

# **ADDERBURY PARISH COUNCIL**

## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 21 MAY 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY**

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

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

**1/24 Apologies** – Councillor Sue Jelfs submitted her apologies because she was on holiday. Councillor Mark Gerold submitted his apologies because he was on holiday. Councillor Oliver Ighani submitted his apologies because he was at work.

County Councillor Arash Fatemian and District Councillor David Hingley also submitted their apologies.

**Resolved** that the apologies from Councillors Sue Jelfs, Mark Gerold and Oliver Ighani be approved and the absences authorised.

**2/24 Signing of Acceptance of Office** – All Councillors present, completed and handed to the Clerk, their Acceptance of Office forms, following the uncontested election on 2 May 2024.

**3/24 Appointment of Chairman for 2024/2025** – The Chairman asked for nominations for the position of Chairman for 2024/2025.

**Resolved** that Councillor Diane Bratt be appointed as Chairman of the Parish Council for 2024/2025.

The Chairman then signed the Declaration of Acceptance of Office.

**4/24 Appointment of Vice-Chairman for 2024/2025** – The Chairman asked for nominations for the position of Vice-Chairman for 2024/2025.

**Resolved** that Councillor Oliver Ighani be appointed as Vice-Chairman of the Parish Council for 2024/2025.

**5/24 Declarations of Interest** – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**6/24 Minutes** – Prior to the meeting, the minutes of the meeting held on 30 April 2024 had been circulated to the Parish Council.

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

**7/24 Matters Arising from the Minutes of 30 April 2024** – There were no matters arising.

Minute Number 181/23, Chairman's Announcements, Grass Cutting – Councillor Simon Davies reported that the grass cuttings at the Lucy Plackett Playing Field had not been collected once the field had been cut. The Chairman advised that Thomas Fox had been reminded that the grass cuttings should be collected, if they could not be dispersed.

Minute Number 187/23 (x) Adderbury Green Association - The Clerk reported that a communication had been received from the Adderbury Green Association and they did not have the funds to make a contribution of £600 towards the grass cutting on The Green. It was agreed that the Association would be asked to contribute £400 for 2024/2025. **Action TG**

**8/24 Chairman's Announcements** – There were no Chairman's announcements.

**9/24 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)*

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- 10/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – Prior to the meeting, County Councillor Arash Fatemian circulated his report to the Parish Council.

District Councillor Rob Pattenden advised that Cherwell District Council would be meeting for the first time on 22 May 2024 and the Liberal Democrats were now the biggest party at Cherwell District Council, but did not have an overall majority. The parties were liaising with each other to form an Administration.

The main issues which would be focussed on included Cherwell District Council finances, the office move to Castle Quay from Bodicote House, Banbury 2050, the Local Plan and the Oxford United ground move.

District Councillor Gordon Blakeway, who was elected on 2 May 2024, introduced himself to the Parish Council. Councillor Blakeway advised that he had moved to Bodicote during Covid and felt strongly that the villages within his Ward should not coalesce into Banbury.

The District Councillors were thanked for their reports.

**Resolved** that the report be noted.

### 11/24 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:

- |                             |   |
|-----------------------------|---|
| 24/00851/TPO                | 22 Twyford Gardens, Twyford,<br>T1 (Yew) - crown reduction - height from 8.5m to 5.5m and width from 7m to 4.5m due to the tree dominating the garden and at its rear overhangs a neighbour's buildings; crown lift up to 3m to enable light and growth beneath the tree - subject to TPO 13/2000                                     |
| 24/00958/TPO                | Long Wall House, The Green, Adderbury,<br>T1 - Fagus sylvatica - Sympathetic crown reduction of up to 2m to maintain suitable tree size for location; G1 - Taxus Baccata - Crown lift of 2 yew trees up to 4m and crown reduce by 1.5m to increase light levels and improve access to that area of the garden - subject to TPO 9/2020 |
| 23/03614/LB<br>& 23/03613/F | Old Wheatsheaf, The Green, Adderbury<br>To re-roof the entire property and replace all defective rafters and upgrade loft insulation, re-build and repair chimney stacks and make good any spalled brickwork to existing walls  |
| 24/01019/TCA                | The Rookery, High Street, Adderbury<br>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:

- |            |   |
|------------|---|
| 24/01063/F | Workshop At, Twyford Mill, Oxford Road, Adderbury<br>RETROSPECTIVE - Erection of workshop                                   |
| 24/01109/F | 22 Tarvers Way, Adderbury<br>Removal of faulty false chimney on roof and fit new roof ridge tiles                           |
| 24/01189/F | 4 Twyford Avenue, Twyford<br>New single storey rear extension to replace the existing conservatory and internal alterations |
| 24/01063/F | Workshop At, Twyford Mill, Oxford Road, Adderbury,  |

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### RETROSPECTIVE - Erection of workshop

24/01211/F                      26 The Rise, Twyford,  
Single storey rear extension using application 24/00844/HPA & 24/00845/HPA as  
fallback position

- 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 Councillor Mark Gerold would be arranging a meeting with Christina Cherry at Cherwell District Council to further discuss the revision of the ANP following the Housing Needs Assessment which the PC would send to CDC,

**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 Clerk reported that she had emailed the planning officer, Nathaniel Stock on 11 May 2024 with a further request for a new viability report to be undertaken and details of the biodiversity report but had not yet received a response.

**Resolved** that the report be noted.

### 12/24 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 was being held on Thursday 23 May 2024 at 11.30am at Bodicote House with representatives from Oxford United and the Oxfordshire FA, as stakeholders in the Local Football Facilities Plan, to seek their support with the project.

The Chairman had met with Mike Hawkins, the Parish Council's preferred contractor, the previous week to discuss progressing the project.

With regard to grant funding, a meeting was due to be held with the National Lottery to discuss the Parish Council's application and an application would be submitted to Valencia shortly.

With regard to the Community Ownership Fund, the next window to submit applications was 30 May 2024 to 26 June 2024 and this would be the final round of funding which was available from this source. Councillor Joel Greenberg would be submitting the Parish Council's application.

Councillor Jacky Atkinson provided an update on the fundraising initiatives, including Buy-A-Brick, Easyfundraising and the Cherwell Lottery.

**Resolved** that:

- 1) the report be noted; and
- 2) Pam Haynes be thanked for all her work on the WFAC Group. **Action TG**

### 13/24 Parish Council Matters

- (i) General Power of Competence – The Parish Council had appointed a CiLCA qualified Clerk and given over two third of the Parish Council had been appointed by an election, it could now have the General Power of Competence.

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The General Power of Competence gave Parish Councils the power to do anything an individual could do, provided it was not prohibited by other legislation. The criteria stated that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration. (CiLCA). For more information visit:

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

**Resolved** that Adderbury Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- iii) Appointment of Council Representatives & Council Committees and Working Groups – 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 2024/2025.

- iv) Parish Council Documents & Policies 2024/2025 – 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 2023/2024:

- Asset Register
  - Risk Management Log and Risk Schedule
  - Financial Regulations
  - Standing Orders
  - Code of Conduct
  - Complaints Policy
  - Vexatious Complaints Procedure
  - Freedom of Information Policy
  - 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
- v) Training Policy – The Chairman reminded the Parish Councillors that they should be attending relevant training courses, especially those organised by Oxfordshire Association of Local Councils. The Chairman recommended that Councillors should attend the Roles and Responsibilities course, as well as Being a Good Employer.

**Resolved** that the report be noted.

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

- Play area inspection at The Rise – Councillor Simon Davies reported that temporary repairs had been made to the fencing around The Rise play area and these would be acceptable until Nigel Prickett could complete the permanent works later in the year, outside of the grass cutting season.
- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies advised that there were no issues at the play area.
- Adderbury Lakes – The Chairman advised that the viewing platform was in the process of being repaired. Also, the wall which borders with the Longwall footpath was leaning out onto the footpath and had cracks on both sides. A site meeting would be arranged with Tony Brummell from Cherwell District Council and Tracy Sutton from Oxfordshire County Council to assess whether the footpath should be closed. **Action DB/TG**

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- Walled Garden Allotments – Councillor Rachel Moffat reported that the middle water trough was in the process of being replaced. The top water trough had been repaired and the lower trough was working well. All of the plots were being worked on and the Millennium Cup would be judged by the Chairman and Councillors Sue Jelfs and Rachel Moffat. **Action DB/SJ/RM**
- Adderbury Friends Meeting House – The Chairman reported that the wall had needed to be repaired and Graham Kite had completed the work. The vegetation on the wall also needed to be sprayed and Design Grow would be asked to complete the work. Councillor Joel Greenberg agreed to meet with Thomas Cakebread on 28 May 2024 whilst the work was being completed to secure the unstable headstones.

**Resolved** that the reports be noted.

- vii) 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**

### 14/24 Finance

- i) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2023/2024.

**Resolved** that Section 2 of the AGAR, the Accounting Statements 2023/2024 be approved. **Action TG**

- ii) 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 21 May 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 21 May 2024 and the Unity Trust bank statements for April 2024.

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

**Resolved** that the report be noted.

- iv) 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.

### 15/24 Correspondence – The Clerk advised that the PCC would be investigating the possibility of a hearing loop being installed at Church House.

Also, the Adderbury Lakes Management Committee had requested access to the Parish Council web site to enable emergency notifications about closures to be published. The Clerk agreed to contact the Parish Council's web site designer for advice. **Action TG**

### THE LUCY JANE PLACKETT CHARITY

(No items)

### 15/24 Exclusion of the Public and Press

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**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 16/24, 17/24 & 18/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**16/24 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.

**17/24 The Pound** – The Parish Council discussed the licence at The Pound.

**Resolved** that Simon Verdon be invited to a meeting with the Chairman to discuss the matter. **Action DB/TG**

**18/24 Staffing Matters** – The Parish Council discussed the home working allowance, which the Parish Council was entitled to pay to the Clerk, in lieu of providing an office.

**Resolved** that the Clerk & Responsible Financial Officer be paid the monthly home working allowance.  
**Action TG**

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

**19/24 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:

- 25 June 2024
- 30 July 2024
- 10 September 2024
- 22 October 2024
- 26 November 2024

**20/24 Items for Future Agendas (For Information Only)**

- Induction of Councillors
- Councillor training on employment issues/other training
- Effectiveness of the Internal Audit 2023/2024
- Civility & Respect Pledge
- Model Financial Regulations
- Walled Garden Allotment Rent 2024/2025

(Meeting closed at 9.05pm)

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Chairman – 25 June 2024