

ADDERBURY PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 26
NOVEMBER 2024 AT 7.30PM AT CHURCH HOUSE, HIGH STREET,
ADDERBURY

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillors David Hingley and Rob Pattenden, Thomas Fox, Lucy Mercer and Ben? from Thomas Fox Landscaping and five members of the public.

94/24 Apologies – Parish Councillor Mark Gerold submitted his apologies because he was recovering from an operation.

Parish Councillor Jacky Atkinson submitted her apologies because she had another appointment.

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

District Councillors Gordon Blakeway also submitted his apologies.

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

95/24 Declarations of Interest – All Councillors declared an interest because they were Trustees of the Lucy Plackett Playing Field.

Minute Number 102/224, Planning Applications – The Chairman declared an interest in this application because her husband was the applicant and the trees were located on land in her ownership.

Resolved that the interests be noted.

96/24 Minutes – Prior to the meeting, the minutes of the meeting held on 22 October 2024 had been circulated to the Parish Council.

Resolved that the minutes of the meeting held on 22 October 2024 be approved and signed by the Chairman.

97/24 Matters Arising from the Minutes of 22 October 2024 – There were no matters arising.

98/24 Grass Cutting Contract 2025/2026 – Representatives from Thomas Fox Landscaping attended the meeting to discuss the grass cutting contracts for 2025/2026.

The Councillors raised a number of matters with regard to the grass cutting contracts for the Lucy Plackett Playing Field and the village areas/grass verges, including the increased costs for 2025/2026. Thomas Fox addressed the matters and explained why there had been an increase in costs this season and not in previous seasons.

There was a discussion on the matters and the Parish Council would consider the costs of the contract later in the meeting when the budget was discussed.

The Chairman thanked the representatives from Thomas Fox Landscaping for attending the meeting and answering the questions from the Councillors and they left at this point.

99/24 Chairman's Announcements

- Day of Dance 2025 – Sharp and Blunt had contacted the Parish Council regarding a meeting about the event in 2025 and this would be arranged in due course. **Action TG**

100/24 Open Forum – Four residents addressed the Parish Council with regard to flooding in the village over the previous weekend and reported on how residents had been affected.

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The Chairman advised that the Clerk was in the process of arranging a meeting with Thames Water, the Environment Agency and Oxfordshire County Council's Emergency Planning team. Thames Water had confirmed that by 18 December 2024, they would supply the Parish Council with plans of the drainage system in the village.

The Chairman suggested that she met on site with the residents so that they could identify the drains and gullies which were blocked and which they suspected were causing the rainwater to back up and flooding some local properties. This information could then be reported to Oxfordshire County Council.

It was suggested that the village might also benefit from appointing Flood Wardens, as well as erecting warning signs where areas regularly flooded.

It was also reported that the manhole cover in Dog Close had been bubbling up and sewage was overflowing into the road and that all drains, gullies and pipes in Round Close Road/Dog Close/Horn Hill Road needed to be checked and cleared. The Clerk would report these issues to the County Council and Thames Water. **Action TG**

The residents were thanked for addressing the meeting and left at this point.

(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)

101/24 Reports from Oxfordshire County Councillor and Cherwell District Councillors – There was no report from County Councillor Arash Fatemian.

District Councillor Rob Pattenden reported on the results of Safeguarding report commissioned by Cherwell District Council, as well as matters which fell within his portfolio of Healthy Communities.

Councillor Pattenden also reported that The Mill had flooded once again, following Storm Bert the previous weekend, however the damage had been minimal, but cleaning was required before it could re-open.

Councillor David Hingley reported that Cherwell District Council was consulting on its 2025/2026 budget and it had produced a balanced budget with no significant cuts to front line services. The consultation included a £5 increase in Council Tax for Band D property as well as increasing charges for collection of garden waste.

The Local Plan had been considered by the Overview and Scrutiny Committee and would be considered by the Executive in December 2025. The public consultation was due to start on 20 December 2024 and finish on 14 February 2025. It was proposed that 75 new houses be allocated to Adderbury and Councillor Hingley hoped this could be reflected in the review of the Adderbury Neighbourhood Plan and the houses could also be allocated to specific sites.

Resolved that the reports be noted.

102/24 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:

24/02538/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 & Beehive Cottage, High Street, Adderbury

24/02422/LB Replacement of nine existing glass window panes in the ground floor window with nine double-glazed panes

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24/02722/F	41A Rochester Way, Twyford, RETROSPECTIVE - Erection of a porch to front of property
24/02836/TCA	The Old Vicarage, Church Lane, Adderbury Tree works
24/02849/TPO	4 Adderbury Park, Adderbury, Tree works
24/02846/TCA	Chemin De Fer, Horn Hill Road, Adderbury Tree works
24/02848/TCA	Welbeck, Manor Road, Adderbury Tree works
24/02893/F	Three Chimneys, Twyford Road, Adderbury Single storey rear extension - Re-submission of 21/01382/F

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:

24/02955/F	10 Twyford Gardens, Twyford UPVC anthracite grey cladding to part front elevation
24/02953/F	Camlo House , 2 Adderbury Park, Adderbury Single storey rear extension, internal remodelling, front entrance alteration and associated landscaping works to an existing dwelling
24/03031/TCA	Fleet Farm House, Aynho Road, Adderbury, T1 -pear-removal. various (G1) - crown lifts on east side to approximately 3 metre above the drive.
24/02414/F	Wharf Barn, Twyford Road, Adderbury, New doorway and balcony to the side, replacement single storey porch and velux to front, replacement windows and doors to composite (golden oak) - re-submission of 21/00044/F
24/03102/LB	Tilting Bridge 250 Metres South Of Kings Sutton Lock Over, Aynho Road, Adderbury Like-for-like repairs and localised re-construction of abutments and approach walls and like-for-like replacement of timber deck

- 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 AECOM had been engaged to carry out Site Assessments and a Strategic Environmental Assessment.

The Parish Council would need to update the ANP to take account of the results of the assessments if it wished to have an input into where new housing was located. This enabled the Parish Council to also engage with landowners/developers regarding the community benefits which could be secured. If the Parish Council did not identify sites in the ANP, then Cherwell District Council would do this on its behalf and the Parish Council would have no control of where the site was and would have less input in any community benefits.

In order to assist the Parish Council with updating the ANP, Councillor Mark Gerold and the Chairman were in dialogue with Troy Consulting who had submitted fee proposals based on a menu of assistance.

Resolved that:

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- 1) the report be noted;
 - 2) Troy Consulting and Cherwell District Council be requested to supply templates for the Parish Council to use as a basis for updating its Plan; and
 - 3) the quote from Troy Consulting be considered a future Parish Council meeting when Councillor Mark Gerold is present, and the Site Assessment and Strategic Environmental Assessment have been completed. **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 Parish Council had emailed Paul Seckington on 21 October 2024 but was yet to receive a reply.

Resolved that the report be noted and the Clerk to continue to chase Paul Seckington at Cherwell District Council for this information. **Action TG**

102/24 Village Matters

- i) FOCAL – Councillor Rachel Moffat reported on the activities of FOCAL and the fundraising which was being undertaken.

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 and she thanked Simon Davies for organising the fundraising Valuation Day and for inviting the valuers to the event.

A meeting would be arranged with Cherwell District Council to discuss the Section 106 funding and options relating to the building, once the preferred contractor had been consulted.

Resolved that the report be noted.

103/24 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 two issues at The Rise, the chain links on the 2 bay, 2 seat swing needed to be replaced and some of the fencing required repair work.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that there were no issues at the Playing Field except one of the chain links on the 1 bay, 3 seat swing needed to be replaced.
 - Adderbury Lakes – The Chairman reported that there were no issues at the Lake, although a branch had fallen during the recent storm and the Lakes had been closed on the previous Sunday due to the high winds.
 - 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) Sexual and General Harassment Policy & Procedure – The Parish Council considered a policy relating to Sexual and General Harassment

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Resolved that the Sexual and General Harassment Policy be adopted and approved. **Action TG**

104/24 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 26 November 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 31 October 2024 and the Unity Trust bank statements for September and October 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) Budget and Precept 2025/2026 – The Parish Council discussed the Budget and Precept for 2025/2026.

Resolved that the Budget for 2025/2026 be approved and the Precept be set at £86,350. **Action TG**

- v) St Mary's Church Grant Funding – The Parish Council discussed a request from the Parochial Church Council for funding.

Resolved that the application not be supported because the Parish Council is not able to give funds to Churches for purposes such as heating and in addition, the Parish Council did not have the funds to be able to make a donation in 2024/2025 or 2025/2026. **Action TG**

105/24 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No Items)

106/24 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 107/24, 108/24, 109/24 & 110/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

107/24 Adderbury Neighbourhood Plan – The Parish Council discussed a quote for support from a consultant to progress the Adderbury Neighbourhood Plan.

Resolved that this item be deferred until Councillor Mark Gerold is present and the Site Assessment and Strategic Environmental Assessment have been completed. **Action DB/MG**

108/24 Milton Road Project – The Parish Council discussed the Community and Sports Centre on Milton Road.

Resolved that the report be noted.

109/24 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 2024.

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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 2024. **Action TG**

110/24 Quotes for Works at Long Wall and Bus Shelter – The Parish Council considered quotes for works at Long Wall and for repairs to the wooden bus shelter.

Resolved that the quotes from Paul Lester for works to the bus shelter and at Long Wall be approved.
Action TG

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

111/24 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:

- 14 January 2025
- 25 February 2025
- 25 March 2025

112/24 Items for the Next Agenda

- Burial fees 2025/2026
- Walled Garden Allotment rent 2025/2026
- Allotment and Cemetery Maintenance Contract 2025/2026
- Response to Local Plan Consultation

(Meeting closed at 9.35pm)

Chairman – 14 January 2025