

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9 SEPTEMBER 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt, Chairman: Councillors Jacky Atkinson, Simon Davies, Joel Greenberg, Sue Jelfs and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer, Melissa Zuydam, Chairman of the Traffic Calming Working Group, District Councillor Rob Pattenden and three members of the public.

51/25 Apologies – Councillor submitted Mark Gerold his apologies because he was on holiday.

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

County/District Councillor David Hingley and District Councillor Gordon Blakeway also submitted his apologies.

Resolved that the apologies from Councillors Mark Gerold and Oliver Ighani be accepted and the absences authorised.

52/25 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.

53/25 Minutes – Prior to the meeting, the minutes of the meeting held on 29 July 2025 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 29 July 2025 be approved and signed by the Chairman.

54/25 Chairman's Announcements

- Pre-Order Informal Consultation – The Chairman highlighted the proposed Footpath Stopping Up/Diversion of Adderbury Footpath No.5 (101/5/10) (Part) under s257 of the Town and Country Planning Act 1990 - (ref: JH/NS/10785).
- Walled Garden Allotments – Inspections had been completed recently in respect of those tenancies which had been terminated by the tenants.
- Traffic Incidents – There had been two road traffic accidents on Oxford Road and the Chairman of the Traffic Calming Working Group, Melissa Zuydam was present to discuss the matter and answer any questions from Councillors and residents.
- Millennium Cup – The Cup was awarded to the tenants of Plot 19A at the Gardening Club Show on 30 August 2025, and so too were Highly Commended certificates to six other tenants who had exemplary allotment plots.

55/25 Open Forum – A resident addressed the Parish Council in respect of the two recent accidents on Oxford Road. He felt that Oxford Road was dangerous in the 30mph section and would like this section to be reduced to 20mph.

Two further residents also agreed that vehicles drove in and out of the village too quickly along Oxford Road and requested that the limit be reduced to 20mph, including other traffic calming measures such as signage and road narrowing.

The Chairman advised the Oxfordshire County Council was responsible for highways and the Parish Council could only make recommendations to the County for traffic calming measures.

Melissa Zuydam, Chairman of the Traffic Calming Working Group, reported that there were a number of issues which needed to be addressed by the Group and a meeting was being held shortly. It was highlighted

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that in the Parish Council's budget there was £2850 allocated to traffic calming. There would also be a site meeting with the County Council regarding the canal bridge at Twyford.

The Community Speedwatch Team would be up and running again soon and new locations on Oxford Road had been approved by Thames Valley Police.

The Chairman thanked the residents and Melissa Zuydam for attending 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)

56/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – Councillor Rob Pattenden reported that there was an ongoing issue with funding at Cherwell District Council (CDC) because business rates which were being collected would be redistributed and CDC would be losing up to 40% of funding, which was approximately £16m over four years. The Government was being lobbied, and a response was being awaited.

Councillor Pattenden had also been working on the Banbury Cultural Strategy which included input from local businesses and organisations including The Mill and Banbury Museum. The Strategy had been published this week which encouraged people to be positive about Banbury.

Councillor Pattenden was thanked for his report.

Resolved that the reports be noted.

57/25 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:

25/01711/TCA	Orchard Barns, East End, Adderbury Tree works
25/01616/TCA	Manor Lodge, Manor Road, Adderbury Tree works
25/01772/F	26 Walton Avenue, Twyford Variation of condition 2 of application of 25/00648/F - Move door from side to the front of Development
25/01776/F & 25/01777/LB	White Lion Cottage, Oxford Road, Adderbury Extension to the north gable end, re-building of a side link extension and internal alterations; level and shallow ramp access to be created around the building from the roadside gate to the new kitchen
25/01479/F	Ridgeway Lodge, Manor Road, Adderbury Erection of garage and bicycle shed
25/01707/TCA	Elton House, Sir Georges Lane, Adderbury Tree works
25/01863/TPO	The Hub, Twyford Mill, Oxford Road, Adderbury Group G1 (Cypress / Oak) - Remove to ground level all Cypress and re-plant with mixed native species, all as per survey report. Group G1 (Cypress / Oak) - Reduce height of all Cypress to average 9 metres (subject to agreement with highways authority). Subject to TPO 7/2017
25/01930/F	Bo Peep Farm, Aynho Road, Adderbury

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Self-build proposal to convert and extend a redundant shower/toilet block at Bo Peep Farm to habitable accommodation to form a 2-bed dwelling with extensions to side and rear and a raising of the roof height. The proposal necessitates a change of use from Class F2 c) - local community - (an area or place for outdoor sport or recreation, not involving motorised vehicles or firearms) to Class C3 Dwellinghouse

25/02004/TCA Fieldgate, Manor Road, Adderbury
Tree works

25/02075/TPO Heriot House, 8 Dog Close, Adderbury
Norway Maple (T1) - Re-reduction of the Norway maple along the north boundary of the front garden close to previous (approximately 3 metres in height, 2m in width), pruning to create approximately 2 m of clearance between the crown and the garage and house.
Crown lifting above the highway to a height of approximately 5.5 m and crown lifting above the garden and drive to a height of approximately 3 m - subject to
TPO 05/2008

Resolved that, it be noted and approved that, objections have been made by the Parish Council in respect of the following planning applications/works to trees:

25/01800/F Yew Tree Cottage, East End, Adderbury
Erection of two new dwellings on land to the south of Yew Tree cottage, including new courtyard and parking (self-build)

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

25/01893/LB Horn Hill Cottage, Horn Hill Road, Adderbury
Addition of a bathroom to the 2nd floor room which will require waste and soil pipes to penetrate the side external wall (existing unauthorized)

TPO 21/2025 Making of Tree Preservation Order No. 21/2025
One Ash Tree and One Beech Tree located on Land at Fieldgate, Manor Road, Adderbury

- 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) – The Chairman suggested to the Parish Council that a specific meeting on the Plan was required to review the potential sites and also discuss how the consultants' fees would be paid.

The Clerk agreed to arrange a meeting before the next meeting of the Parish Council on 21 October 2025.

District Councillor Rob Patteden offered to make contact with Chris Cherry at Cherwell District Council to establish whether any support could be provided to the Parish Council by its officers.

Resolved that the report be noted.

58/25 Village Matters

- i) Flooding – The Chairman reported on the progress with the flood mitigation measures. Oxfordshire County Council would be conducting a survey this week in Round Close Road, to address the issues of poor road drainage and clearing the gullies. In Dog Close, the issue was the water courses overflowing.

The Chairman would also be meeting the Flooding Working Group in Bloxham the following day, to discuss flooding issues in both villages.

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The Chairman had also been trying to set up two residents' groups for each area so they could help with progressing and implementing the flood mitigation measures.

With regard to Dog Close, help from the Environment Agency was required to progress the identified work, but more residents were also required to engage in the process to ensure that the issues were addressed.

The County Council had approved a grant for five items of work and support from the Environment Agency was again required to complete the application for the necessary permits.

The Chairman hoped to progress the minor works fairly soon as they did not require permission from the Environment Agency.

Resolved that the report be noted.

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

Councillor Atkinson was thanked for her report.

Resolved that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that fundraising was currently in abeyance and the WFAC Group needed to meet to discuss how to progress fundraising for the project.

Work had been undertaken on the planning application for a Minor Material Amendment to the building to make it smaller and therefore more affordable and it would be submitted to Cherwell District Council in the next few weeks.

Once the application for a Minor Material Amendment had been submitted and approved, applications for grant funding would be submitted to appropriate bodies. Cherwell District Council officers would also be reminded that they needed to ensure S106 funds for the Community and Sports Centre was included in all Section 106 agreements for planning applications.

Resolved that:

- 1) the report be noted; and
 - 2) a planning application for a Minor Material Amendment be approved for submission to Cherwell District Council. **Action TG/DB**
- iv) Boundary at The Leys – The Parish Council had been due to discuss the boundary and fencing along the disused railway track and The Leys, however it was agreed to defer the item to the next meeting.

Resolved that this item be deferred to the next meeting of the Parish Council. **Action TG**

- v) Meeting with Sean Woodcock MP – The Parish Council was reminded that a meeting with Sean Woodcock MP had been re-arranged for Wednesday 24 September 2025 at 10.30am.

Resolved that the report be noted.

- vi) Cycle Route from Adderbury to Bloxham – The Parish Council considered a proposal for a cycle route from Bloxham to Adderbury.

Resolved that the cycleway be included to the Community Benefits List and requests also be submitted to Oxfordshire County Council to establish whether the route is suitable and whether unspent Section 106 funds are available for the project. Milton Parish Meeting would also be asked to comment on the proposal. **Action TG**

- vii) Bench Policy – The Parish Council considered an update to the Bench Policy to include reference to no further benches being installed in Adderbury Cemetery.

Resolved that the Bench Policy be amended to include a reference to no further benches being installed in Adderbury Cemetery. **Action TG**

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- viii) Bench in the Lucy Plackett Play Area – The Clerk reported that following a request from a family for a memorial bench in Adderbury Cemetery, it had been suggested to the family that the memorial bench be located in the Lucy Plackett Play Area. The family would be visiting the play area to review the site and advising the Clerk on their decision.

Resolved that the report be noted and the Clerk, in consultation with the Chairman, be given delegated authority to process the application, in accordance with the Bench Policy. **Action TG**

59/25 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – There were no issues at The Rise play area except the need for a replacement fence, which was being discussed later in the meeting.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that a tree was overhanging a bench in the play area and it was covered in bird mess. However, following a discussion it was felt that instead of cutting back the tree, Paul Lester could be asked to relocate the bench in the play area away from the tree. **Action TG/DB/RM**
 - Adderbury Lakes – The Chairman reported there were no issues at Adderbury Lakes. Councillor Rachel Moffat reported that the first Work Party had been held the previous weekend, but the turn out had been poor probably due to school holidays.
 - Walled Garden Allotments – The Chairman reported that there were no issues at the allotments. Reminders would be sent to tenants not to leave their plots unattended over the winter because they would be in a poor condition by the spring.

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**

60/25 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 9 September 2025 be noted; and
- 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 31 August 2025 and the Unity Trust bank statements for August 2025.

- ii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.

Resolved that the report be noted.

- iii) General, Ring-Fenced and Ear-Marked Reserves 2025/2026 – Prior to the meeting, the general, ring-fenced 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) External Auditors Report – Prior to the meeting, the External Auditor's Report for 2024/2025 and the Notice for the Conclusion of Audit for 2024/2025 had been circulated to the Parish Council.

Resolved that External Auditor's Report and the Conclusion of the Audit for 2024/2025 be noted.

61/25 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No Items)

62/25 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 minutes numbered 63/25, 64/25, 65/26 & 66/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

63/25 Track to the Railway Embankment – The Parish Council received an update on the legal work in respect of this matter.

Resolved that the report be noted.

64/25 Fencing at The Rise Play Area – The Parish Council considered quotes for fencing around the play area at The Rise.

Resolved that:

- 1) the quotes be noted;
- 2) the quotes from Jim Frogley for both a wooden or a metal fence both be accepted and the Clerk, in consultation with the Parish Council via email, be given delegated authority to select the material type, subject to further information being received from Jim Frogley, including images;
- 3) the fencing be funded by transferring funds from the Section 106 budget for the Lucy Plackett Playing Field; and
- 4) during the budget setting process, consideration be given to using the Precept demand for 2026/2027 to replace the funds used from Section 106 Lucy Plackett Playing Field budget. **Action TG**

65/25 Adderbury Neighbourhood Plan – The Parish Council considered a quote for professional support for progressing the Adderbury Neighbourhood Plan.

Resolved that the quote be deferred until the next meeting of the Parish Council. **Action TG**

66/25 Staffing Matters – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2025.

Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2025. **Action TG**

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

67/25 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:

- 21 October 2025
- 25 November 2025

68/25 Items for the Next Agenda

- Community Emergency Plan
- Boundary at The Leys
- Members' Allowances Scheme

(Meeting closed at 9.15pm)

Chairman – 21 October 2025