

# ADDERBURY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 29 JULY 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

**PRESENT:** Councillor Diane Bratt, Chairman: Councillors Jacky Atkinson, Mark Gerold, Joel Greenberg, Oliver Ighani and Sue Jelfs.

**ALSO IN ATTENDANCE:** County/District Councillor David Hingley and District Councillor Rob Pattenden.

**35/25 Apologies** – Councillor Rachel Moffat submitted her apologies because she was on holiday.

Councillor Simon Davies submitted his apologies because he was on holiday.

Theresa Goss, Clerk & Responsible Financial Officer also submitted her apologies because she was on holiday.

**Resolved** that the apologies from Councillors Simon Davies and Rachel Moffat be accepted and the absences authorised.

**36/25 Declarations of Interest** – All Councillors declared an interest because the Parish Council was the Sole Trustee of the Lucy Plackett Playing Field.

**Resolved** that the interests be noted.

**37/25 Minutes** – Prior to the meeting, the minutes of the meeting held on 24 June 2025 had been circulated to the Parish Council.

There were no matters arising.

**Resolved** that the minutes of the meeting held on 24 June 2025 be approved and signed by the Chairman.

**38/25 Chairman's Announcements**

- Adderbury Library - Adderbury Library had been located at Church House for 25 years and celebrations to mark the event would be held on 16 August 2025. Parish Councillors had been invited to attend the event and it would be starting at 10am with speeches at around 1pm.
- Adderbury Walled Garden Allotments, Millennium Cup - The winner of the Millennium Cup had been agreed as the tenants of plot 19a, plus six Highly Commended Awards. All winners had been invited to the Gardening Club Show on 30 August 2025 to receive their awards.

**39/25 Open Forum** – A member of the public addressed the Parish Council with regard to the Community and Sports Centre project on Milton Road. The Chairman reported that the Section 106 funds allocated to the project were not at risk and the oldest funds had already been spent. An update would be published in the September edition of Contact. **Action DB**

*(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)*

**40/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors** – Councillor Rob Pattenden reported that Banbury Library was moving to Castle Quay in Banbury town centre. He also reported that a new Government funding model would result in a huge reduction in funding for District Councils.

Councillor David Hingley reported that the Local Plan had been approved by Cherwell District Council and had gone forward to the next stage of the process. It was hoped the Plan would be approved by spring 2026.

The Councillors were thanked for their reports.

**Resolved** that the reports be noted.

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### 41/25 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:

- 25/01566/F 41 Twyford Road, Adderbury  
Single storey side extension
- 25/00958/LB Bradscot, Cross Hill Road, Adderbury  
Replacement of two timber window frames to north elevation. Overall sizes to be as existing
- 25/01564/TCA 4, Lambourne Way, Adderbury  
cherry (T1) - Reducing the overhang from the neighbours cherry to close to the boundary (approximately 2.5 metres).
- 25/01548/LB Poppy Cottage, Aynho Road, Adderbury  
Replacement works to a water damaged lath and plaster ceiling to the ground floor kitchen. Including all associated repairs to ceiling timbers and the first floor bathroom floorboards.

**Resolved** that, it be noted and approved that, no objections with additional commented have been made by the Parish Council in respect of the following planning applications/works to trees:

- 25/01602/F & Placketts, High Street, Adderbury  
25/01603/LB Single storey extension to main house. Alterations to existing two storey extension, Including re-cladding, new door and window, new rooflights and window to south elevation. Various internal alterations

**Resolved** that, it be noted that the Parish Council was considering the following planning applications:

- 25/01616/TCA Manor Lodge, Manor Road, Adderbury  
Tree works
- 25/01772/F 26 Walton Avenue, Twyford  
Variation of condition 2 of application of 25/00648/F - Move door from side to the front of  
Development
- 25/01776/F & White Lion Cottage, Oxford Road, Adderbury  
25/01777/LB Extension to the north gable end, re-building of a side link extension and internal alterations; level and shallow ramp access to be created around the building from the roadside gate to the new kitchen
- 25/01479/F Ridgeway Lodge, Manor Road, Adderbury  
Erection of garage and bicycle shed
- 25/01800/F Yew Tree Cottage, East End, Adderbury  
Erection of two new dwellings on land to the south of Yew Tree cottage, including new courtyard and parking (self-build)
- 25/01707/TCA Elton House, Sir Georges Lane, Adderbury  
Tree works
- 25/01711/TCA Orchard Barns, East End, Adderbury  
Tree works
- 25/01863/TPO The Hub, Twyford Mill, Oxford Road, Adderbury  
Group G1 (Cypress / Oak) - Remove to ground level all Cypress and re-plant with mixed native species, all as per survey report. Group G1 (Cypress / Oak) - Reduce

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height of all Cypress to average 9 metres (subject to agreement with highways authority). Subject to TPO 7/2017

- 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 advised that the Working Group had completed its review of the current policies in the ANP and had redrafted them. Professional support was now required and a meeting had been arranged with a Consultant, Neil Homer, on 6 August 2025.

Further information would be provided at the Parish Council meeting on 9 September 2025.

**Resolved** that the report be noted.

### 42/25 Village Matters

- i) Flooding – The Chairman provided an update on the work to address flooding issues in the village and prior to the meeting, the Section 19 Flooding Report from Oxfordshire County Council had been circulated.

The Section 19 Flooding Report supported the Parish Council's initiatives to address flooding and did not offer any further suggestions in addition to those which had already been progressed.

**Resolved** that the report be noted.

- ii) FOCAL – Councillor Jacky Atkinson reported that there was now additional book stock and a 25<sup>th</sup> Anniversary event had been planned.

A refurbishment project was also being developed using Section 106 funds and it was hoped work would start in early 2026.

A lack of volunteers continued to be an issue and anyone who was interested in supporting FOCAL should contact FOCAL directly or the Clerk to the Parish Council.

Councillor Atkinson was thanked for her report.

**Resolved** that the report be noted.

- iii) Community and Sports Centre, Milton Road – The Chairman reported that a meeting had been held with Ian Boll and a number of other officers at Cherwell Council to progress the project to the next stage. Various build options had been discussed and the alternative contractor to the Parish Council's preferred contractor, which had been suggested by Cherwell District Council, did not appear to be satisfactory.

The Parish Council would be submitting an application for a non-material amendment to the existing building permission to Cherwell District Council for a smaller building and County/District Councillor David Hingley would investigate sources of funding at the County Council.

**Resolved** that the report be noted.

- iv) Boundary at The Leys – The Parish Council had been due to discuss the boundary and fencing along the disused railway track and The Leys, however it was agreed to defer the item to the next meeting.

**Resolved** that this item be deferred to the next meeting of the Parish Council. **Action TG**

- v) Traffic Calming – The Parish Council discussed traffic issues on High Street, Adderbury.

**Resolved** that as this matter is a County Council responsibility, it be referred to the Highways section at the County Council. **Action TG**

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- vi) Litter Bin – The Parish Council discussed a request for a new litter bin(s) along the Church footpath.
- Resolved** that as the request for a litter bin is within the grounds of St Mary's Church, the request be referred to the Parochial Church Council. **Action TG**
- vii) Blue Plaque – The Parish Council discussed a proposal from a resident that an application for a Blue Plaque be submitted for Anthony Burgess.
- Resolved** that the current owner of Anthony Burgess' property be contacted for their support. **Action TG**
- viii) Meeting with Sean Woodcock MP – The Parish Council had been due to meet with Sean Woodcock MP earlier that day, but the meeting had been cancelled.
- Resolved** that an alternative meeting date be discussed with Sean Woodcock's office. **Action TG**

### 43/25 Parish Council Matters

- i) Health and Safety – The Parish Council considered several health and safety inspections.
- Play area inspection at The Rise – There was no report from Councillor Simon Davies.
  - Play area inspection at the Lucy Plackett Playing Field – There was no report from Councillor Simon Davies.
  - Adderbury Lakes – The Chairman reported there were no issues at Adderbury Lakes and the work to the wall had been completed.
  - Walled Garden Allotments – There was no report from Councillor Rachel Moffat.
- 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**

### 44/25 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 29 July 2025 be noted; and
  - 3) it be noted that Councillor Rachel Moffat, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 30 June 2025 and the Unity Trust bank statements for June 2025.
- ii) Budget Monitoring 2025/2026 – Prior to the meeting, the Parish Council received budget monitoring report for 2025/2026.
- Resolved** that the report be noted.
- iii) General, Ring-Fenced and Ear-Marked Reserves 2025/2026 – Prior to the meeting, the general, ring-fenced and ear-marked reserves had been circulated to the Parish Council.
- Resolved** that the report be noted and the reserves be approved.

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45/25 **Correspondence** – There was no further correspondence.

### THE LUCY JANE PLACKETT CHARITY

(No Items)

46/25 **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 47/25 & 48/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

47/25 **Track to the Railway Embankment** – The Parish Council received an update on the legal work in respect of this matter.

**Resolved** that the report be noted and £2000 be allocated for any further legal fees. **Action DB/TG**

48/25 **Fencing at The Rise Play Area** – The Parish Council considered quotes for fencing around the play area at The Rise.

**Resolved** that this matter be deferred to the next meeting to enable further quotes to be obtained. **Action TG/DB**

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

49/25 **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:

- 9 September 2025
- 21 October 2025
- 25 November 2025

50/25 **Items for the Next Agenda**

- Community Emergency Plan
- Section 106 funds
- External Auditor's Report 2024/2025
- Fencing at The Rise Play Area
- Boundary at The Leys

(Meeting closed at 9.00pm)

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Chairman – 9 September 2025