

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 30 JULY 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Mark Gerold, Sue Jelfs and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and District Councillors Gordon Blakeway, David Hingley and Rob Pattenden.

39/24 Apologies – Parish Councillor Simon Davies submitted his apologies because he was on holiday.

Parish Councillor Joel Greenberg submitted his apologies because he had another appointment.

Parish Councillor Oliver Ighani submitted his apologies because he was at work.

Resolved that the apologies from Councillors Simon Davies, Joel Greenberg and Oliver Ighani be approved and the absences authorised.

40/24 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

41/24 Minutes – Prior to the meeting, the minutes of the meeting held on 25 June 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 25 June 2024 be approved and signed by the Chairman.

42/24 Matters Arising from the Minutes of 25 June 2024 – There were no matters arising.

43/24 Chairman's Announcements - None

44/24 Open Forum – A resident addressed the Parish Council with regard to the village War Memorial. He was aware of the memorial in St Mary's Church but would like to see a different memorial in a prominent place in the village.

The Parish Council agreed that it would support, in principle, a new War Memorial and the resident agreed to progress the project and would keep the Parish Council informed. District Councillor Rob Pattenden also agreed to support this project.

The Chairman reminded the meeting that there was a Silent Soldier located near to The Crescent in Twyford and permission to locate it in St Mary's Church Yard had been refused.

The resident was thanked for addressing the meeting.

(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)

45/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors – District Councillor Rob Pattenden reported that the newly formed Administration was working well together and Executive members had attended three away days discussing the Local Plan, finances and assets & governance.

Within Councillor Pattenden's portfolio was The Mill Arts Centre and he was working to keep the Centre open and he would be ensuring that Cherwell District Council assets were being run in the most efficient way.

District Councillor David Hingley, as Leader of the Council, had been working on the District Council's finances to make sure the Council was on a sound financial footing. Work on the Local Plan now needed to include the 1.5m houses which the new Labour Government had pledged would be built in the UK over the next five years. Therefore, it was likely there would be revisions to the current draft Plan but it was hoped to continue with the current timetable.

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Councillor Hingley encouraged the Parish Council to allocate sites within its review of the Neighbourhood Plan to avoid speculative developments and to avoid having sites imposed on village as part of the Local Plan process.

There was no report from County Councillor Arash Fatemian.

The District Councillors were thanked for their reports.

Resolved that the report be noted.

46/24 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:

24/01487/LB	Cross Hill House, Cross Hill Road, Adderbury Repair works to a collapsed section of a Grade II Listed wall, following damage from a storm
24/01570/F	24 Rochester Way, Twyford, Adderbury Front, side and part rear extension with associated internal and external works
24/01579/F	Tinkers Corner, 2 The Leys, Adderbury, Front porch extension. Additional rooflight. Dormer roof height to be raised and replacement cladding to walls/cheeks. New window to dormer
24/01653/F	Apple Tree Cottage, Church Lane, Adderbury Extensions to rear
24/01638/TCA	Le Hall Place, Manor Road, Adderbury Tree works

Resolved that, it be noted and approved that, 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 that the Parish Council was considering the following planning applications:

24/01737/F	Compton, 9 Twyford Grove, Twyford, Garage extension. Entrance canopy and facade changes. Widen existing driveway access
24/01994/TCA	18 Lake Walk, Adderbury, Tree works

- 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 following the Housing Needs Assessment, a site review was now required and this could be completed by ACOM, using Locality grant funding.

During the process, ACOM would refer to the Housing Needs Assessment and also liaise with Cherwell District Council. The new Deputy Prime Minister had announced that there would be revised targets for Councils, which included more affordable housing.

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District Councillor David Hingley reported that rural housing numbers in the draft Local Plan would be revised and the Parish Council would be advised in due course.

Resolved that the report be noted.

- iv) 21/01966/F, Land to Rear of Gracewell Care Home, Gardner Way Adderbury – The Parish Council discussed the planning permission which had been granted for the erection of 18 dwellings and an access road and the lack of progress with the discharge of the conditions.

The Chairman advised that the last correspondence with Nat Stock had been on 6 July 2024 and this would be followed up by the Clerk.

Resolved that the report be noted.

47/24 Village Matters

- i) FOCAL – Prior to the meeting, Councillor Jacky Atkinson had circulated a report on the work of FOCAL.

Resolved that the report be noted.

- ii) Community and Sports Centre, Milton Road – The Chairman reported that a meeting had been held with the FA and at the current time, a large grant was unlikely to be forthcoming and the project would not be included in the Local Football Facilities Plan. A meeting was being held with the National Lottery to discuss the application which had been submitted and the application to the Government Community Fund was still in abeyance due to the General Election and the change of Government on 4 July 2024. The application to Valencia would be for fitting out so had been postponed until building work starts.

The Chairman, Councillor Mark Gerold and the Clerk had attended a meeting with District Councillor Rob Pattenden (who was Portfolio holder for Community and Leisure) and he had committed to supporting the project and it was now felt that the project needed to be supported at a more strategic level at Cherwell District Council, to assist with funding applications.

The Chairman reported that the Community Day would not be going ahead because it was not viable, however there would be another Antiques Valuation Day on Saturday 9 November 2024 at the Parish Institute. Other fundraising events were being planned including a possible Grand Raffle in due course.

Councillor Jacky Atkinson reported that the Planning Events training session which was held online, had been very good and the Practical Guide for Organising Events in Oxfordshire was useful.

Resolved that the report be noted.

- iii) Oxfordshire County Council's Consultation on Change of Speed Limit on A4260 from 60mph to 40mph – The Parish Council discuss the County Council's consultation on the change of speed limit on the A4260 from 60mph to 40mph.

Following a discussion, it was felt that reducing the speed limit from 60mph to 50mph was more appropriate as this was an open road between Adderbury and Bodicote. A lower limit might encourage vehicles to overtake each other, as had happened on Aynho Road when that limit was reduced to 20mph.

Resolved that the change of speed limit on the A4260 from 60mph to 50mph be supported. **Action TG**

- iv) Oxfordshire County Council's Consultation to Designate Certain Streets as Traffic-Sensitive – The Parish Council discussed the consultation to designate certain streets as traffic-sensitive.

Resolved that the County Council be asked for further clarification on the impact on the village of allocating traffic-sensitive streets. **Action TG**

- v) Oxfordshire County Council Local Flood Risk Management Strategy Consultation – The Parish Council discussed the consultation on the Local Flood Risk Management Strategy.

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Resolved that Councillor Rachel Moffat responds to the Local Flood Risk Management Strategy on behalf of the Parish Council. **Action RM**

- vi) Parish Council's Biodiversity Project – The Parish Council discussed its biodiversity areas in the village.

The Chairman reported that the four biodiversity areas in Lake Walk Green, The Rise, Lucy Plackett Playing Field and St Mary's Road, would be cut later that week by Thomas Fox. The Chairman would be including an article and photographs in Contact regarding the work to the area in St Mary's Road.

Councillors raised concerns regarding the untidiness of the verges due to the number of cuts being reduced for 2024/2025. It was agreed that the schedule would be reviewed for the 2025/2026 grass cutting contract.

Resolved that a note on the grass cutting be included in Contact and residents be invited to make their comments on the frequency of cuts. **Action TG/DB**

48/24 Parish Council Matters

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

- Play area inspection at The Rise – Prior to the meeting, Councillor Simon Davies had reported to the Clerk that there were no issues at the play area. The Clerk reported that children had been seen climbing onto the roof of the shelter and it was agreed to erect signage warning of the dangers of climbing onto the roof. **Action TG**
- Play area inspection at the Lucy Plackett Playing Field – Prior to the meeting, Councillor Simon Davies had advised the Clerk that there were no issues at the play area.

The Chairman reported that a complaint had been received with regard to two dogs, not on leads, nor under control, which had walked into the Lucy Plackett Activity Centre during a Pilates class. It was agreed that additional signage about dogs being kept on leads would be investigated. **Action TG**

- Adderbury Lakes – The Chairman advised that there were no issues at the Lakes, however they would be closed from 2 to 6 September 2024 whilst works were undertaken.
- Walled Garden Allotments – The Chairman reported that she would be meeting with Ben Acreman at the allotments so that he could provide a quote for cutting back the hedge next to plot 16, once nesting season was over. Ben would also be asked to remove the large shrub next to the gate.

The judging of the Millennium Cup had been completed and there were also some tenants who would be given a 'Highly Commended' certificate at the Gardening Club Show. The Clerk would contact the Gardening Club to advise that the Parish Council would like to award these certificates, along with the Millennium Cup at the Gardening Club Show on 31 August 2024. **Action TG**

Resolved that the reports be noted.

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

Resolved that Parish Councillor Rachel Moffat to continue to edit the Parish Council Newsletter and Councillors to forward items to her. **Action ALL**

- (iii) Adderbury & Milton Feoffees – The Parish Council received a report from Lucy Wells, the Parish Council representative on the Adderbury and Milton Feoffees.

Lucy explained the three objectives of the Feoffees and the support it had specifically provided to Christopher Rawlins Primary School for items such as play and IT equipment. They had also worked with High Flyers who provided wrap-around care for children attending the Primary School.

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Information and eligibility criteria were available on the Feoffees web site and an application form for support could also be downloaded. The Feoffees had allotments on Wykham Lane and other sources of income were donations, the sale of land and investments.

Lucy was thanked for attending the meeting and left at this point.

Resolved that the report be noted.

- (iv) Model Financial Regulations – The Parish Council considered the amended Financial Regulations for 2024/2025, which had been updated by the National Association of Local Councils.

Resolved that the Financial Regulations be approved for 2024/2025. **Action TG**

- (v) Civility & Respect Pledge – The Parish Council discussed supporting the National Association of Local Council's Civility and Respect Pledge.

Resolved that the Civility and Respect Pledge be supported.

- (vi) Walled Garden Allotments – The Parish Council discussed a proposal to amend the Conditions of Tenancy at the Walled Garden Allotments because there had been instances whereby Tenants had terminated their tenancies, leaving the Parish Council to cover the costs of the plot being brought back up to a good state, so that it could be re-let.

Resolved that:

- 1) the report be noted;
- 2) the Conditions of Tenancy at the Walled Garden Allotments be amended to include:

'When a tenancy is terminated (either by the Tenant or the Parish Council), a final inspection be carried out by the Parish Council and if a third party contractor is required to reinstate the plot to a level which ensures it suitable to be re-let because the plot has been neglected by the Tenant and has become overgrown, these costs are met by the Tenant.'

- 3) tenants be asked to advise the Parish Council as soon as possible if they are having difficulty or unable to keep their plot in a good state: and
- 4) investigations be undertaken to establish whether a deposit could be collected from new tenants when they accept the tenancy on a new plot. **Action TG**

49/24 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 30 July 2024 for the bank accounts at Unity Trust Bank and the Cambridge Building Society be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, has signed the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 July 2024 and the Unity Trust bank statements for June 2024.

- ii) Budget Monitoring 2023/2024 – Prior to the meeting, the Parish Council received budget monitoring report for 2023/2024.

Resolved that the report be noted.

- iii) General and Ear-Marked Reserves – Prior to the meeting, the general and ear-marked reserves had been circulated to the Parish Council.

Resolved that the report be noted and the reserves be approved.

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- iv) Effectiveness of the Internal Audit 2023/2024 – The Parish Council discussed the Effectiveness of the Internal Audit for 2023/2024.

Resolved that the report be noted and approved.

- v) Cherwell District Council's Community Infrastructure Levy (CIL) Consultation – The Parish Council discussed making comments on the consultation for the Draft CIL Charging Schedule

Resolved that the consultation be reviewed by Councillors and comments be forward to the Chairman and Clerk to formulate a response. **Action ALL**

- 50/24 Correspondence** – The Chairman reported that a letter had been received regarding to the 24 hour chiming of the clock in St Mary's Church. It was agreed that the Parish Council would not involve itself in neighbour disputes and the matter would be passed to the PCC as the appropriate body to address the matter. **Action MG**

THE LUCY JANE PLACKETT CHARITY

(One Item)

- 51/24 Lucy Plackett Playing Field** – The Parish Council discussed the damage to the playing field following the Party in the Park held on 15 June 2024.

Resolved that:

- 1) the report be noted;
- 2) some months prior to the 2025 Party in the Park, a meeting be held with the Committee to discuss how issues in 2024 can be avoided and also produce a Wet Weather Contingency Plan; and
- 3) the Morris Groups be contacted regarding their plans for the 50th Anniversary of the Day of Dance in 2025. **Action TG**

52/24 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 53/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 53/24 Track to the Railway Embankment** – The Chairman gave an update on the ownership of the track to the railway embankment and the advice which had been received from Spratt Endicott. The Deed of Easement had now been signed by the Chairman and Councillor Mark Gerold and witnessed by the Clerk.

Resolved that the report be noted.

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

- 54/24 Meeting Dates** – The Chairman reported that Parish Council meetings would be held in Church House, High Street, Adderbury, at 7.30pm on the following dates:

- 10 September 2024
- 22 October 2024
- 26 November 2024

(Meeting closed at 9.50 pm)

Chairman – 10 September 2024