

ADDERBURY PARISH COUNCIL

TUESDAY 20 MAY 2025

Clerk & Responsible Financial Officer

Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

adderburypc@hotmail.com
www.adderburypc.co.uk

13 May 2025

Dear Councillors,

The Annual Meeting of the Parish Council will be held on **Tuesday 20 May 2025 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.

County Councillor/District Councillor David Hingley and District Councillors Gordon Blakeway and Rob Pattenden are also invited to attend.

In accordance with the Equality Act 2006 & the Equality Act 2010, if any members of the public require assistance and support to enable them to access the Parish Council meeting, please contact the Clerk.

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. **Appointment of Chairman 2025/2026** - To appoint a Chairman of the Parish Council for 2025/2026.
7:30pm – 7:35pm
3. **Appointment of Vice-Chairman 2025/2026** – To appoint a Vice-Chairman of the Parish Council for 2025/2026.
7:30pm – 7:35pm
4. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:30pm – 7:35pm
5. **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.
7:30pm – 7:35pm

6. **Minutes** – To consider the minutes of the meeting held on 29 April 2025 and any matters arising from those minutes. **(Attached)**
7:35pm – 7:40pm
7. **Chairman's Announcements**
7:40pm – 7:50pm

8. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7:50pm – 8:00pm
9. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.
8:00pm – 8:10pm
10. **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 and discuss funding of the project.
8:10pm – 8:20pm
11. **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.
 - iii) Dog Waste Bin on John Harper Road, Adderbury – To consider a request for a new dog waste bin to be installed on John Harper Road.
8:20pm – 8:30pm
12. **Parish Council Matters**
- i) Health and Safety:
 - To note the play area inspections at The Rise and Lucy Plackett Playing Field 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.
 - iii) Parish Council Email Addresses – To discuss changing the Parish Council email accounts to 'gov.uk' addresses.
 - iv) Appointment of Council Representatives & Council Committees and Working Groups 2025/2026 - To appoint the Parish Council representatives and establish the memberships of the Parish Council Working Groups and Committees.
 - v) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site. <https://www.adderburypc.co.uk/documents.php>
 - Asset Register
 - Risk Management Log and Risk Schedule

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

8:30pm – 8:40pm

13. Finance

i) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & uncashed payments and the bank reconciliation. **(Reports to follow)**

ii) Budget Monitoring – To note the budget monitoring report for 2025/2026. **(Report to follow)**

iii) General, Ring-Fenced and Ear-Marked Reserves – To note and approve the Parish Council's Reserves. **(Report to follow).**

iv) Effectiveness of the Internal Audit 2024/2025 – To review the effectiveness of the Internal Audit 2024/2025. **(To follow)**

8:40pm – 8:50pm

14. Correspondence - Items of correspondence will be circulated to members.

8:50pm – 9:00pm

The Lucy Jane Plackett Charity

(No Items)

15. 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 item numbered 16 on the grounds that it could involve the likely disclosure of private and confidential information.

9:00pm

16. Track to the Railway Embankment – To receive an update on the legal work in respect of this matter.

9:00pm – 9:10pm

17. Meeting Dates – Future meeting dates to be agreed as follows and will commence at 7.30pm at Church House, High Street, Adderbury.

- 24 June 2025
- 29 July 2025
- 9 September 2025
- 21 October 2025
- 25 November 2025

9:10pm

18. **Items for Future Agendas/Items of Information 9:40pm**

- Community Emergency Plan
- Section 106 funds
- Railway embankment site

9:10pm