

# ADDERBURY PARISH COUNCIL

TUESDAY 25 FEBRUARY 2025

## Clerk & Responsible Financial Officer

Theresa Goss  
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19 February 2025

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 25 February 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.

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 – 7:35pm**
2. **Apologies for absence** - To receive any apologies for absence from the meeting.  
**7:30pm – 7:35pm**
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 14 January 2025 and any matters arising from those minutes. **(Attached)**  
**7:35pm – 7:45pm**
5. **Flooding** – To receive an update on the flooding issues, the work which has been undertaken by the Parish Council and residents and agree to start the Parish Council meeting on 25 March 2025 at 6.30pm to allow for the attendance of a representative from the Environment Agency.  
**7:45pm – 8:05pm**
6. **Chairman's Announcements**
  - Meeting with Pye Homes on 20 February 2025
  - Thanks to the Party in the Park Committee
  - Day of Dance**8:05pm – 8:10pm**

7. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.  
**(10 minutes maximum/3 minutes per person)**  
**8:10pm – 8:20pm**
8. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.  
**8:20pm – 8:30pm**
9. **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 approve the Site Assessment produced by AECOM.
- 8:30pm – 8:45pm**
10. **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) Proposed Parking Restrictions Consultation – To discuss the County Council's consultation, at the request of the Parish Council, for parking restrictions around the area of High Street and The Green.
- 8:45pm – 8:55pm**
11. **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) Community Emergency Plan – To discuss a Community Emergency Plan for the village and appoint a Councillor to progress the project.
  - iv) Membership of the Institute of Cemetery & Crematorium Management (ICCM) – To discuss the Parish Council becoming a member of the ICCM, annual cost £95.00
  - v) Parish Council Email Accounts – To discuss whether the Parish Council email accounts should be changed to '.gov.uk'

- vi) Councillors Training – To remind Councillors about the importance of attending training courses (in accordance with the Council's policy) and to review the training courses which are advertised in the OALC's monthly newsletter. <https://www.adderburypc.co.uk/documents.php?catid=21>

**8:55pm – 9:05pm**

12. **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 2024/2025. **(Report to follow)**

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

iv) Adderbury Cemetery – To discuss and agree the Burial Fees for 2025/2026. **(Fees to follow)**

v) Cambridge Building Society Account – To discuss whether the Cambridge Building Society Account be closed and alternative accounts be investigated.

**9:05pm – 9:25pm**

13. **Correspondence** - Items of correspondence will be circulated to members.

**9:25pm – 9:30pm**

**The Lucy Jane Plackett Charity**

(No Items)

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

**9:30pm**

15. **Quotes for Works to Wall at Adderbury Lakes** – To consider quotes for the repairs to the wall at Adderbury Lakes.

**9:30pm – 9:35pm**

16. **Quotes for Works to the walls at Adderbury Walled Garden Allotments** – To consider quotes for herbicidal spraying of ivy on the walls at the Walled Garden Allotments.

**9:35pm – 9:40pm**

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

- 25 March 2025
- 16 April 2025 (Adderbury Annual Parish Meeting at Church House)
- 29 April 2025
- 20 May 2025

**9:40pm**

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

- Confirm General and Ear-Marked Reserves for 2024/2025 and Reserves Policy
- Applications for co-option
- Section 106 funds held at the County Council and District Council