard to the drainage system on the site; and
 - 7) clarification be sought with regard to the opening of the two footpaths from the site. **Action TG**
- v) Snow Wardens – Prior to the meeting, a report had been circulated to the Parish Council with regard to a village Snow Warden Scheme.

Resolved that the report be noted.

114/19 Parish Council Matters

xxxiv) Committees:

- Environment Committee – There had not been a meeting of the Committee since the last meeting of the Parish Council. The next meeting was scheduled for Tuesday 28 January 2020.
- Staffing Committee – There had not been a meeting of the Staffing Committee since the last meeting of the Parish Council.

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

Resolved that the report be noted.

xxxvi) Parish Council Surgeries – Prior to the meeting, a report had been circulated regarding the Surgery held in December 2019.

Resolved that:

- 3) the report be noted; and
- 4) contact be made with Sanctuary Housing with regard to the removal of trees in Faulkner Close and the impact on residents. **Action TG**

(Councillor Sue Jelfs left the meeting during this item)

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

- The Rise; An issue with the swing was being investigated by the Clerk.
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that the Lakes would be closed at times of high winds.

Resolved that the reports be noted.

xxxviii) Rural Community Forum – Councillor Rod Head reported that he had not yet received from Thames Valley Police, the minutes from the Rural Community Forum meeting held on 4 December 2019.

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

xxxix) Annual Parish Meeting (APM) 2020 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on 9 April 2020 and advised that there would be a presentation on Dementia Care as well as the proposed changes to the street lighting in the village.

Resolved that the report be noted.

115/19 Finance

ADDERBURY PARISH COUNCIL

- vii) 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 – Jan 2020 salary	£1123.66
T Goss – Expenses Jan 2020	£64.19
OCC Pension Fund – Clerks pension for Jan 2020	£384.71
HMRC Quarterly Payment	£722.55
Windrush AEC Ltd Site visit and preparation of lake management plan Adderbury Lakes	£320.40
Theresa Goss – Water rates at allotments	£151.06
Bloxham Mill Ltd – Room hire	£27.00
Derek Latham's and Co Ltd - Detailed proposals for Milton Road project	£1800.00
Adderbury PCC Church House – Room hire for 2019	£225.00
Arrow Accounting – Internal Audit 2019/2020	£285.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 14 January 2020 for the accounts at Santander, Barclays and Cambridge Building Society.

Resolved that the bank reconciliation for the Barclays, Santander and Cambridge Building Society accounts be noted. **Action TG**

- iii) Budget/Precept 2020/2021 and Grants applications 2020/2021 – Prior to the meeting a draft budget for 2020/2021 had been circulated to the Parish Council, as well as the grant applications for 2020/2021.

Resolved that:

- i) the budget for 2020/2021 be approved;
- ii) the grant applications for 2020/2021 be approved; and
- iii) the precept for 2020/2021 be set at £49,880. **Action TG**

116/19 Correspondence – There was no further correspondence.

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

117/19 Pavilion and Playing Field Lease – The Clerk advised that she had contacted Adderbury Football Club and they had not made any comments on the renewal of the lease.

Resolved that the report be noted.

118/19 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 119/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

119/19 The Leys – The Chairman reported that the Land Registry had noted that there was a discrepancy with the registration of the access track land at The Leys and the Parish Council was awaiting an update.

The Chairman also reported that the Parish Council had been invited to a meeting with the agent for the applicant.

Resolved that:

- 1) the report be noted; and
- 2) the Parish Council accepts the offer for a meeting with the Agent and the Chairman and Clerk be authorised to attend, along with any other Councillors who are available. **Action DB/TG**

ADDERBURY PARISH COUNCIL

(Members of the public were invited back into the meeting at the conclusion of this item)

120/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 25 February 2020
- 31 March 2020
- 9 April 2020 (Annual Parish Meeting, Methodist Hall)
- 21 April 2020
- 19 May 2020

121/19 Items for Future Agendas (For Information Only)

- Internal Audit Report for 2019/2020
- Rural Community Forum – 4 December 2019

(Meeting closed at 8.50pm)

Chairman – 25

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, HIGH STREET, ADDERBURY ON TUESDAY 25 FEBRUARY 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Steven Cox, Sue Jelfs, Andy Millard, Martin Rye and Laura Walker.

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

APOLOGIES: Parish Councillor Sheila August submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Rod Head submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Ann Lyons submitted her apologies because she was unwell, the apologies were accepted and the absence authorised.

Parish Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Councillor Garrad Millier was not present.

Apologies for absence were also received from District Councillors Mike Bishop, Christine Heath and Andrew McHugh.

The Chairman also advised that should anyone wish to record the meeting, they could do so. No one indicated that they would be doing so.

122/19 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

123/19 Minutes – Prior to the meeting, the minutes of the meeting held on 14 January 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 14 January 2020 be approved and signed by the Chairman.

124/19 Matters Arising from the Minutes of 14 January 2020 – There were no matters arising.

125/19 Chairman's Announcements

- The Chairman reported that she had been nominated for the Oxfordshire High Sheriff's Award and the nomination had been successful. The Awards Ceremony was being held on 24 March 2020 at Oxford Town Hall. The Chairman thanked all those residents and Councillors who had supported her nomination for this award.

126/19 Open Forum – There were no residents in attendance.

(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)

127/19 Reports from County and District Councillors – Prior to the meeting, County Councillor Arash Fatemian had circulated his report to the Parish Council. There were no reports from the District Councillors.

Resolved that the report be noted.

128/19 Planning

ADDERBURY PARISH COUNCIL

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

19/02960/F Mr & Mrs C Peacock
1 Rochester Way, Twyford
Proposed Single Storey Front, Side Part Rear Extensions with Associated Internal and External Works.

19/02932/TCA Mr & Mrs Robinson
The Cedars, The Green, Adderbury
Tree Works

19/02966/CLUE Mr M Gough
Land West of Horn Hill Road, Adderbury
Certificate of Lawfulness of Existing Use for the implementation of a 7m x 3.5m section of driveway permitted as part of the planning permission for the dwelling (ref 17/00588/F)

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:

20/00132/F Mr Gough
Land West Of, Horn Hill Road, Adderbury
Variation of condition 2 (plans) of 17/00588/F - to refer to the drawings for the amended design of the dwelling.

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

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

20/00217/F Mr & Mrs White
33 Margaret Road, Twyford
Two storey & single storey rear extension & replace flat roof over garage with mono roof to front and raise flat roof height. Extend driveway to connect both entrances.

20/00219/F Mr M Hawkins
Part OS Parcel 9077 South Of Old Wharf Adjoining And North Of, Aynho Road, Adderbury
Engineering operations to form lake

20/00241/ADJ Mr N Saganthakumar
Mill House Farm Mill Lane Kings Sutton (Outside Of Area)
Removal of farm buildings adjoining farmhouse, replace with new community building and farm machinery barn .Construction of new farm buildings comprising 2 no barns to house farm animals, office and detached hay barn. Re-construction of original barn 4. Instillation of micro-hydro generator to mill stream .Retrospective application for 2 no timber religious assembly buildings .Replacement gates, new recycling compound, associated external works, hard standing, access road and parking

20/00430/TCA Mrs M Paterson
Honeystone House, Parsons Street Adderbury
Various tree works

ADDERBURY PARISH COUNCIL

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.

iii) Planning Application 19/02796/F/Milton Road Project – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered a report from the Chairman with regard to the progress of the planning application for the recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

Resolved that:

- 1) the report be noted;
- 2) Chairman and Clerk be authorised to continue progressing of the pitch area and continue the management of the land;
- 3) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the planning application for Phase 2 of the project; and
- 4) payments from S106 funds for any further reports which may be required to progress the application, be approved.

129/19 Village Matters

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

Resolved that the report be noted.

xxxiii) Working for Adderbury Community (WFAC) – Prior to the meeting, a report had been circulated to the Parish Council detailing the work of the Group and the progress which had been made.

Resolved that the report be noted.

xxxiv) Parking in The Rise – Prior to the meeting, the Parish Council received a report regarding the parking issues in The Rise, especially around the junctions with the Banbury Road (A4260).

Resolved that:

- 1) County Council Highways Officers and Thames Valley Police be alerted to the issue; and
- 2) the County Council be asked whether any line marking can be introduced at this junction, noting that there may not be any enforcement of the line marking, but it could deter some drivers.

Action TG

xxxv) Biodiversity Project – Prior to the meeting, the Parish Council received a report regarding the biodiversity project in the village.

Resolved that:

- 1) residents in St Mary's Road be contacted about the biodiversity project and this area of the village be added to Thomas Fox's new 'meadow area' cutting scheme; and
- 2) the Chairman be authorised to continue liaising with interested residents at Sydenham Close to develop a potential volunteer group for the Sydenham Close amenity area. **Action DB**

xxxvi) Adderbury Lakes, Tree Survey – The Parish Council discussed the proposal for a tree survey at Adderbury Lakes.

Resolved that:

- 1) a professional survey of the trees at Adderbury Lakes be commissioned; and
- 2) the Chairman be authorised to work with members of the Adderbury Lakes Management Committee to obtain quotes from suitable companies. **Action DB/TG**

ADDERBURY PARISH COUNCIL

130/19 Parish Council Matters

- xl) Vacancy – The Clerk advised that there had not been any applications for co-option onto the Parish Council.

Resolved that the report be noted.

- xli) Committees:

- Environment Committee – Prior to the meeting, the minutes of the Environment Committee held on 28 January 2020 had been circulated to the Committee.

Resolved that the minutes be noted and the recommendations approved. **Action TG**

- Staffing Committee – The Chairman reported that there had been a meeting of the Staffing Committee earlier that day and the minutes would be circulated in readiness for the Parish Council meeting on 31 March 2020.

Resolved that the report be noted.

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

Resolved that the report be noted.

- xliii) Parish Council Surgeries – Prior to the meeting, a report had been circulated regarding the Surgery held in February 2020.

Resolved that the report be noted.

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

- The Rise; The swing seat still needed to be fitted and Dave Chandler would be contacted. **Action DB**
- Lucy Plackett Playing Field/Play Area; There were no issues at the Lucy Plackett Playing Field/Play Area.
- Adderbury Lakes; The Chairman reported that the Lakes would be closed at times of high winds. A wall had also fallen down between the Lakes and Long Wall footpath and it had been repaired by Graham Kite.

Resolved that the reports be noted.

- xliv) Rural Community Forum – The Clerk reported that she had not yet received from Thames Valley Police, the minutes from the Rural Community Forum meeting held on 4 December 2019.

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

- xlvi) Annual Parish Meeting (APM) 2020 – The Chairman advised the Parish Council that the Annual Parish Meeting was being held on Thursday 9 April 2020 and advised that there would be a presentation on Dementia Care. There would also be a discussion on the proposed changes to the street lighting in the village and an update on the traffic calming project.

Resolved that the report be noted.

131/19 Finance

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

Resolved that the following accounts for payment, be approved:

ADDERBURY PARISH COUNCIL

Payee	Amount
T Goss – February 2020 salary	£1123.66
T Goss – Expenses February 2020	£27.00
OCC Pension Fund – Clerks pension for February 2020	£384.71
Unipar Services LLP - Sentinel Camera	£3964.80
Wicksteed Leisure Ltd - Swing seat for The Rise	£61.80
Playdale Playgrounds Ltd - LPPF Play equipment	£620.96
Adderbury Methodist Church - Room Hire	£14.00
RC and JE Atkinson - Expenses at Adderbury Lake	£35.07
Viking - Stationery Order	£137.92
Mr M Rye – Expenses for Traffic Calming project	£21.80
Information Commissioner - Annual Data Protection Fee	£40.00
Banbury and Evesham Area Quaker Meeting - FMH Rent 2019 & 2020	£40.00
Cherwell District Council – Road Closure for Adderbury Community Day	£105.00
Graham Kite – Repairs to wall on Longwall Footpath/Adderbury Lakes	£1100.00
Forge Engineering Design Solutions Ltd – Drainage designs for Milton Road project	£2397.00
Graham Kite – Further repairs to wall on Longwall Footpath/Adderbury Lakes	£220.00
Signway Supplied Limited – Signage for the traffic calming scheme	£1937.76
Oxfordshire Association of Local Councils – Annual Subscription	£617.70
Oxfordshire Playing Fields Association – Annual Subscription	£53.00
Signway Supplied Limited – Tools for traffic signs	£60.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 25 February 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

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

- iii) Internal Audit 2019/2020 – Prior to the meeting, the Parish Council received the Internal Auditor's report for 2019/2020.

Resolved that report be noted and approved.

- iv) Independent Parish Remuneration Panel Report 2020/2021 – Prior to the meeting, the Parish Council received the Independent Parish Remuneration Panel's Report 2020/2021.

Resolved that;

- 1) the Independent Parish Remuneration Panel's Report 2020/2021 be noted;
- 2) allowances not be paid for 2020/2021; and
- 3) travel and subsistence be reimbursed to Councillors, if claimed.

- v) Section 106 Funds – Prior to the meeting, the Parish Council had received a report on the Section 106 funds available to Adderbury.

Resolved that:

- 1) the report be noted; and
- 2) Councillors review the Section 106 funds held by Oxfordshire County Council suggesting where the funds could be spent in the village. **Action ALL**

132/19 Correspondence – There was no further correspondence.

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

133/19 Church/School Fete – The Parish Council considered a request from the Primary School to use the Playing Field for the Church/School fete on 20 June 2020.

ADDERBURY PARISH COUNCIL

Resolved that the request be approved.

134/19 Dogs on Leads – The Parish Council considered a request from a resident to review the Parish Council's policy that dogs in the Lucy Plackett Playing Field must be kept on a lead

Resolved that:

- 1) the Parish Council confirms its policy that dogs must be kept on a lead in the Lucy Plackett Playing Field; and **Action TG**
- 2) this policy be reviewed again when the project at Milton Road/Lucy Plackett Playing Field progresses further.

135/19 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 136/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

136/19 The Leys – The Chairman reported that the Land Registry had noted that there was a discrepancy with the registration of the access track land at The Leys and the Parish Council was awaiting an update.

Resolved that:

- 3) the report be noted;
- 4) the Clerk and Chairman to meet with the PC's solicitor for further discussions with reference to the access track land; and
- 5) additional funds be allocated to continue with any legal work for this and the registration of the land.

(Members of the public were invited back into the meeting at the conclusion of this item)

137/19 Meeting Dates – Future meeting dates are as follows and will commence at 7.30pm at the Church House, Adderbury, unless stated otherwise:

- 31 March 2020
- 9 April 2020 (Annual Parish Meeting, Methodist Hall)
- 21 April 2020
- 19 May 2020

138/19 Items for Future Agendas (For Information Only)

- Rural Community Forum – 4 December 2019

(Meeting closed at 8.30pm)

Chairman – 31 March 2020

ADDERBURY PARISH COUNCIL

A VIRTUAL MEETING OF ADDERBURY PARISH COUNCIL WAS HELD ON ZOOM ON TUESDAY 21 APRIL 2020 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Steven Cox, Ann Lyons, Sue Jelfs, Martin Rye and Laura Walker.

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

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

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

Parish Councillor Keith Mitchell submitted his apologies because he was unwell, the apologies were accepted and the absence authorised.

Apologies for absence were also received from District Councillors Mike Bishop and Christine Heath.

Councillors Sheila August and Garrad Millier were not present.

139/19 Declarations of Interest - All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

140/19 Minutes – Prior to the meeting, the minutes of the meeting held on 25 February 2020 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 February 2020 be approved and signed by the Chairman.

141/19 Matters Arising from the Minutes of 25 February 2020 – There were no matters arising.

142/19 Chairman's Announcements

- Postponement of all Council Elections until 6 May 2021, which meant that the terms of office for all Parish Councillors were extended for one year, until that Election.
- Parish Council Surgeries had been cancelled for the foreseeable future due to the Covid-19 Pandemic.
- Lucy Plackett play area, The Rise play area and Adderbury Lakes were all closed to the public due to the Covid-19 Pandemic.
- Working for Adderbury Community/Biodiversity project for a number of areas in the village. Brief updates had previously been emailed to Councillors, however there was no report from FOCAL due to the Covid-19 Pandemic.
- Annual Parish Meeting (APM) 2020 – This meeting had been due to be held on Thursday 9 April 2020, but had been postponed due to the Covid-19 Pandemic. It was hoped it might be held at the end of May 2020, but a decision would be made nearer the time.

143/19 Open Forum – A resident reported that he was aware of the request which had been submitted to Cherwell District Council for a Community Governance Review which was requesting that a West Adderbury Parish Council be created. However he did not support this proposal and felt that Adderbury should not be split, it should stay as a whole village.

There was a discussion about the proposed boundary, however the boundary had not been made clear by the applicants when the request for the review had been submitted. Councillors and residents would be kept informed when Cherwell District Council begins the process.

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)

144/19 Reports from County and District Councillors – Prior to the meeting, County Councillor Arash Fatemian and District Councillor Andrew McHugh had circulated their reports to the Parish Council.

Both Councillors reported on the Covid-19 Priority Funds which were available to the community and contact should be made with them if there were any eligible groups in Adderbury who would like to apply.

Resolved that the reports be noted.

145/19 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.

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:

20/00857/TCA Mrs P Brown
The Rookery, High Street, Adderbury
Tree works

20/00796/F Mr & Mrs Harley
Stud Farm Stables, East End, Adderbury
Removal of existing roof lights to South face pitched roofs and installation of new roof lights; including two new feature roof lights over existing windows. Re-positioning of existing flue. Installation of new windows below existing arched windows located in living room. Replacement of existing flat roof finish with Green Sedum roof blanket system.

20/00818/F Mr Aran Horrell
17 Sydenham Close, Adderbury
Erection of a single storey rear extension

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

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

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

20/00809/F Mr Steve O'Rourke
26 Deene Close, Adderbury
Side extension to create new dwelling

20/00867/REM Crest Nicholson Midlands
Land South Of Cotefield Business Park Phase 2 Adj To, Blossom Field Road,
Bodicote
Variation of condition 1 (approved plans) of 18/01309/REM - Minor Material
Amendment for plot substitutions of housetypes for Plots 64-76 and Plots 79-95. To
replace approved drawings with new drawings as appropriate.

20/00916/TPO Mr Fairbairn
Greenhill House, Greenhill, Twyford
T1 - Pollard Sycamore to the main union. Due to excessive squirrel damage at almost
all main unions and a large cavity at the base. This tree is in the ground of a group of
flats/houses and therefore has high pedestrian footfall - Subject to TPO 15/2016

ADDERBURY PARISH COUNCIL

20/00911/TCA Dr J Greenberg
Hamelin Cottage, Horn Hill Road, Adderbury
Various tree works

20/00589/F David Kennedy
17 The Rise, Twyford
Single storey rear extension

- 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.

- iii) Planning Application 19/02796/F/Milton Road Project – OS Parcels 3309 and 4319 Adjoining and North of, Milton Road, Adderbury - The Parish Council considered a report from the Chairman with regard to the progress of the planning application for the recreation of sports & community pavilion with associated carpark and sport facilities (outdoor pitches and MUGA) following planning consent for change of use of agricultural land to sport/recreation and community use (18/00220/F).

Resolved that:

- 5) the report be noted;
 - 6) Chairman and Clerk be authorised to continue progressing the pitch area and the management of the land and to work with Clark's Drainage (the company appointed by the Parish Council); and
 - 7) the Chairman, Clerk and Vice-Chairman be authorised to continue working with the Architect to progress the planning application for Phase 2 of the project.
- iv) 19/01047/OUT, Hallam Land Management Ltd, 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 850 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**

146/19 Village Matters - None

147/19 Parish Council Matters

- i) Emergency Executive – The Parish Council considered delegating to the Chairman, Vice-Chairman and Proper Officer the authority to take any decisions on behalf of the Parish Council, during the Covid-19 Pandemic, if a Parish Council meeting was unable to be held, either virtually or physically.

Resolved that authority be delegated to the Chairman, Vice-Chairman and Proper Officer the authority to take any decisions on behalf of the Parish Council, during the Covid-19 Pandemic, if a Parish Council meeting is unable to be held, either virtually or physically.

- ii) Vacancy – The Clerk advised that there had not been any applications for co-option onto the Parish Council.

Resolved that the report be noted and the vacancy continues to be advertised. **Action TG**

- iii) Committees:

- Staffing Committee – Prior to the meeting, the minutes of the Staffing Committee held on 25 February 2020 had been circulated to the Committee.

Resolved that the minutes be noted and the recommendations approved. **Action TG**

ADDERBURY PARISH COUNCIL

- iv) Structure at the Walled Garden Allotments – The Parish Council considered a request for a structure at plot number 1 at the Walled Garden Allotments.

Resolved that the request be approved. **Action TG**

148/19 Finance

- ix) 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 – Salary for April 2020	£1137.62
T Goss – Expenses April 2020	£13.50
HMRC – Monthly Payment	£137.86
Oxfordshire County Council Pension Fund	£384.71
Lester Maintenance Services – Fit new swing seat in The Rose	£20.00
S. Cochrane – Emptying gutters at Lucy Plckett Activity Centre	£50.00
Green Scythe Ltd – Grass Cutting in the Lucy Plckett in March 2020	£231.00
Theresa Goss – Zoom monthly cost	£14.39
Mr N Prickett – Grass cutting	£150.00
Rascals Horticultural Services – Allotment and Cemetery maintenance	£125.00

- ii) Bank Reconciliation & Financial Report - Prior to the meeting, the Clerk had circulated the bank reconciliation, as at 21 April 2020 for the accounts at Santander, Barclays and Cambridge Building Society and the financial report.

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

- iii) Accounts 2019/2020 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2020 and the Receipts and Payments as at 31 March 2020.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2020 be approved; and
- ii) the Annual Governance Statement 2019/2020 (Section 1) and the Accounting Statement for 2019/2020 (Section 2) be approved. **Action TG**

149/19 Correspondence – There was no further correspondence.

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

150/19 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 151/19 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

151/19 The Leys – The Chairman reported on the meeting with the Parish Council's Solicitor, Spratt Endicott,

Resolved that:

- 6) the report be noted;
- 7) the Clerk and Chairman to progress the agreed actions. **Action TG**

(Members of the public were invited back into the meeting at the conclusion of this item)

152/19 Meeting Dates – The Chairman reported that until further notice, Parish Council meetings would be virtual meetings held on Zoom. They would all commence at 7.30pm.

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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.

- 19 May 2020

153/19 Items for Future Agendas (For Information Only)

- Statement of Internal Control 2019/2020
- Review of the Effectiveness of the Internal Audit 2019/2020

(Meeting closed at 8.40pm)

Chairman – 19 May 2020