

ADDERBURY PARISH COUNCIL

TUESDAY 21 MAY 2024

Clerk & Responsible Financial Officer

Theresa Goss
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14 May 2024

Dear Councillors,

The Annual Meeting of the Parish Council will be held on **Tuesday 21 May 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.

District Councillors Gordon Blakeway, David Hingley and Rob Pattenden and County Councillor Arash Fatemian 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
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:30pm – 7:35pm
3. **Signing of Acceptance of Office** – All Councillors to complete and hand to the Clerk, their Acceptance of Office forms, following the uncontested election on 2 May 2024.
7:30pm – 7:35pm
4. **Appointment of Chairman 2024/2025** - To appoint a Chairman of the Parish Council for 2024/2025.
7:35pm – 7:40pm
5. **Appointment of Vice-Chairman 2024/2025** – To appoint a Vice-Chairman of the Parish Council for 2024/2025.
7:35pm – 7:40pm
6. **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
7. **Minutes** – To consider the minutes of the meeting held on 30 April 2024 and any matters arising from those minutes. **(Attached)**
7:45pm – 7:50pm
8. **Chairman's Announcements**
7:50pm – 8:00pm

9. **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
10. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.
8:10pm – 8:20pm
11. **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.
 - iv) 21/01966/F, Land to Rear of Gracewell Care Home, Gardner Way Adderbury – To discuss the planning permission which has been granted for the erection of 18 dwellings and access road.
8:20pm – 8:35pm
12. **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.**8:35pm – 8:45pm**
13. **Parish Council Matters**
- i) General Power of Competence – To pass the following resolution:

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

The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria states that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit:
<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>
 - ii) Appointment of Council Representatives & Council Committees and Working Groups 2024/2025 - To appoint the Parish Council representatives and establish the memberships of the Parish Council Working Groups and Committees.
 - iii) 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
- iv) Councillor Training – Councillors are reminded of the Parish Council's Training Policy and the courses which are run by the Oxfordshire Association of Local Councils.
- v) 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 and consider the purchase of a new water tank and agree the arrangements for judging Millennium Cup
- vi) Parish Council Newsletter – To discuss the contents of the next Newsletter.
- 8:45pm – 9:00pm**

14. **Finance**

- i) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 2, the Accounting Statements for 2023/2024. **(To follow)**
- ii) 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)**
- iii) Budget Monitoring – To note the budget monitoring report for 2024/2025. **(Report to follow)**
- iv) General and Ear-Marked Reserves – To note and approve the Parish Council's Reserves. **(Report to follow)**
- 9:00pm – 9:10pm**

15. **Correspondence** - Items of correspondence will be circulated to members.
- 9:10pm – 9:15pm**

The Lucy Jane Plackett Charity (No Items)

16. **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 17, 18 & 19 on the grounds that it could involve the likely disclosure of private and confidential information.
9:15pm
17. **Track to the Railway Embankment** – To receive an update on the ownership of the track.
9:15pm – 9:20pm
18. **The Pound** – To discuss the lease at The Pound.
9:20pm – 9:25pm
19. **Staffing Matters** – To matters affecting the Clerk & Responsible Financial Officer.
9:25pm – 9:30pm
20. **Meeting Dates** – Future meeting dates to be agreed as follows and will commence at 7.30pm at Church House, High Street, Adderbury.
 - 25 June 2024
 - 30 July 2024
 - 10 September 2024
 - 22 October 2024
 - 26 November 2024**9:30pm**
21. **Items for Future Agendas/Items of Information 9:30pm**
 - Civility & Respect Pledge
 - Effectiveness of the Internal Audit 2023/2024