

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10
SEPTEMBER 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,
ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and County Councillor Arash Fatemian.

55/24 Apologies – Parish Councillor Mark Gerold submitted his apologies because he was on holiday.

District Councillors Gordon Blakeway, David Hingley and Rob Pattenden also submitted their apologies.

Resolved that the apologies from Councillor Mark Gerold be approved and the absence authorised.

56/24 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 70/24 – Quotes for Tree Work – The Chairman declared an interest in this item because her nephew owned Cotefield Treecare Ltd and they had supplied quotes for the tree work.

Resolved that the interests be noted.

57/24 Minutes – Prior to the meeting, the minutes of the meeting held on 30 July 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 30 July 2024 be approved and signed by the Chairman.

58/24 Matters Arising from the Minutes of 30 July 2024 – There were no matters arising.

59/24 Chairman's Announcements

- Land in Norris Close – The Clerk reported that there was an area of land at the end of Norris Close and Pargeter Way which did not have a registered owner. A neighbour had made a complaint about a tree on the land because its branches were touching her property, but as there was no registered owner the Parish Council, Cherwell District Council and the County Council were not responsible for it. The Clerk was asked to pass on details of local Tree Surgeons to the affected resident. **Action TG**
- Parish Council's Response to Cherwell District Council's consultation on CIL – The Parish Council had submitted its comments supporting the introduction of CIL.
- Gardening Club Show & Millennium Cup – The tenants of Plot 3 at the Walled Garden Allotments, Jackie and Michael Chell had won the Millennium Cup 2024, which had been presented at the Gardening Club Show, along with Highly Commended Certificates to other tenants for the good condition of their plots.
- Ride and Stride – The event was being held on Saturday 14 September 2024 and thanks were passed to Phil Mansell and his team for opening the Friends Meeting House, which ensured the building could be included in the event. Councillors were asked to attend the event if they were able.

60/24 Open Forum – There were no residents present.

(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)

61/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors – Prior to the meeting, County Councillor Arash Fatemian had circulated his report prior to the meeting.

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Councillor Fatemian highlighted that he was unable to fully fund the £8000 cost of the railings which had been requested for outside of the Primary School but had agreed to fund between £2000-£3000. The Chairman thanked Councillor Fatemian for his support with the project.

With regard to the new speed limit of 40mph speed limit between Adderbury and Bodicote on the A422, this had been implemented as part of a series of measures by the Government to make roads near to RAF bases safer because American service personnel were based there.

This was following an accident outside RAF Croughton, when a young person riding a motorbike was killed in 2019, after being hit by a vehicle which was being driven on the wrong side of the road, by an American citizen.

Councillor Fatemian would check with County Council officers whether the Milton Road had been included as part of the project too, given its proximity to the RAF Base in Barford St John. **Action AF**

Councillor Fatemian was thanked for his report.

Resolved that the report be noted.

62/24 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:

- | | |
|--------------|--|
| 24/01737/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 |
| 24/02045/TCA | 3, Parsons Street, Adderbury
Tree works |
| 24/01988/F | Sydenham Farm, Aynho Road, Adderbury
Alterations and extension to barn and conversion to form single dwelling |

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:

- | | |
|--------------|---|
| 24/02203/TCA | Woodbine Cottage, East End, Adderbury
Tree works |
| 24/02354/TCA | Camlo House 2, Adderbury Park, 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) – The Chairman reported that along with Councillor Mark Gerold, she had met with AECOM and a site assessment was being progressed, which would inform the ANP. Councillor Mark Gerold had contacted Cherwell District Council about the potential sites and these had been sent to AECOM to inform the site assessment.

Resolved that the report be noted.

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- 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 reported that emails had been sent to Nat Stock at Cherwell District Council since the last meeting for further information on the application, especially regarding the biodiversity increase report and the review of the viability study, but there had not been a response.

The Parish Council understood that the land allocated for the biodiversity increase had been put forward as a site for potential development.

Resolved that:

- 1) the report be noted: and
- 2) a Freedom of Information request be submitted to Cherwell District Council to obtain the information which the Parish Council has been requesting regarding the biodiversity increase and the review of the viability study. **Action TG**

63/24 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 she was meeting with Hawkins, the preferred contractor, in the next couple of weeks to discuss the project.

A grant application submitted to the National Lottery had not been successful and Councillor Joel Greenberg reported that he had received confirmation from Valencia Land Fill that they were no longer awarding any grants. An application had been submitted to the Community Fund, which was still pending.

The Chairman advised that in due course, a meeting would be held with Cherwell District Council officers and Councillors to establish how they might be able to move the project forward.

With regard to fundraising, the next event was an Antiques Valuation Day being held on Saturday 9 November 2024 at the Parish Institute. Councillor Simon Davies advised that he had contacted a number of valuers and they had agreed to attend the event.

Resolved that the report be noted and the poster from the 2023 event be updated to advertise the 2024 event. **Action TG**

- iii) Traffic Calming – The Parish Council discussed the parking proposals and splitting the costs for the formal consultation process with Bloxham Parish Council.

Resolved that:

- 1) the report be noted;
- 2) the formal consultation on the proposed lining be progressed, on the basis that the costs will be split equally with Bloxham Parish Council;
- 3) investigations be made into the removal of the skip on High Street, which has been sited there for many months; and
- 4) James Wright at Oxfordshire County Council be asked to supply a plan of where the proposed railings outside Christopher Rawlins Primary School will be located and whether Section 106 funds are available for the project.

Action TG

64/24 Parish Council Matters

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

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- Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that the surfacing around the zip wire was starting to come loose. Paul Lester had met Councillor Davies on site and he would be submitting a quote for the work to complete the repairs.
- Adderbury Lakes – The Chairman reported that the repairs to the viewing platform had been completed, and the Parish Council asked for its thanks be passed to Rick Atkinson and Nigel Claxton for all their work. The weed clearance in the lakes had also been completed.
- Walled Garden Allotments – Councillor Rachel Moffat reported that there were no issues at the Walled Garden Allotments.

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) Walled Garden Allotments, Plot 1A – The Parish Council discussed the condition of plot 1A and whether the tenancy should continue and considered giving the Clerk delegated authority to terminate tenancies on behalf of the Parish Council.

Resolved that:

- 1) the tenancy for Plot 1A be terminated and one months' notice be issued to the current tenant; and
- 2) in the event of the Conditions of Tenancy being breached, authority is delegated to the Clerk, in consultation with the Chairman, to terminate tenancies on behalf of the Parish Council and issue a one months' notice to the tenant. The terminations will be reported to the next meeting of the Parish Council.

Action TG

- iv) Parish Council Insurance – The Parish Council reviewed the insurance policy for 2024/2025.

Resolved that the Parish Council insurance renewal for 2024/2025 with Hiscox be approved. **Action TG**

- v) Oxfordshire Association of Local Councils (OALC) Subscriptions – The Parish Council discussed the proposed increase in the annual subscriptions to OALC.

Resolved that the increase in the OALC's annual subscriptions be supported. **Action TG**

65/24 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 10 September 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 10 September 2024 and the Unity Trust bank statements for August 2024.

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- 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.

66/24 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(One Item)

67/24 Lucy Plckett Playing Field – The Parish Council discussed a request from the Party in the Park Committee for the event to be held on 14 June 2025 in the Lucy Plckett Playing Field.

Resolved that permission not be granted for the 2025 event until a meeting has been held with the organising Committee, following the damage to the Lucy Plckett Playing Field at the 2024 event. **Action TG**

68/24 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 minutes numbered 69/24 & 70/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

69/24 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.

Resolved that the report be noted.

70/24 Quotes for Tree Work – The Parish Council discussed quotes for tree work at Adderbury Court, the Walled Garden Allotments and the Lucy Plckett Playing Field.

Resolved that the Clerk, in consultation with the Chairman, be given delegated authority to review the quotes and appoint the contractor who offers the best value for money. **Action TG/DB**

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

71/24 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:

- 22 October 2024
- 26 November 2024
- 14 January 2024

72/24 Items for the Next Agenda

- Burial fees 2025/2026
- Walled Garden Allotment rent 2025/2026
- Grass cutting & maintenance contracts 2025/2026

(Meeting closed at 9.15pm)

Chairman – 22 October 2024