

## ADDERBURY PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 19 MAY 2026 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

**PRESENT:** Councillor Diane Bratt, Chairman: Councillors Simon Davies, Mark Gerold, Joel Greenberg and Sue Jelfs.

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk & Responsible Financial Officer and four members of the public.

**1/26 Apologies** – Councillor Jacky Atkinson submitted her apologies because she had another appointment.

Councillor Rachel Moffat submitted her apologies because she was on holiday.

**Resolved** that the apologies from Councillors Jacky Atkinson and Rachel Moffat be accepted and the absences be authorised.

**2/26 Appointment of Chairman 2026/2027** – The Chairman asked for nominations for position of Chairman for 2026/2027. Councillor Diane Bratt was proposed and seconded.

**Resolved** that Councillor Diane Bratt be appointed as Chairman for 2026/2027.

The Chairman then signed the Chairman's Declaration of Acceptance of Office form.

**4/26 Appointment of Vice-Chairman 2026/2027** – The Chairman asked for nominations for the position of Vice-Chairman for 2026/2027. Councillor Oliver Ighani was proposed and seconded

**Resolved** that Councillor Oliver Ighani be appointed as Vice-Chairman for 2026/2027.

**5/26 Declarations of Interest** – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**6/26 Minutes** – Prior to the meeting, the minutes of the meeting held on 28 April 2026 had been circulated to the Parish Council.

There were no matters arising.

**Resolved** that the minutes of the meeting held on 28 April 2026 be approved and signed by the Chairman.

**7/26 Chairman's Announcements**

- Grass Cutting – Councillors reported that the Lucy Plackett Playing Field was looking very good and they were very pleased with the work Thomas Fox had carried out.

It was also reported that the grass along the edge of the Lucy Plackett Playing Field, at the Dog Close end, by the wooden bollards had not been cut, along with an area on Round Close Road, opposite the entrance to the playing field. The Clerk would contact Thomas Fox regarding these issues. **Action TG**

- Site Meetings – The Chairman reported that earlier that day, she had met with Paul Lester to discuss the replacement wire fencing alongside the railway parapet and the repairs to the wall at the Walled Garden Allotments. Quotes would be submitted for both of these matters.

The Chairman had also discussed with Mr Lester, the unofficial footpath at the side of the Lucy Plackett Activity Centre because the Parish Council had received complaints regarding how wet the footpath had become during the winter. The footpath was approximately 60 feet long and fairly wide and it was felt that if gravel/stone was laid, it would only be a temporary solution as it would soon sink into the mud. It was felt that a permanent solution would be expensive as it would require the footpath to be dug out and the Parish Council had not budgeted for such a large project. Paul Lester would submit a quote to the Parish Council for the temporary solution and the matter would be considered again in due course.

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**8/26 Open Forum** – A resident addressed the Parish Council with regard to the planning application which had submitted to Cherwell District Council for the scaled down Community and Sports Centre building and the objections which had been submitted by Sport England. The resident also asked whether the building would be self-funding once it was open.

The Chairman advised that a Management Plan and Business Plan had been produced for the previous planning application for the larger building and these documents would be revised once the planning application for the scaled down building had been approved. The initial assessment had concluded that the building would be self-funding. With regard to the objections, the Councillors were still in the process of reviewing them and therefore, could not comment on them at the current time.

A resident raised the issue of the funding for the new Centre and how the funding gap of approximately £200,000 would be filled. The Chairman advised that grant funding would again be investigated, as well continuing with fundraising events and encouraging businesses to consider sponsoring the Centre. Advice and support would also be sought from Cherwell District Council.

A resident asked about the repairs to the Parish Institute and how these were progressing. The Chairman advised that the building was managed by Trustees and was not the responsibility of the Parish Council, however, the Clerk would make contact for an update. **Action TG**

The residents were thanked for addressing the Parish Council.

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents and provide details of issues within its minutes, unless they are addressing the Parish Council in an official capacity or they specifically request for their name to be included)*

**9/26 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – Prior to the meeting, County/District Councillor David Hingley had circulated a report to the Parish Council.

**Resolved** that the report be noted.

### 10/26 Planning

i) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to trees which have been considered by the Parish Council, since the last meeting, had been circulated.

**Resolved** that it be noted and approved that, no objections or observations had been made by the Parish Council in respect of the following planning applications/works to trees:

26/00901/TCA Wren Cottage, Cross Hill Road, Adderbury  
Tree works

26/00984/TCA Beren House, East End, Adderbury  
Tree works

26/00556/LB Rawlins House, The Green, Adderbury  
Proposal to replace two doors and three dormer windows with door and windows of the same size but with leaded glass

**Resolved** that, it be noted and approved that, no objections with additional comments have been made by the Parish Council in respect of the following planning applications/works to trees: None

**Resolved** that, it be noted and approved that, the Parish Council is considering the following applications:

26/00908/F The Gables, The Green, Adderbury  
Installation of 12x solar panels on the rear part of our south east facing roof. We will leave the first half of the front roof clear of panels so they are not visually obtrusive and do not cause harm to the neighbouring Listed buildings and conservation area

26/00924/LB 2 Manor Road, Adderbury  
Replacement of existing cloakroom window, rear door and kitchen French doors

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- 26/01133/TCA Tinkers Corner 2, The Leys, Adderbur  
T1 Portuguese Laurel - Fell and remove from site
- 26/01011/TPO Janet Blunt House, Greenhill, Twyford  
T1 – London Plane - Remove the two lowest branches back to the main stem, reduce the lower canopy by approximately 2–3 metres - subject to TPO 15/2016; T2 – Cherry – Fell due to its significant lean and the presence of a cavity/damage at the base - subject to TPO 29A/89
- 26/00929/F Shepherds Keep, Water Lane, Adderbur  
Installation of a home electric vehicle charge point on the front west facing elevation of the lobby.

- ii) Planning Results – The results of planning application determined by Cherwell District Council since the last meeting of the Parish Council, had been circulated to all Councillors prior to the meeting.

**Resolved** that the report be noted.

- iii) Adderbury Neighbourhood Plan (ANP) – Councillor Mark Gerold reported that the Regulation 14 consultation would be closing on 28 May 2026. The Parish Council would then liaise with its consultants ONH about the next steps and the submission of the Plan to Cherwell District Council.

**Resolved** that the report be noted.

### 11/26 Village Matters

- i) Flooding – The Chairman reported that she met with the owner of The Mill and he had raised concerns about young people who had been camping in the bushes in the Lucy Plackett Playing Field. They had cut down some branches and he was concerned that they these would be thrown into The Brook. Therefore, he had agreed to remove them himself and cut them up for firewood.

The Chairman had met with two contractors in respect of the work in Sor Brook, but this would now be completed after nesting season. A quote from one contractor was still awaited for the repair work to the pipe across the Lucy Plackett Playing Field.

**Resolved** that the report be noted.

- ii) FOCAL – Prior to the meeting Councillor Jacky Atkinson, had circulated a from FOCAL.

**Resolved** that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that the planning application for a reduction in the size of the building, was still being considered by Cherwell District Council and a decision was awaited. This matter had also been discussed during the Open Forum.

The Chairman had discussed with the contractor the costs of the project and it was deemed circa £1.4m was a fairly accurate figure. There had been increasing costs relating to the services, however this might be reduced if local contractors were engaged to complete some of the works.

**Resolved** that the report be noted and Michael Sackey, Planning Officer at Cherwell District Council be contacted regarding the progress with the planning application. **Action TG**

- iv) Sewage Discharge – The Parish Council discussed the sewage discharge from Bloxham Sewage works into Bloxham Brook which flowed into Adderbury water courses.

The Chairman suggested that the Parish Council should make contact with Thames Water regarding the Section 19 flooding report to address the recommendations and the actions which were being taken. However, it was felt that the meeting be held at the Bloxham Pumping Station in the first instance, as these issues could be discussed with a representative at the Station.

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It was also agreed that as suggested by Bloxham Parish Council, the meeting/tour at the Thames Water pumping station in Bloxham, be attended by two representatives from Adderbury, two representatives from Bloxham and District Councillor Rob Pattenden.

**Resolved** that the report be noted.

### 12/26 Parish Council Matters

- i) Appointment of Council Representatives & Council Committees and Working Groups 2026/2027 – The Parish Council discussed the appointment of Parish Council representatives and the memberships of the Parish Council Working Groups and Committees.

**Resolved** that Appendix 2 to the report be approved for 2026/2027.

- ii) Parish Council Documents & Policies 2026/2027 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

**Resolved** that the following documents and policies be approved for 2026/2027:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- 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
- General and Sexual Harassment Policy

- iii) Health and Safety – The Parish Council considered several health and safety inspections.

- Play area inspection at The Rise – Councillor Simon Davies reported that quotes were still being sought for the replacement swings. Councillor Davies had also approached Banbury Charities for a donation for the swings and he was awaiting a decision. A request had also been sent to the Feoffees for funding, but there had not yet been a response.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues at the play area. There had been an incident of young people riding quad bikes on the playing field and if they were seen again, they would be asked to leave the site.

With regard to the surfacing at the zip wire, Paul Lester would be asked to quote for the work and complete a temporary repair, whilst quotes were being obtained for a permanent solution. **Action TG**

- Adderbury Lakes – The Chairman reported there were no issues at the Lakes.
- Walled Garden Allotments – The Chairman reported that there were no issues at the Walled Garden Allotments.
- Adderbury Cemetery – There were no issues at Adderbury Cemetery.

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- Railway Parapet – There were currently no issues with the railway parapet and the fencing at the side and on the top of the parapet was being addressed.

**Resolved** that the reports be noted.

- iv) Parish Council Newsletter – The Parish Council discussed items for inclusion in the next Parish Council Newsletter in Contact.

**Resolved** that:

- 1) Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her; and **Action ALL**
- 2) Councillor David Hingley be asked to write an article about his role as a County Councillor as well as a District Council and his re-election on 7 May 2026. **Action TG**

### 13/26 Finance

- i) Financial Matters – Prior to the meeting, a number of financial documents were circulated to the Parish Council.

**Resolved** that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & receipts and the bank reconciliation, as at 19 May 2026 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, had signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 April 2026 and the Unity Trust bank statements for April 2026.

- ii) Budget Monitoring 2026/2027 – Prior to the meeting, the Parish Council received budget monitoring report for 2026/2027.

**Resolved** that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves – The Parish Council discussed the Parish Council's Reserves.

**Resolved** that General, Ring-Fenced and Ear-Marked Reserves be approved.

- iv) Effectiveness of the Internal Audit 2025/2026 – The Parish Council reviewed the effectiveness of the Internal Audit 2025/2026.

**Resolved** that Effectiveness of the Internal Audit 2025/2026 be approved.

- 14/26 Correspondence** – The Clerk reported that several Estate Agents' boards had been erected around the village, including on grass verges and attached to road name plates. One of the companies involved expressed dissatisfaction with the Parish Council's request to remove their unauthorised signage. However, it was noted that legislation requires Estate Agents' boards to be positioned within the boundary of the property that was for sale or had been sold.

The Parish Council therefore reaffirmed its support for the removal of Estate Agents' advertising boards displayed in unauthorised locations, including grass verges, which are owned by the County Council. The County Council had granted the Parish Council permission to remove such signs. Boards affixed to road name plates would also be removed, as Cherwell District Council did not permit signage to be attached to these structures.

**Action TG**

**THE LUCY JANE PLACKETT CHARITY**

(No Items)

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### 15/26 Exclusion of the Public and Press

**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 16/26 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

### 16/26 Quotes for Play Equipment at The Rise – The Parish Council considered quotes from Wicksteed Leisure for repairs to the swings and replacement swings.

**Resolved** that this matter be deferred for further quotes to be obtained. **Action TG**

*(The public and press were invited back into the meeting at the conclusion of this item)*

### 17/26 Meeting Dates – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury.

- 30 June 2026
- 28 July 2026
- 15 September 2026
- 20 October 2026
- 24 November 2026

### 18/26 Items for the Next Agenda

- Quotes for Play Equipment at The Rise

(Meeting closed at 9.00pm)

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Chairman – 30 June 2026