

ADDERBURY PARISH COUNCIL

TUESDAY 29 APRIL 2025

Clerk & Responsible Financial Officer

Theresa Goss
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22 April 2025

Dear Councillors,

A meeting of the Parish Council will be held on **Tuesday 29 April 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 25 March 2025 and any matters arising from those minutes. **(Attached)**
7:35pm – 7:45pm
5. **Chairman's Announcements**
7:45pm – 7:55pm
6. **Open Forum** - Members of the public are invited to raise any items which concern the Parish.
(10 minutes maximum/3 minutes per person)
7:55pm – 8:05pm
7. **Reports from County and District Councillors** - To receive reports from the Adderbury County Councillor and District Councillors.
8:05pm – 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)**

8:15pm – 8:25pm

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.
- 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.

8:25pm – 8:35pm

10. 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) Staffing Committee – To note the minutes of the Staffing Committee meeting held on 16 April 2025. **(Minutes to follow)**

8:35pm – 8:45pm

11. 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) Accounts 2024/2025 - To receive and approve the Receipts & Payments Statement of Accounts as at 31 March 2025. **(To follow)**
- v) Internal Audit Report 2024/2025 – To note the Internal Auditor's report for 2024/2025 and agree the actions. **(To follow)**

- vi) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 1, the Annual Governance Statement 2024/2025. **(To follow)**
- vii) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 2, the Accounting Statements for 2024/2025. **(To follow)**
- viii) Explanation of Variances 2024/2025 – To note the Explanation of Variances on the Annual Governance and Accountability Return, which are over 15% compared to 2023/2024. **(To follow)**
- ix) Notice of Public Rights 2024/2025 – To note that the public has the right to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025. **(To follow)**
- x) Appointment of Internal Auditor for 2025/2026 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2025/2026.

8:45pm – 8:55pm

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

8:55pm – 9:00pm

The Lucy Jane Plackett Charity

(No Items)

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

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

9:00pm

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

- Community Emergency Plan
- Parish Council Email Accounts
- Section 106 funds
- Railway embankment site

9:00pm