

ADDERBURY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 20 MAY 2025 AT 7.30PM AT CHURCH HOUSE, HIGH STREET, ADDERBURY

PRESENT: Councillor Diane Bratt, Chairman: Councillors Simon Davies, Oliver Ighani, Sue Jelfs and Rachel Moffat.

ALSO IN ATTENDANCE: Theresa Goss, Clerk & Responsible Financial Officer, County Councillor/District Councillor David Hingley and District Councillor Gordon Blakeway.

1/25 Appointment of Chairman 2025/2026 – The Chairman asked for nominations for the position of Chairman for 2025/2026. Councillor Diane Bratt was proposed and seconded.

Resolved that Councillor Diane Bratt be appointed Chairman of the Parish Council for 2025/2026.

The Chairman then signed the Acceptance of Office form.

2/25 Appointment of Vice-Chairman for 2025/2026 - The Chairman asked for nominations for Vice-Chairman for 2025/2026. Councillor Oliver Ighani was proposed and seconded.

Resolved that Councillor Oliver Ighani be appointed Vice-Chairman for 2025/2026.

3/25 Apologies – Councillor Jacky Atkinson submitted her apologies because she had another appointment.

Councillor Mark Gerold submitted his apologies because he had another appointment.

Councillor Joel Greenberg submitted his apologies because he had another appointment.

District Councillor Rob Pattenden also submitted his apologies.

Resolved that the apologies from Councillors Jacky Atkinson, Mark Gerold and Joel Greenberg be accepted and the absences authorised.

4/25 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.

5/25 Minutes – Prior to the meeting, the minutes of the meeting held on 29 April 2025 had been circulated to the Parish Council.

There were no matters arising.

Resolved that the minutes of the meeting held on 29 April 2025 be approved and signed by the Chairman.

6/25 Chairman's Announcements – There were no announcements.

7/25 Open Forum – There were no members of the public 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)

8/25 Reports from Oxfordshire County Councillor and Cherwell District Councillors – The Chairman congratulated David Hingley on his election as County Councillor for the Adderbury, Bloxham and Bodicote division.

County and District Councillor David Hingley reported that the Liberal Democrats had the majority of Councillors at the County Council and a new administration had been appointed earlier that day. The two Independent Councillors had joined the Conservatives to form the Oxfordshire Alliance Party. Councillor Hingley requested that he be advised if any issues arose in the village which were County Council responsibilities and he would provide help and support.

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The Chairman reminded Councillor Hingley about the unspent Section 106 funds which were held at the County Council and asked whether these could be directed to the Community and Sports Centre project in Adderbury. Councillor Hingley would look into this matter. **Action DH**

District Councillor Blakeway advised that it had been quiet since the election, but the Committee memberships at Cherwell District Council had all now been established. The official opening of Castle Quay had also taken place.

Councillor Hingley also reported that the Local Plan was expecting to be considered by the Executive in early July 2025 and would be recommended to the Council for approval at the end of July 2025. The Plan would then be sent to the Planning Inspector, but there was no time limit on that process, although it was hoped to receive the results in early 2026.

Cherwell District Council's Parish Liaison Meeting was being held on 11 June 2025 and all Parish Councillors and the Clerk were invited to attend.

A planning application for 130 houses had been approved by Cherwell District Council on South Newington Road, Bloxham. This decision had been made because Cherwell District Council did not have a five year housing land supply and unfortunately in these circumstances, and until the Local Plan was in place, the tilted balance had been in favour of the developer, when planning applications were considered.

The Councillors were thanked for their reports.

Resolved that the reports be noted.

9/25 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:

25/00826/TCA	The Ridings 1, Lambourne Way, Adderbury Tree works
25/00885/ REN56	Sydenham Farm, Aynho Road, Adderbury, Propose to install solar panels on the agricultural building at Sydenham Farm
25/00811/F	Elton House, Sir Georges Lane, Adderbury, Single storey extension and internal and external alterations to an existing garage to form ancillary living accommodation to the main house
25/00844/F	The Parish, 21 Dog Close, Adderbury Single storey front/side extension to form external store and workshop. Demolition of rear conservatory and replacement rear extension
25/00933/TCA	3 Church Close, Adderbury Sycamore (T1) - remove to a stump close to ground level.
25/01037/TCA	Le Hall Place, Manor Road, Adderbury Tree works
25/01049/TCA	St Martins Barn, Chapel Lane, Adderbury Tree works
25/00890/F	Sydenham Farm, Aynho Road, Adderbury Installation of solar panels on agricultural building on the edge of the roof

Resolved that, it be noted and approved that, objections have been made by the Parish Council in respect of the following planning applications/works to trees:

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Resolved that, it be noted that the Parish Council was considering the following planning applications:
25/01025/TCA Annexe Adjacent, High House, Aynho Road, Adderbury
Tree works

- 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) – Prior to the meeting, Councillor Mark Gerold had submitted a report to the Chairman regarding the ANP and the actions of the Steering Group were as follows:
 - 1) progressing with updating the existing ANP policies and drafting a Design Guide;
 - 2) liaising with AECOM regarding site assessments and in particular, specific sites which might be identified in the ANP as having the Parish Council's support to deliver the Local Plan allocation (currently 75 units but likely to increase when Local Plan was adopted);
 - 3) currently no funding available through Locality, but the Government might introduce a replacement scheme later in the year; and
 - 4) in positive discussions with Neil Homer from ONH to provide professional support at a cost which should be acceptable, although this would depend upon how much of his time the Council would need to engage.

In the meanwhile, the village remained vulnerable to planning applications being submitted and approved on sites which might not otherwise be supported.

Resolved that the report be noted.

10/25 Village Matters

- i) FOCAL – Councillor Rachel Moffat reported that there had been a meeting the previous weekend and the recent fundraising quiz was very well attended. The 'Seed and Seedling Swap' which was held on the Day of Dance hadn't been as successful as FOCAL had hoped, but there were further 'Meet the Author' events coming up soon. More volunteers were required to assist FOCAL with fundraising events. Also, Bloxham Parish Council had approved a £200 grant for FOCAL.

Resolved that the report be noted.

- ii) Community and Sports Centre, Milton Road – Prior to the meeting, Liam Didcock from Cherwell District Council had submitted to the Parish Council, a matrix with suggested options for progressing the project.

Following a discussion of the various options, it was agreed that the Chairman and Clerk should meet with Liam Didcock and Helen Mack again to discuss them in more detail, but options 1 & 2 appeared to be the preference, based on the information which had been received.

Resolved that a meeting be arranged with Liam Didcock and Helen Mack to discuss in more detail, the suggested options for the Community and Sports Centre. **Action TG/DB**

- iii) Dog Waste Bin on John Harper Road, Adderbury – The Parish Council considered a request for a new dog waste bin to be installed on John Harper Road. However, the Clerk requested that this matter was deferred by the Parish Council because the additional information which had been requested from Bloor Homes had not been received.

The Clerk also highlighted the area of public open space to the rear of 1 John Harper Road, Adderbury, which had been fenced off. This had been reported to Bloor Homes but as far as the Parish Council was aware, no action had been taken.

Resolved that:

- 1) the reports be noted;

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- 2) the request for a new dog waste bin on John Harper Road be deferred until further information has been received from Bloor Homes; and
 - 3) the open space which has been fenced off to the rear of 1 John Haper Road, Adderbury be reported to Cherwell District Council as a breach of planning control. **Action TG**
- iv) Replacement VAS Scheme – The Clerk reported to the Parish Council that following the changes to the speed limits from 30mph to 20mph, the County Council was now in a position to replace to five VAS' in the village with brand new units. A number of options were shared with the Councillors.

Resolved that the five VAS' (three on Aynho Road and two on Horn Hill Road) be replaced with the SID Smiley/Angry signs. **Action TG**

11/25 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 he had obtained quotes for fencing around The Rise and would provide further details at the next meeting. However, in the meantime, the support struts erected by Paul Lester was keeping the fence in place.
 - Play area inspection at the Lucy Plackett Playing Field – Councillor Simon Davies reported that one of the bollards which had been removed by Oxfordshire County Council was still damaged and had not been put back in place. Councillors Davies and Rachel Moffat agreed to inspect the bollards and report back to the Clerk. **Action SD/RM**

Councillor Simon Davies also reported that a section of the mesh surfacing by the zip wire was peeling upwards and needed to be repaired. The Clerk was asked to contact Paul Lester for a quote. **Action TG**

- Adderbury Lakes – The Chairman reported there were no issues at Adderbury Lakes apart from the boundary wall which was scheduled for repair in May/June 2025.
- Walled Garden Allotments – Councillor Rachel Moffat reported that the tenants who had not been keeping their plots in a good condition, had been reminded to address this issue as soon as possible.

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) Parish Council Email Addresses – The Parish Council discussed changing the Parish Council email accounts to 'gov.uk' addresses.

Resolved that the quote from Parish Online for .gov.uk email addresses be approved. **Action TG**

- iv) Appointment of Council Representatives & Council Committees and Working Groups 2025/2026 – 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 2025/2026.

- v) Parish Council Documents & Policies 2025/2026 – 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 2025/2026:

- Asset Register
- Risk Management Log and Risk Schedule

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- 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
- General and Sexual Harassment Policy

12/25 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 20 May 2025 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 April 2025 and the Unity Trust bank statements for April 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.

- iv) Effectiveness of the Internal Audit 2024/2025 – The Parish Council reviewed the Effectiveness of the Internal Audit 2024/2025.

Resolved that the report be approved.

13/25 Correspondence – There was no further correspondence.

THE LUCY JANE PLACKETT CHARITY

(No Items)

14/25 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 minute numbered 15/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

15/25 Track to the Railway Embankment – The Parish Council received an update on the legal work in respect of this matter.

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Resolved that the report be noted.

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

16/25 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:

- 24 June 2024
- 29 July 2025
- 9 September 2025
- 21 October 2025
- 25 November 2025

17/25 Items for the Next Agenda

- Community Emergency Plan
- Section 106 funds
- Railway embankment site

(Meeting closed at 9.00pm)

Chairman – 24 June 2025