

# ADDERBURY PARISH COUNCIL

TUESDAY 16 JANUARY 2024

Clerk & Responsible Financial Officer

Theresa Goss  
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9 January 2023

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 16 January 2024 at 7.30pm** at Church House, High Street, Adderbury to transact the business set out in the Agenda below and you are summoned to attend.

The District Councillors David Hingley, Adam Nell and Rob Pattenden and County Councillor Arash Fatemian are also invited to attend.

Members of the public are invited to attend the meeting however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss  
Clerk to the Parish Council

## A G E N D A

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.  
**7:30pm – 7:35pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7:35pm – 7:40pm**
3. **Declarations of Interest** - Members are asked to declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

**Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.**  
**7:40pm – 7:45pm**

4. **Minutes** – To consider the minutes of the meeting held on 28 November 2023 and any matters arising from those minutes. **(Attached)**  
**7:45pm – 7:50pm**
5. **Chairman's Announcements**
  - Oxfordshire County Council's Town and Parish Councils Charter – A reminder to Councillors to submit their comments.
  - Collapsed wall on Long Wall footpath.**7:50pm – 8:00pm**
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.  
**(10 minutes maximum/3 minutes per person)**  
**8:00pm – 8:10pm**

7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.

**8:10pm – 8:15pm**

8. **Planning**

- i) Planning Applications - To note the planning applications considered by the Parish Council since the last meeting. **(Report to follow)**
- ii) Results of Planning Applications - To note the results of planning applications determined by Cherwell District Council's Planning Committee. **(Report to follow)**
- iii) Adderbury Neighbourhood Plan (ANP) – To note the progress which the ANP Working Group has made in relation to updating the Plan.

**8:15pm – 8:30pm**

9. **Village Matters**

- i) FOCAL – To receive a report on the work of FOCAL. (Report to follow)
- ii) Community and Sports Centre Project (Milton Road) - To receive a progress report on:
- the building project;
  - grant funding applications; and
  - fundraising organised by the Parish Council & Working for Adderbury Community (WFAC) Working Group.

**8:30pm – 8:40pm**

10. **Parish Council Matters**

- i) Health and Safety:-
- To note the play area inspection at The Rise from Councillor Simon Davies;
  - To note the inspection at Adderbury Lakes from Councillor Diane Bratt; and
  - To note the inspection at the Walled Garden Allotments from Councillor Rachel Moffat.
- ii) Parish Council Newsletter – To discuss the contents of the next Newsletter.

**8:40pm – 8:50pm**

11. **Finance**

- i) Approval of Accounts for Payment, Income, Uncashed Payments and Bank Reconciliation - To approve the accounts for payment and note the income received since the last meeting, the uncashed receipts & payments and the bank reconciliation. **(Reports to follow)**
- ii) Budget Monitoring – To note the budget monitoring report for 2023/2024. **(Report to follow)**
- iii) General and Ear-Marked Reserves – To note and approve the Parish Council's Reserves. **(Report to follow)**
- iv) Internal Audit 2023/2024 – To note the interim Internal Auditor's report for 2023/2024. **(Report to follow)**

**8:50pm – 9:00pm**

12. **Correspondence** - Items of correspondence will be circulated to members.  
**9:00pm – 9:05pm**

**The Lucy Jane Plckett Charity**  
(One Item)

13. **Lucy Plckett Playing Field Survey** – To consider the results of the Survey regarding the Lucy Plckett Playing Field.  
**9:05pm – 9:15pm**
14. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for items numbered 15, 16, 17 & 18 on the grounds that it could involve the likely disclosure of private and confidential information.  
**9:15pm**
15. **Milton Road Project** – To consider a quote from a consultant to assist with grant applications and to consider tenders for the construction phase of the project. **(Quotes to follow)**  
**9:15pm – 9:30pm**
16. **Track to the Railway Embankment** – To receive an update on the ownership of the track.  
**9:30pm – 9:35pm**
17. **Maintenance Contracts for 2024/2025** – To discuss quotes for the following contracts: **(Report to follow)**
- Grass Cutting - Lucy Plckett Playing Field
  - Grass Cutting - Milton Road Field
  - Maintenance - Adderbury Lakes
  - Maintenance - Allotments and Cemetery
- 9:35pm – 9:45pm**
18. **Adderbury Lakes** – To consider quotes for the removal of a dead tree at Adderbury Lakes. **(Quotes to follow)**  
**9:45pm – 9:50pm**
19. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at Church House, High Street, Adderbury.
- 27 February 2024
  - 26 March 2024
  - 17 April 2023 (Annual Parish Meeting)
  - 30 April 2024
  - 21 May 2024
  - 25 June 2024
  - 30 July 2024
  - 10 September 2024
- 9:50pm**
20. **Items for Future Agendas/Items of Information 9:50pm**