

ADDERBURY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 25 JUNE 2024 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 and Responsible Financial Officer) and District Councillor Gordon Blakeway.

21/24 Apologies – Parish Councillor Mark Gerold submitted his apologies because he was on holiday.

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

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

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

22/24 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 36/24, The Pound – Parish Councillor Sue Jelfs declared an interest because she was a neighbour to The Pound.

Resolved that the interests be noted.

23/24 Minutes – Prior to the meeting, the minutes of the meeting held on 21 May 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 21 May 2024 be approved and signed by the Chairman.

24/24 Matters Arising from the Minutes of 21 May 2024 – There were no matters arising.

Minute Number 15/24, Correspondence – The Chairman reported that the set-up costs to allow a member of the Adderbury Lakes Management Committee limited access to the admin area of the Parish Council web site was £150. It was agreed that this be deferred to the Lakes Committee for a decision because it would have to be funded from the Adderbury Lakes budget. **Action DB/R<**

Minute Number 13/24 (iii) – Appointment of Council Representatives & Council Committees and Working Groups – The Chairman reported that clarification had not yet been received about the roles of the Trustees on Adderbury Parish Institute following the appointment of the Parish Council's new representative, Councillor Rachel Moffat. This would be followed up by the Clerk. **Action TG**

25/24 Chairman's Announcements

- Cherwell District Council's Parish Liaison Meeting – The Chairman reported that she had attended the meeting and it had been very interesting, covering a wide range of subjects. However, attendance had been very low by other Parish Councils. Information on the meeting had subsequently been emailed to the Parish Council by Cherwell District Council and this had been circulated by the Clerk.

26/24 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)

27/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors – District Councillor Gordon Blakeway reported that the Liberal Democrats were now the largest party at Cherwell District Council, but did not have an overall majority. District Councillors Rob Pattenden and David Hingley were now Portfolio Holder for Well Being and Leader of the Council respectively.

There was no report from County Councillor Arash Fatemian.

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District Councillor Blakeway was thanked for his report.

Resolved that the report be noted.

28/24 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:

24/01063/F	Workshop At, Twyford Mill, Oxford Road, Adderbury RETROSPECTIVE - Erection of workshop
24/01109/F	22 Tarvers Way, Adderbury Removal of faulty false chimney on roof and fit new roof ridge tiles
24/01189/F	4 Twyford Avenue, Twyford New single storey rear extension to replace the existing conservatory and internal alterations
24/01211/F	26 The Rise, Twyford, Single storey rear extension using application 24/00844/HPA & 24/00845/HPA as fallback position
24/01337/F	Rungall, Berry Hill Road, Adderbury Variation of Condition 2 (plans) and 3 (materials) of 23/00521/F - Updated permission is sought for: The replacement of the existing concrete plain roof tiles with slate tiles. This is generally owing to their condition. Replacement of tile hanging to dormers with lead or grey render and a solar PV array to south side (front) of garage roof
24/01382/F	4 Vera Wood Close, Adderbury, Single storey rear extension with windows to end elevation

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:

24/01487/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

- 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 a meeting regarding the ANP had been arranged with Chris Cherry at Cherwell District Council for 3 July 2024 to discuss potential housing numbers for the Parish. The Housing Needs Assessment had also been sent to Chris Cherry to consider as part of CDC's Local Plan.

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An application for grant funding from Locality for the site assessments would be submitted and there would be no costs to the Parish Council to progress this element of the Plan.

The Chairman and Councillor Mark Gerold were working with District Councillors David Hingley and Rob Pattenden and CDC officers to ensure the Milton Road site was included in the Cherwell Local Plan. There was a further meeting with Chris Cherry to discuss this matter, scheduled for 12 July 2024.

Resolved that:

- 1) the report be noted; and
 - 2) it be established whether the site assessment is a desk top exercise or completed following site visits by the consultants. **Action DB/MG**
- 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 Parish Council had sent a number of emails to Nathaniel Stock, but no tangible progress had been made. The Parish Council's emails were also frequently ignored and the last email sent on 11 May 2024 had not yet received a response.

Resolved that the report be noted.

29/24 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 the S278 agreement had been completed and the Certificate had been sent to Clerk.

Councillor Joel Greenberg reported that the application being submitted to the Community Ownership Fund, could not be progressed until after the General Election on 4 July 2024 because as it was now the pre-election period.

The Chairman had attended the Party in the Park to provide information on the project to the community and Adderbury Park Football Club had planned a family fun day for 4 August 2024.

Resolved that the report be noted.

30/24 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 play area. The Clerk reported that she had ordered new handles for the Spring Cat and Paul Lester would be replacing them.
 - 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 there were no issues at the Lakes, however a grant application for planned removal of weed from the Lakes had been approved by TOE2. A note of thanks would be sent to Nigel Claxton and Rick Atkinson for all their hard work on the application.
 - Walled Garden Allotments – Councillor Rachel Moffat reported that the plots were all looking very good. Judging for the Millennium Cup would be starting shortly by the Chairman and Councillors Sue Jelfs and Rachel Moffat.

The new 8 foot water trough was being organised by the Chairman and would be replaced shortly.

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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 Cemetery Rules & Regulations – The Parish Council considered amending the rules & regulations for Adderbury Cemetery to include a financial contribution of 50% from the purchasers of Exclusive Rights of Burial, towards any levelling which was required on a plot they had purchased

Resolved that the rules & regulations for Adderbury Cemetery be amended to include a financial contribution of 50% from the purchasers of Exclusive Rights of Burial, towards any levelling which is required on a plot they have purchased.

31/24 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 25 June 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 25 June 2024 and the Unity Trust bank statements for May 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:

- 1) the report be noted and the reserves be approved; and
- 2) £1300 be temporarily transferred from the Section 106 budget allocated to the play equipment, to cover the Parish Council's legal fees relating to the railway embankment track/The Leys. **Action TG**

- iv) Walled Garden Allotments – The Parish Council reviewed the rent for the Walled Garden Allotments for 2024/2025.

Resolved that the rent for 2024/2025 be increased to £50.00 for a full plot and £30.00 for a half plot.
Action TG

32/24 Correspondence – The Parish Council had received a thank you card from ex-Councillor Ann Lyons.

THE LUCY JANE PLACKETT CHARITY (One Item)

33/24 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.

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The Chairman reported that a lorry had been used to pull the stage onto the field during the set up for Party in the Park, rather than using a tractor and it had left deep ruts on the playing field. The Party in the Park Committee had agreed to meet any costs involved with the repairs.

Resolved that:

- 1) the quote from Lawnsmatter be accepted;
- 2) thanks be sent to the Party in the Park Committee for all their work which made the event such a success; and
- 3) for the 2025 event, the Committee be asked to provide a Wet Weather Contingency Plan to be agreed with the PC and a final planning meeting be arranged nearer to the time of the event, to decide whether the event goes ahead. **Action DB/TG**

34/24 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 35/24 & 36/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

35/24 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 and delegated authority be given to the Clerk, in consultation with the Chairman and Councillor Mark Gerold to conclude the matter and sign any necessary documentation.

36/24 The Pound – The Parish Council discussed the licence at The Pound.

Resolved that the report be noted.

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

37/24 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:

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

38/24 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
- Changes to the Conditions of Tenancy at the Walled Garden Allotments
- Changes to Cemetery Rules & Regulations

(Meeting closed at 9.10pm)

Chairman – 30 July 2024