

ADDERBURY PARISH COUNCIL

TUESDAY 24 NOVEMBER 2020

Clerk & Responsible Financial Officer

Theresa Goss
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17 November 2020

Dear Councillor,

A meeting of the Parish Council will be held virtually on Zoom on **Tuesday 24 November 2020 at 7.30pm** to transact the business set out in the Agenda below, and you are summoned to attend.

The District Councillors Christine Heath, Mike Bishop and Andrew McHugh and County Councillor Arash Fatemian are also invited to attend.

To enable you to attend the meeting, the Zoom meeting ID and password will be sent to you in due course.

Members of the public are advised to contact the Clerk to the Parish Council if they wish to attend the meeting. 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, especially Parish Councillor Stephen Walsh as it is his first meeting as a Councillor.
2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7.30pm
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.
7.30pm – 7.35pm
4. **Minutes** – To consider the minutes of the meeting held on 27 October 2020 and any matters arising from those minutes. **(Attached)**
7.35pm – 7.40pm
5. **Chairman's Announcements**
 - Keys for the bollards in the Lucy Plackett Playing Field
 - Budget Working Group to meet on Tuesday 8 December 2020
 - Sandbags delivery to the Lucy Plackett Playing Field and Dog Close and the village Flood Plan is currently being updated by Councillor Laura Walker.
 - More volunteers from the community are required for 'Adderbury Speedwatch'
 - Access to the Milton Road field**7.40pm – 7.50pm**

6. **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
7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors. **8.00pm – 8.10pm**
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) Oxfordshire Neighbourhood Plan Alliance (ONPA) – To receive a report on the ONPA AGM held on 21 November 2020. **(Report to follow)****8.10pm – 8.15pm**
9. **Village Matters**
 - i) Traffic Calming - To receive a report on the traffic calming project in the village. **(Report to follow)**
 - ii) FOCAL – To receive a report on the work of FOCAL. **(Report to follow)**
 - iii) The Milton Road Community Project - To receive progress reports on the building project and the progress made by the Working for Adderbury Community (WFAC) Working Group. **(Report to follow)**
 - iv) Working for Adderbury Community (WFAC) Working Group - To consider the Terms of Reference for the Working Group. **(Report to follow)**
 - v) Works to Footpaths in the Village – To receive a progress report with regard to using Section 106 funds for footpaths in the village. **(Report to follow)**
 - vi) Dog Waste Bin – To discuss a request for a new dog waste bin for Manor Road. **(Report to follow)**
 - vii) Street Lighting – To discuss a proposal for street lighting in the village to be switched off during the night. **(Report to follow)**
 - viii) Mini Bus service to Banbury - To discuss a proposal for a mini bus service from the village to Banbury. **(Report to follow)****8.15pm – 8.45pm**
10. **Parish Council Matters**
 - i) Areas of Responsibility – To discuss and allocate to Councillors, areas of responsibility/monitoring for the village. **(Report to follow)**
 - ii) Health and Safety:-
 - To discuss the annual play area inspections; **(Report to follow)**
 - To note the bridge parapet inspection (at the Lucy Plackett Playing Field) from Councillor Sheila August;
 - To note the play area inspection at The Rise;
 - To note the play area inspection at the Lucy Plackett Playing Field from Councillor Ann Lyons;
 - To note the inspection at Adderbury Lakes from Councillor Diane Bratt.

iii) Community Governance Review – To make comments on the second stage of the consultation process. **(Report to follow)**

iv) Committee Minutes and Recommendations. If Councillors have any queries on the minutes and decisions of the Committees, please contact the Clerk prior to the Parish Council meeting

- Environment Committee – To note the minutes and approve the recommendations of the meeting held on Tuesday 10 November 2020. **(Minutes to follow)** The next meeting is scheduled for Tuesday 26 January 2021.
- Staffing Committee – No meeting since the last meeting of the Parish Council.

8.45pm – 9.00pm

11. Finance

i) Approval of Accounts for Payment and Bank Reconciliation - To approve the accounts for payment and bank reconciliation. **(Report to follow)**

ii) Financial Report - To note the financial report. **(Report to follow)**

iii) Budget and Precept 2021/2022 – To note that the budget and precept will be considered at the next meeting of the Parish Council and any suggestions for items for inclusion in the budget should be forwarded to the Responsible Financial Officer.

iv) Internal Audit 2020/2021 – To discuss the appointment of the Internal Auditor for 2020/2021. **(Report to follow)**

9.00pm – 9.10pm

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

9.10pm

The Lucy Jane Plackett Charity

(One item only)

13. Party in the Park 2020/21 – To consider request for use of the Lucy Plackett Playing Field for Part in the Park on Saturday 19 June 2021.

9.10pm – 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 on the grounds that it could involve the likely disclosure of private and confidential information.

9.15pm

15. Scribe Accounts – To consider a quote from Scribe Accounts to provide the Parish Council with an accounting package. **(Report to follow)**

9.15pm – 9.20pm

16. Grass Cutting/Allotment/Cemetery/Milton Road Field/Lucy Plackett Playing Field – To discuss the maintenance contracts for 2021/2022. **(Report to follow)**

9.20pm – 9.30pm

17. Registration of Volunteers – To consider a quote for the electronic registration of volunteers who assist the Parish Council. **(Report to follow)**

9.30pm – 9.35pm

18. Meeting Dates – Future meeting dates to be agreed as follows and will commence at 7.30pm. Until further notice, these will be virtual meetings held on Zoom. **9.35pm**

- No meeting in December 2020
- 12 January 2021
- 25 February 2021
- 30 March 2021
- 27 April 2021
- 18 May 2021

19. **Items for the Future Agendas/Items of Information**
9.35pm