

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 22 OCTOBER 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt (Chairman); Councillors Jacky Atkinson, Simon Davies, Mark Gerold, Joel Greenberg and Sue Jelfs.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Rob Pattenden and eight members of the public.

73/24 Apologies – Parish Councillor Rachel Moffat submitted her apologies because she was at work.

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

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

Resolved that the apologies from Councillors Oliver Ighani and Rachel Moffat be approved and the absences authorised.

74/24 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number - 89/24 – Quotes for Tree Work – The Chairman declared an interest because her Nephew was a Director of Cotefield Treecare Ltd and they had submitted a quote for the tree work at the Lucy Plackett Playing Field and Rawlins Close amenity area.

Resolved that the interests be noted.

75/24 Minutes – Prior to the meeting, the minutes of the meeting held on 10 September 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 10 September 2024 be approved and signed by the Chairman.

76/24 Matters Arising from the Minutes of 10 September 2024 – There were no matters arising.

77/24 Chairman's Announcements

- Antiques Valuation Day – This fundraising event was being held on Saturday 9 November 2024, 11am to 3pm at the Parish Institute.
- Long Wall Close Footpath – Work would be carried out on the footpath to cut back the vegetation between 10.30am and 1.30pm on Friday 8 November 2024.
- Parish Liaison Meeting, Wednesday 6 November 2024 – The event was being held on Wednesday 6 November 2024, 6pm to 8pm on Teams. Councillors were asked to advise the Clerk if they would like to attend. **Action TG**
- Cherwell District Council, Chairman's Annual Charity Dinner – The event was being held on Saturday 16 November 2024 and Councillors were invited to attend.

78/24 Open Forum – A resident of Dog Close reported that a Cherry Tree located in the Lucy Plackett Playing Field, adjacent to the bottom of her garden, had died. The Chairman would complete a site visit and obtain quotes for its removal, if necessary. **Action TG**

A resident of Dog Close reported that there was some dead wood trapped in the sewage pipe in the Lucy Plackett Playing Field which needed removing. The resident was advised that this needed to be reported to the Environment Agency and the Clerk would ensure that a report was submitted. **Action TG**

A resident of Dog Close reported there were trees in the Lucy Plackett Playing Field which were overhanging Sor Brook. However, the description of the location indicated that these trees were not the responsibility of the Parish Council. However, the Chairman agreed to meet the resident onsite to discuss this further. **Action DB**

ADDERBURY PARISH COUNCIL

Residents addressed the Parish Council with regard to a number of flooding issues which had occurred in the village and it was agreed that the Clerk would try to facilitate a meeting with the Emergency Planning Unit at the County Council, Thames Water and the Environment Agency. **Action TG**

The residents were 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)

79/24 Flooding – The Chairman reported that there had been recent flooding issues in a number of locations around Adderbury including Long Wall, the Tennis Courts, Road Close Road, Horn Hill, Tanners Lane and Dog Close.

Councillors expressed sympathy to the residents for the flooding they had endured in their homes and agreed that a joint meeting with the County Council, Environment Agency and Thames Water was the way forward. The Parish Council was limited to what it could do because it did not have any powers in respect of flooding and emergency planning, but it could act as a mechanism to bring parties together to discuss a joint approach.

Councillor Pattenden reported that some issues were being caused by blocked drains and residents were encouraged to report this to the County Council via their Fix My Street web site.

It was also reported that the flooding had caused sewage to come up from the drains and was in the Lucy Plackett Playing Field and in Dog Close road. The issue of sewage had not been reported to the Parish Council previously, but it had been cleared by Thames Water.

Residents in attendance were asked to email the Clerk if they would like to be involved in a meeting with the relevant bodies responsible for addressing flooding issues.

Resolved that the report be noted and residents be asked via Contact, if they have any reports of flooding in the village which needs to be reported to the County Council, the Environment Agency and Thames Water during the proposed meeting. **Action TG**

80/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors – There was no report from County Councillor Arash Fatemian.

District Councillor Rob Pattenden reported that a resident had contacted him with regard to dredging of Sor Brook. The Chairman advised that landowners had riparian rights on each bank, but they did not have any responsibility for dredging. In addition, the Environment Agency no longer dredged rivers and streams.

Councillor Pattenden reported that the draft Local Plan continued to be worked on and that housing numbers for the rural areas needed to be discussed and confirmed, in consultation with the Parish Council.

Work had started in Castle Quay for the staff move from Bodicote House and the Theatre Group was back in The Mill following repairs to the floor which had to be undertaken following flooding earlier in the year.

Councillor Pattenden also advised that he had been in contact with Nicola Riley regarding her outstanding actions following the meeting with the Parish Council in February 2024 and she would be following up on those and responding to the Clerk.

The Clerk asked Councillor Pattenden if he could follow up with Andrew Thompson from the Planning Department, regarding why Section 106 funds for a development in Bloxham had been allocated to Bloxham School Enterprises at Dewey Sports Centre and not to the Community and Sports Centre project in Adderbury. Councillor Pattenden would contact Andrew Thompson on this matter. **Action RP**

Councillor Pattenden also advised that he had received complaints about noise issues at The Bell. However, this was not a matter the Parish Council was aware of.

Resolved that the report be noted.

ADDERBURY PARISH COUNCIL

81/24 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:

- | | |
|--------------|---|
| 24/02203/TCA | Woodbine Cottage, East End, Adderbury
Tree works |
| 24/02354/TCA | Camlo House 2, Adderbury Park, Adderbury,
Tree works |
| 24/02271/F | Touchwood, Berry Hill Road, Adderbury
Single storey rear extension |
| 24/02512/LB | Rawlins House, The Green, Adderbury
Add ceiling ventilation fans to two bathrooms exiting through a single exit in the roof,
also restoring roof finial |
| 24/02573/TPO | 1, Manor Road, Adderbury
T1 x Plum - Fell because of excessive shading, the tree has grown too large in close
proximity to the house and is at risk of damaging party wall. |
| 24/02482/TCA | The Old House, Tanners Lane, 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:

- | | |
|-----------------------------|--|
| 24/02538/F & | 1 Manor Road, Adderbury |
| 24/02539/LB | Single storey extension to replace existing conservatory |
| 24/02401/F | 2 The Rise, Twyford,
Single storey rear extension, internal alterations and creation of dropped kerb |
| 24/02300/F &
24/02422/LB | Beehive Cottage, High Street, Adderbury
Replacement of nine existing glass window panes in the ground floor window with
nine double-glazed panes |
| 24/02722/F | 41A Rochester Way, Twyford,
RETROSPECTIVE - Erection of a porch to front of property |

- 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 along with the Chairman he had met with District Councillor David Hingley to discuss the Local Plan requirements regarding housing numbers and their draft Local Plan would be available for consultation in December 2024.

Currently 500 houses had been allocated for the rural areas, however this number would probably increase and it would be shared amongst the 11 larger villages in the Cherwell area.

The ANP was continuing to be reviewed and Locality grant funding was being used for the Site Assessment and Strategic Environmental Assessment.

The Parish Council was also waiting for a quote from Troy Planning & Design for the next steps of reviewing the Plan.

ADDERBURY PARISH COUNCIL

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.

There had been further correspondence with Paul Seckington at Cherwell District Council and replies to the outstanding points of clarification were awaited.

Resolved that the report be noted.

82/24 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 there had not yet been any successful applications for large grants.

Councillor Simon Davies was thanked for organising the fundraising Antiques Valuation Day on Saturday 9 November 2024 and more volunteers were needed to help on the day.

Resolved that the report be noted.

- iii) Lake House Events – Councillor Jacky Atkinson reported that events were being organised at Lake House and the staff encouraged the local community to get involved with the residents during the events.

Resolved that the report be noted.

- iv) St Mary's Church – The Parish Council discussed participating in the 2024 St Mary's Church Christmas Tree Festival. Councillor Jacky Atkinson agreed to dress the tree but would like another Councillor to assist.

Resolved that the Parish Council enters the Christmas Tree Festival and the £40 entrance fee be paid.
Action TG

- v) 'Talking Bench' – The Parish Council discussed a request from the Adderbury Theatre Workshop to site a 'Talking Bench' in the village.

Resolved that the application from Adderbury Theatre Workshop (ATW) for a new bench be approved, subject to the following:

- 1) ATW agrees, in writing, to the conditions of the attached Parish Council Bench Policy;
- 2) the style of bench be approved by the Parish Council prior to it being ordered;
- 3) the wording of any plaque be approved by the Parish Council prior to it being ordered;
- 4) ATW identifies the owner of the land outside Adderbury Institute to seek their written permission in writing, for siting of the bench;
- 5) ATW contacts Adderbury Institute for their permission, in writing, for the bench to be sited outside of the premises; and
- 6) ATW meets all costs for the purchase, delivery and installation of the bench.

Action TG

83/24 Parish Council Matters

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

- Play area inspection at The Rise – Councillor Simon Davies reported that there were no issues at The Rise,

ADDERBURY PARISH COUNCIL

- Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues at the Playing Field.
- Adderbury Lakes – The Chairman reported that there were no issues at the Lake, except for a recent issue with a manhole cover in Long Wall Footpath overflowing into the Lakes, which had been reported to Thames Water.
- 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**

84/24 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 22 October 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 September 2024 and the Unity Trust bank statements for August 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.

- iv) External Auditor 2023/2024 – The Parish Council considered the External Auditor's Report and the Conclusion of the Audit for 2023/2024.

Resolved that the External Auditor's report be noted and approved and the Conclusion of the Audit for 2023/2024 be noted.

85/24 Correspondence – A thank you card had been received from Adderbury Brownies for their 2024/2025 Parish Council grant.

THE LUCY JANE PLACKETT CHARITY (One Item)

86/24 Lucy Plackett Playing Field – The Parish Council discussed a request for the Party in the Park event to be held on 14 June 2025 in the Lucy Plackett Playing Field, following a recent meeting with the Committee.

Resolved that the Party in the Park event be authorised to go ahead on 14 June 2025, subject to agreement of a number of conditions to ensure the playing field is not damaged again. **Action TG**

ADDERBURY PARISH COUNCIL

87/24 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 88/24, 89/24, 90/24 & 91/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

88/24 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.

89/24 Milton Road Project – The Chairman reported that she had been consulting with the Parish Council's preferred contractor regarding options for the new Community and Sports Centre.

Resolved that the report be noted and the suggested option be approved.

90/24 Quotes for Tree Work – The Parish Council discussed quotes for maintenance work at Rawlins Close and the Lucy Plackett Playing Field.

Resolved that Ben Acreman be awarded the contract for the maintenance work at Rawlins Close and at the Lucy Plackett Playing Field. **Action TG**

91/24 Grass Cutting – The Parish Council reviewed the costs of the grass cutting in the village for the 2024/2025 season.

Resolved that the grassing cutting contracts for the village areas & highway verges, Lucy Plackett Playing Field and Milton Road field be awarded to Thomas Fox Landscaping and Maintenance, subject to finalisation of the specifications. **Action TG**

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

92/24 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:

- 26 November 2024
- 14 January 2025
- 25 February 2025
- 25 March 2025

93/24 Items for the Next Agenda

- Burial fees 2025/2026
- Walled Garden Allotment rent 2025/2026
- Grass cutting & maintenance contracts 2025/2026
- Sexual and General Harassment Policy & Procedure
- Flooding Issues

(Meeting closed at 10.05pm)

Chairman – 26 November 2024