

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 8 MAY 2012 AT  
7.30PM**

**PRESENT:** Councillors Colin Astley, Diane Bratt, Mike Dolamore, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Trish Fennell, Theresa Goss (Clerk) and two members of the public.

**APOLOGIES:** County Councillor Keith Mitchell and District Councillor Nigel Randall.

**12/82 ELECTION OF CHAIRMAN**

Councillor Diane Bratt was appointed as Chairman for 2012/2013.

**12/83 ELECTION OF VICE- CHAIRMAN**

Councillor David Griffiths was appointed as Vice-Chairman for 2012/2013.

**12/84 SIGNING OF DECLARATIONS OF ACCEPTANCE OF OFFICE**

Prior to the start of the meeting, all members had signed their Acceptance of Office forms.

Diane Bratt had also signed the Acceptance of Office for the position of Chairman.

Each member introduced themselves to the Parish Council.

**12/85 DECLARATION OF INTERESTS**

Personal Interests

The following interests were declared:

All Councillors - Trustees of the Lucy Jane Plackett Charity;  
Paul Godwin – School Governor at Christopher Rawlins School and St Mary's Church Licensed Lay Minister;  
David Griffiths – Trustee of Adderbury Institute;  
Patricia Leeman – Chairman of the Youth Club and a resident of Dog Close, near to the Lucy Plackett Playing Field;  
Ann Lyons – Member of FOCAL and a resident of Dog Close, near to the Lucy Plackett Playing Field; and  
Martin Rye – School Governor at Christopher Rawlins School

## **12/86 MINUTES**

The minutes of the meeting held on 24 April 2012 were taken as read, duly adopted and signed by the Chairman.

## **12/87 MATTERS ARISING FROM THE MINUTES OF 24 APRIL 2012**

There were no matters arising.

## **12/88 APPOINTMENT OF COUNCIL REPRESENTATIVES AND COUNCIL COMMITTEES**

A number of changes were agreed to the committee memberships and representatives on outside bodies (listed in appendix A to the minutes).

## **12/89 SUPERFAST BROADBAND**

The Clerk reported that Newbottle Parish Council now felt that it would not be appropriate to progress the superfast broadband project with Adderbury.

Tony Gill reported that he had spoken to Oxfordshire County Council (OCC) and it was intended that Adderbury would have superfast broadband by the end of 2015. Therefore it was agreed that the Parish Council would leave this project to OCC to progress and their officers would keep the Parish Council updated.

## **12/90 OPEN FORUM**

Colonel Stuckey reported to the Parish Council that he had made some progress with OCC about the lychgate. They had come to an agreement that the steel handle would be encased in oak.

He also reported that the doors to the noticeboard outside of the Church House had come off. The Chairman reported that the Parish Council was aware of this and David Griffiths was looking into the repairs. **Action DG**

## **12/91 PLANNING**

### **i) Planning Applications**

No observations had been made by the Planning Committee in respect of the following applications:

12/00083/TCA	Mr Robin Woodbridge Wychwood, Meadow View, Adderbury T1 x Apple – fell
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Observations had been made by the Planning Committee in respect of the following applications:

12/00453/F                      Mrs Sarah Adams  
14 The Crescent Twyford  
Erection of a timber pre-fabricated granny annexe

Objections had been made by the Planning Committee in respect of the following application:

None.

The Planning Committee was currently considering the following applications:

12/00510/F                      Ms Ros Bailey  
7 Lake Walk, Adderbury  
Demolition of existing conservatory and attached garage; construction of a dining room and kitchen extension

- ii)      Planning Results – these were circulated to all members and noted.

## 12/92    FINANCE

- i)      Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays bank accounts and the Santander bank accounts.

- ii)      Accounts

The following accounts were approved for payment:

T Goss – Salary & Expenses May 2012	£659.06
DesignGro – Lakes Maintenance March 2012	£50.00
N G Services – Day of Dance Security	£1116.00
Rascal Horticultural - Cemetery and Allotment Maintenance	£100
Adderbury Methodist Church – Hire of Methodist Hall	£12.00
Viking Direct – Stationery	£166.43
TaxAssist – Payroll Services 2011/2012	£216.00
Bob Bickley – Village and Highways Maintenance	£1013.42

Sue Jelfs asked if there Parish Council could claim any money back from the driver of the vehicle who had knocked down the posts by the oak tree. The Clerk confirmed she had contacted PCSO Nikki Dale to find out the identity of the driver, but had not received a response. However, she would chase this up with her. **Action TG**

## 12/93 VILLAGE EVENTS

### i) Queen's Diamond Jubilee Celebrations 2012

The Clerk reported that the mugs had not been delivered by the deadline of 27 April 2012. Therefore she had emailed Jonathan Bishop to ask for clarification of all of the events leading up to the non-delivery and once she had this information, she would be making claim to get the money back. She also confirmed that Trading Standards could not offer assistance as this was civil case.

The Parish Council discussed the issues and felt that as the money had been a loan to the Jubilee Committee to purchase the mugs, the Committee should be asked to repay some of this money to the Parish Council, if there was any left when all the celebrations had been completed. **Action TG**

David Griffiths reported that the street captains were now selling programmes for £1 each and they would be arranging the street parties.

### ii) Day of Dance

David Griffiths reported that the day had been a success, in spite of the weather. The security team was not as busy as usual because of the decrease in the number of young people at the event, which was mainly due to weather.

The Police confirmed that they would be attending again next year, but their presence would be in the form of the Neighbourhood Team.

The Chairman thanked Smiths of Bloxham for providing the skips free of charge and the Clerk was asked to send a letter of thanks. **Action TG**

The Clerk also confirmed that no donation had been received from The Bell, despite two letters being sent to the landlord. Therefore it was agreed that a letter should be sent to the Hook Norton Brewery asking them to make a contribution. **Action TG**

## 12/94 VILLAGE/PARISH MATTERS

### i) Area Stewardship Fund

There was nothing further to report as the Clerk was awaiting a plan from Ian Asbury before this could be progressed.

ii) Future Funding Support to the Library

There was nothing further to report.

iii) Millennium Cup

It was agreed that Jeff Moore be approached the judge the Millennium Cup for 2012. David Griffiths and Diane Bratt also agreed that one of them would attend the Gardening Club event and present the cup. **Action TG**

iv) Parish Plan and Neighbourhood Plan

It was reported that the current Parish Plan was in need of updating as the last update had been carried out in 2007. The Plan was a mission statement and was wider than just planning matters.

Mike Dolamore explained to the Parish Council the issues with regard to developing a Neighbourhood Plan and how this could be approached by the Parish Council. It was reported that the Neighbourhood Plan should be informed by the Cherwell District Council's Core Strategy which would be agreed for consultation on 28 May 2012.

However, it was felt that the Parish Council should start looking into how it could possibly develop a Neighbourhood Plan, as well as updating the Parish Plan and it was agreed that a Working Group be established to undertake this work. The following members agreed to be members of the Strategic Planning Working Group:

Colin Astley, Diane Bratt, Mike Dolamore (Chairman), Paul Godwin, Sue Jelfs, Ann Lyons, Kevin Morris and Martin Rye.

v) Parish Council Logo

The Clerk reported that it had been suggested to her that the Parish Council should have its own logo. This could be used on the web site and the Council's letter head.

She had made enquires with the web developer who had assisted with the Parish Council web site and it would cost about £80 for this service.

The members were in favour of the idea but felt that an article should be put in Contact asking the community to design a logo. The Clerk agreed to look into this. **Action TG**

## 12/95 CORRESPONDENCE

The following items of correspondence were circulated:

- a) The Playing Field Association Magazine
- b) CPRE – Field Work

### **THE LUCY JANE PLACKETT CHARITY**

#### **12/96 BBQ AT THE PLAYING FIELD**

The Chairman reported that Pam Haynes had requested use of the Lucy Plackett Playing Field on Tuesday, 22 May 6.30 pm – 8.30 pm for a BBQ for the Deddington U11's football team. There would be around 15 boys and a few parents and the BBQ itself was of the small foldaway/camping variety. This was agreed. **Action TG**

#### **12/97 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

26 June 2012  
24 July 2012  
11 September 2012  
23 October 2012  
27 November 2012

#### **12/98 VERY URGENT BUSINESS**

- i) Parish Liaison Meeting

The above meeting was being held at Cherwell DC on 13 June 2012 at 7.15pm and three PC representatives were invited to attend. It was agreed that the Chairman, Tony Gill and Martin Rye would attend. **Action TG**

- ii) Joint Meeting with Bodicote, Bloxham and Milcombe Parish Councils

The Chairman reported that the Clerk to Bodicote Parish Council had invited Adderbury Parish Council to attend their joint meetings, to discuss common issues. The meetings were held twice a year and the next one would be in October.

It was agreed that the Chairman would attend these meetings. **Action DB & TG**

- iii) Adderbury Football Club

The Chairman reported that there was a possibility that Adderbury Park Football Club maybe disbanded at the end of the season due to a lack of support.

The Parish Council had a lease agreement with the football club for use of the football pitch and with regard to the FC building which was on the Lucy Plackett Playing Field.

Ian Asbury had kindly provided the Parish Council with a summary of the lease and there were issues which needed to be addressed if the football club was to disband.

It was highlighted that the building was also used by the Youth Club and the Parish Council did not wish there to be any impact on the Club.

Therefore, it was agreed that the lease with the football club be circulated to all members and the Chairman would seek legal advice on how the Parish Council may wish to proceed with this matter. **Action TG**

iv) Parish Council - Communications

The Clerk reported to the Parish Council on various ideas for addressing the need to communicate more effectively with the community.

She suggested to the members that:

- 1) the Parish Council could circulate a one-off leaflet providing details of the members on the Parish Council including other relevant information about the work of the members on the Parish Council;
- 2) each member could have a blog via the web site which would need to be regularly updated;
- 3) in rotation, after each meeting, a Councillor could produce a short report on the meeting for inclusion in Contact and on Adderbury.org; and
- 4) each month, Parish Councillors hold a surgery in the village, in much the same way that the District and County Councillors do.

The members liked the idea of producing an information leaflet, but asked the Clerk to first approach Contact and see if the Parish Council could have a double page spread, detailing the same information which would be included in the leaflet. **Action TG**

The members also liked the idea of having a monthly surgery so that the community could come along and meet the Councillors and discuss any issues that they had. The Clerk was asked to contact David Jones and establish whether this could be held on the same day as the County Councillors' surgery, but in the hour before from 11am – 12 noon. **Action TG**

At the last meeting it was agreed that Trish Fennell's notes would be loaded onto adderbury.org therefore it was agreed not to pursue putting an article in Contact at this time.

The members also felt that blogging would not a tool which they would like to pursue as it was felt it would not add any value at the current time.

v) Signage on Colin Butler Green

Tony Gill reported that an advertising sign had been left on Colin Butler Green and it needed to be removed. Tony agreed to advise the Clerk of the company details and she would arrange for it to be removed. **Action T Gill & TG**

(The meeting closed at 9.30pm)

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 26 JUNE 2012 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Mike Dolamore, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), District Councillor Nigel Randall and 6 members of the public.

**APOLOGIES:** Trish Fennell and County Councillor Keith Mitchell.

**12/99 DECLARATION OF INTERESTS**

Personal Interests

The following interests were declared:

All Councillors - Trustees of the Lucy Jane Plackett Charity;  
Paul Godwin – School Governor at Christopher Rawlins School, St Mary's Church Licensed Lay Minister and member of the Adderbury, Deddington and District Photographic Society;  
David Griffiths – Trustee of Adderbury Institute;  
Patricia Leeman – Chairman of the Youth Club and a resident of Dog Close, near to the Lucy Plackett Playing Field;  
Ann Lyons – Member of FOCAL and a resident of Dog Close, near to the Lucy Plackett Playing Field; and  
Martin Rye – School Governor at Christopher Rawlins School



## 12/100 MINUTES

The minutes of the meeting held on 8 May 2012 were taken as read, duly adopted and signed by the Chairman, with the inclusion of Tony Gill as a member of the Strategic Planning Working Group (minute number 12/94).

## 12/101 MATTERS ARISING FROM THE MINUTES OF 8 MAY 2012

There were no matters arising.

## 12/102 OPEN FORUM

Andrew Barnes addressed the Parish Council asking for assistance with regard to a problem with weeds in the gutters around the Twyford area.

David Griffiths had already been in contact with the County Council and he had been advised that they could no longer provide this service and suggested that the Parish Council used its Area Stewardship Fund of £7600.

The Parish Council felt that this was the responsibility of the County Council and not something which should be paid for by the Parish Council.

Therefore, it was agreed that the Clerk should contact the Area Steward and request that the weeds be cleared from the gutters around Twyford and also by the school. **Action TG**

Colonel Stuckey reminded the Parish Council about the issues with the lychgate and the repairs to the notice board which he has raised at the previous meeting.

He also felt that the grass had not been cut properly in Church Lane and this needed to be addressed.

## 12/103 PLANNING

### i) Planning Applications

No observations had been made by the Planning Committee in respect of the following applications:

12/00510/F	Ms Ros Bailey 7 Lake Walk, Adderbury Demolition of existing conservatory and attached garage; construction of a dining room and kitchen extension
12/00597/F	Mr & Mrs D Woodfield 48 Walton Ave, Twyford, Adderbury Single storey rear extension

- |              |   |
|--------------|---|
| 12/00610/F   | Mr & Mrs R Ding<br>Compton 9 Twyford Grove Twyford<br>Garden room extension   |
| 12/00726/F   | Ms Ingrid Williams<br>Sor Well 1 Dog Close Adderbury Oxfordshire<br>Erection of freestanding timber posts (max height 1500mm) connected with garden wires for climbing plants |
| 12/00134/TCA | Mrs Mullet<br>The Cottage, Chapel Lane, Adderbury<br>H1 x Lawson Cypress – Remove   |
| 12/00757/F   | Mr & Mrs James Kippenberger<br>White House Manor Road Adderbury<br>Proposed two storey side extension   |
| 12/00769/F   | Mr & Mrs P Gillett<br>39 Deene Close Adderbury<br>Single storey side and part rear extension; porch and front gable extension; associated internal and external works         |
| 12/00751/F   | Mr Robin Woodbridge<br>Wychwood Meadow View Adderbury<br>Single storey rear extension   |

Observations had been made by the Planning Committee in respect of the following applications:

- |             |   |
|-------------|---|
| 12/00697/LB | Adderbury Estates Ltd<br>Adderbury House Lake Walk Adderbury<br>Internal and external alterations. Erection of Orangery                                 |
| 12/00750/F  | Adderbury Estates Ltd<br>Adderbury House Lake Walk Adderbury<br>Proposed Orangery, new dormer window, rooflight and repositioning of first floor window |

Objections had been made by the Planning Committee in respect of the following application:

None.

The Planning Committee was currently considering the following applications:

- 12/00417/LB      Mr Bryan Thompson  
Dunston Church Lane Adderbury  
Replace the plain glass in existing metal window frames with slimline units comprising an identical pane of glass to the original with leaded lights
- 12/00803/F      Mr & Mrs Jones  
Court End House Manor Road Adderbury  
Change of use and conversion of outbuildings to create ancillary residential accommodation
- 12/00153/TCA      Caroline Jones  
Court End House, Manor Road, Adderbury  
Various works to trees
- 12/00873/TPO      Caroline Jones  
Court End House, Manor Road, Adderbury  
Various works to trees
- 12/00852/F      Mr Ray Robinson  
4 Mill Lane, Adderbury  
Two storey rear extension

- ii)      Planning Results – these were circulated to all members and noted.

## **12/104 FINANCE**

- iii)      Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays bank accounts and the Santander bank accounts.

- iv)      Accounts

The following accounts were approved for payment:

T Goss – Salary & Expenses June 2012	£790.92
DesignGro – Lakes Maintenance March 2012	£50.00

Centrestone – Repairs to Allotment Wall	£420
Rascal Horticultural - Cemetery and Allotment Maintenance	£190
DB Webdesigns – Web site hosting for 12 months	£35
Viking Direct – Stationery	£151.82
HMRC	£56.06
Bob Bickley – Village and Highways Maintenance	£1013.42
SLCC – Annual Subscription	£110
Thames Water – Allotments	£13.40
R.Bratt – Thank you gift for Bloxham Skip Hire	£16.99
R A Sutton – De-silting of Lakes	£214.80
D Chandler – Install new litter bins	£200
JRB Enterprises – Supply of two litter bins	£482.40

## 12/105 VILLAGE EVENTS

### iii) Queen's Diamond Jubilee Celebrations 2012

The Chairman reported that the Party in the Park had unfortunately been cancelled due to the recent bad weather and the wet surface at the Lucy Plackett Playing Field.

All other events had gone well, although the turnout to some of the events was smaller than anticipated. However, the Jubilee Committee had done fantastic job co-ordinating all of the events.

The Parish Council asked that the Clerk writes to the Jubilee Committee to thank them for all their hard work. **Action TG**

The Clerk reported that with regard to the jubilee mugs, Monster Mugs were contesting the claim and she now had a form to return to the court by 2 July 2012 so the matter could be progressed to court.

It was agreed that Mike Dolamore be appointed as the Parish Council's representative for dealing with this matter at the court stage.

### iv) Day of Dance - 2013

David Griffiths reported that there would be an event in 2013 and there was a possibility that there would not be a need for as much security as in previous years.

There would still be a police and security presence, but it would probably be reduced.

It was agreed that this be added to the agenda again for the September meeting. **Action TG**

## **12/106 PARISH COUNCIL MATTERS**

### **i) Code of Conduct**

Cherwell District Council had circulated to all Town and Parish Councils a new model Code of Conduct, to be adopted, following the introduction of the Localism Act. This had been circulated to members prior to the meeting.

Therefore it was agreed that the Code of Conduct adopted by the Cherwell District Council, be adopted as the Code for members and co-opted members of Adderbury Parish Council with effect from 1 July 2012, to replace the current code of conduct.

The Clerk was requested to notify the Monitoring Officer of the Cherwell District Council of the passing of this resolution and amend the Parish Council's Standing Orders, as appropriate. **Action TG**

### **ii) Standing Orders and Financial Regulations**

The Parish Council considered its Standing Orders and Financial Regulations. These were confirmed, with appropriate amendments to reflect the new Code of Conduct. **Action TG**

It was agreed that Standing Orders be discussed again in detail at the next meeting. **Action TG**

### **iii) Risk Management Log 2012/2013**

Prior to the meeting, Kevin Morris, the Parish Council's Risk Manager, had circulated the Risk Register, with some suggested amendments. The members went through the register and Kevin made further amendments. Kevin agreed to circulate the finalised register to all members. **Action KM**

The Chairman thanked Kevin for this work on the register.

### **iv) Asset Register 2012/2013**

Prior to the meeting, the members had received a copy of the Parish Council's Asset Register.

The Clerk was asked to update the register with the following items:

- i) MUGA fencing
- ii) Metal benches
- iii) Dog and litter bins

- iv) Notice boards

**Action TG**

- v) Parish Council Surgery Rota

Prior to the meeting, the Clerk had circulated a copy of the rota for the new Parish Council surgeries. It was agreed that if any member was unable to attend on their allotted day, they should contact the other members and make their own alternative arrangements and then inform the Clerk.

**12/107 VILLAGE/PARISH MATTERS**

- vi) VAS on Aynho Road and Oxford Road (A4260)

The Parish Council had been contacted by Oxfordshire County Council with a proposal that a 30 mph sign on the Aynho Road, be programmed to light up when drivers approach at speeds above the limit (at other times it would be just a blank black plate) be placed on lamp column No. 6 just west of Henry Gepp Close for westbound flow. There would be an option of timing this sign so it only illuminated at core school arrival and departure times.

The Parish Council supported this proposal and noted that it would be paid for from Section 106 monies. **Action TG**

The Parish Council also supported the VAS on the Oxford Road (A4260) too. **Action TG**

- vii) Area Stewardship Fund

The Clerk reported that she had not been able to progress the proposal of a footpath on Berry Hill Road as she had not been supplied with the necessary plans to be able to meet contractors on site. The Chairman agreed to chase this up with Ian Asbury. **Action DB**

Once the quotes for a footpath had been obtained, this proposal could be considered alongside the proposal for removing the weeds in the gutters in Twyford, should the County Council decide not to address this.

- viii) Future Funding Support to the Library

Ann Lyons reported that FOCAL was undertaking some fundraising for the library and more volunteers were needed to ensure its success and continuity.

Gail was standing down as Chairman of FOCAL as there was a conflict of interest with her job at the library and a new secretary was also needed.

ix) Plan and Neighbourhood Plan

Mike Dolamore reported to the Parish Council on the first meeting of the Strategic Planning Working Group.

The main points which the Group discussed were the Section 106/Community Infrastructure Charge, relevant details of Cherwell DC's Local Plan 2012 and the impact on Adderbury, Rural Exception Sites and the relevance to Adderbury, the relevance of the outcome of the Milton Road South appeal, village infrastructure including the Community Centre/Football Club issues and the scope and requirements of the Neighbourhood Development Plan.

Under the Local Plan, Adderbury may be required to take more housing. Therefore, the Groups' view was that the Parish Council needed to:

- Publish a Neighbourhood Plan expressing preferences for location(s) as a minimum;
- address far reaching issues in scope/scale;
- engage in community involvement and obtain views on their vision for Adderbury over next 20 years
- obtain community (ie non-Parish Council) representation on the Group;
- ensure widespread community engagement in the process and inform/educate the community about the Local Plan 2012/Neighbourhood Planning, before/at time of seeking views on vision.

To achieve this there could be public meetings/specific mailshots/website updates/Contact articles.

Also, the sooner the Parish Council were able to produce a Plan, the better but realistically a Plan of even limited scope/scale would take 12 - 15 months produce. However, the first step would be to liaise with Cherwell DC's Community Engagement Officer, Charlotte Morbey, and Mike Dolamore would be doing this. **Action MD**

x) Village Shop and Community Shops

It was reported that the village shop was due to close on 7 July. The Parish Council were very sorry that this was happening and felt this would be a huge loss to the village. However, members understood that a lack of support by the community, plus increased rental costs were the underlying reasons for the closure.

It was suggested that the Parish Council could submit a Community Asset Transfer request into Cherwell District Council and Colin Astley agreed to investigate this further. **Action CA**

It was also agreed that Rob and Sally Babij be written to and thanked for their hard work whilst running the shop and their support to the community as a whole. **Action TG**

xi) Play Area Inspections

Ann Lyons reported that everything was ok at the Lucy Plackett Playing Field. However, there were some weeds around the MUGA seating and at the far end of the MUGA which needed removing. It was agreed that Bob Bickley be asked to complete this work. **Action TG**  
David Griffiths reported that everything was ok at The Rise.

## **12/108 CORRESPONDENCE**

There was one item of correspondence circulated to members from the CPRE.

### **THE LUCY JANE PLACKETT CHARITY**

## **12/109 BENCHES IN THE LUCY PLACKETT PLAYING FIELD**

The Clerk reported on the a quote which she had received for three Langford benches from Branson Leisure to replace three old benches in the Lucy Plackett Playing Field. These were the same company who had recently replaced two other benches in the Playing Field.

It was agreed that the quote be accepted and the benches be ordered. **Action TG**

Mike Dolamore agreed to meet the contractors on site when the benches were due to be installed.

## **12/110 LUCY PLACKETT PLAYING FIELD & FACILITIES**

The Chairman reported on a request from the Football Club for the Parish Council to make improvements to the pitch in the Lucy Plackett Playing Field. Matthew Wise had confirmed that the Club would be staying for at least one more season and he felt that the issues with the playing surface needed to be addressed.

It was agreed that in principle, the Parish Council had no objections to improving the pitch. However this would be dependent on the Parish Council meeting on-site with Matthew Wise and obtaining a full costing of any proposed works.



It was also noted that any proposed works may also form part of the process being carried out by the Strategic Planning Working Group whilst they prepare the Neighbourhood Plan.

The Chairman, Patricia Leeman and Colin Astley agreed to meet with Matthew Wise. **Action TG**

#### **12/111 ADDERBURY OLYMPICS**

The Chairman reported that due to the bad weather, Adderbury Olympics could not be held on 3 June 2012. Therefore a request had now been received to hold it on 2 September 2012.

This was agreed, subject to the standards conditions for hire of the Lucy Plackett Playing Field. **Action TG**

#### **12/112 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

24 July 2012  
11 September 2012  
23 October 2012  
27 November 2012

#### **12/113 VERY URGENT BUSINESS**

i) Lucy Plackett Activity Centre

The Clerk reported that the fire alarm was still not working in the Centre, despite assurances from Weatherhead. The Parish Council found this situation unacceptable and Kevin Morris agreed to contact Weatherhead and resolve the situation. **Action KM**

ii) Volunteer Connect

The Chairman had received a questionnaire to be complete about transport requirements in the village. It was agreed that Rhoda Woodward to be asked to complete the questionnaire and the Chairman would contact Rhoda.  
**Action DB**

#### **12/114 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for items numbered 12/115 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain, namely

the financial status of applicants, and this needed to be discussed in order to determine those applications.

## **12/115 PARISH COUNCIL GRANTS 2012/2013**

The Parish Council considered the grant applications for 2012/2013 from local organisations.

The closing date for applications had been 18 May 2012. However, the majority of applications had not been completed properly and the Clerk had contacted the affected organisations asking for the outstanding documents, with a further deadline of 22 June 2012.

The Parish Council felt that it was not acceptable for the Clerk to be chasing outstanding information and that the process for 2013/2014 needed to be tightened up, with a new set of principles and criteria for considering applications, as well as a new application form. It was agreed that this would be looked at by the Finance Sub-Committee and a report be submitted to the Parish Council in September/October 2012. **Action Finance Sub-Committee & TG**

The Parish Council then discussed each application in turn and the following were approved:

<b>Organisation</b>	<b>Amount</b>	<b>Spending Power</b>
Adderbury, Deddington and District Photographic Society	£200	LGA 1972 - Section 137
1 <sup>st</sup> Adderbury Brownies	£200	LGA 1972 - Section 137
1 <sup>st</sup> Adderbury Rainbows	£200	LGA 1972 - Section 137
1 <sup>st</sup> Adderbury Scout Group	£200	LGA 1972 - Section 137
Adderbury Park Football Club	£200	Local Government (Miscellaneous Provisions) Act 1976 – Section 19(3)
Adderbury Cine Club	£200	LGA 1972 - Section 137
Adderbury and District WI	£200	LGA 1972 - Section 137
Banbury Workers' Education Association	£200	LGA 1972 - Section 137
St Mary's Church	£200	Parish Councils Act 1957
<b>TOTAL</b>	<b>£1800</b>	

The following applications were not approved:

<b>Organisation</b>	<b>Reason</b>
Adderbury Cubs	Application withdrawn
Party in the Park	Application withdrawn
Gardening Club	Good surplus in the bank account and grants were not allocated for general running costs
Coffee and Chat	Grants were not allocated for general running costs

Youth Club	The Club was currently self-sufficient and there was already £1500 in the Parish Council's contingency budget to assist the Club, if they ran into difficulties
Adderbury Bellringers	Replacement and maintenance of the bell ropes were the responsibility for the PCC not the Parish Council

The Clerk was asked to contact all the organisations and advise them of the outcome of their application. **Action TG**

(The meeting closed at 9.55pm)

## **MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 24 JULY 2012 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Mike Dolamore, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), Trish Fennell, District Councillor Nigel Randall and 2 members of the public.

**APOLOGIES:** County Councillor Keith Mitchell.

### **12/116 DECLARATION OF INTERESTS**

There were no declarations of interest.

However members were un-sure as to whether they should make a declaration of interest in respect of the Lucy Plackett Playing Field and the Parish Council being the Trustee. Therefore, the Clerk was asked to contact Cherwell District Council for advice. **Action TG**

### **12/117 MINUTES**

The minutes of the meeting held on 26 June 2012 were taken as read, duly adopted and signed by the Chairman with the following amendment:

Minute number 12/107 (iv)

Delete the sentence 'It was agreed and acknowledged by the Group that Adderbury would have more housing within the next 20 years, probably around 85 dwellings' and replace it with 'Under the Local Plan, Adderbury may be required to take more housing.'

### **12/118 MATTERS ARISING FROM THE MINUTES OF 26 JUNE 2012**

There were no matters arising.

## **12/119 OPEN FORUM**

Colonel Stuckey addressed the Parish Council and was pleased to see the article and photographs in the latest edition of Contact.

He reminded the Parish Council about the notice board which still needed repairing and the Chairman reported that this was in hand.

He also updated members on the issue of the lychgate and he had been in contact with the County Council about this matter.

## **12/120 PLANNING**

### **i) Planning Applications**

It was noted that no observations had been made by the Planning Committee in respect of the following applications:

12/00417/LB	Mr Bryan Thompson Dunston Church Lane Adderbury Replace the plain glass in existing metal window frames with slimline units comprising an identical pane of glass to the original with leaded lights
12/00417/LB	Mr Bryan Thompson Dunston Church Lane Adderbury Replace the plain glass in existing metal window frames with slimline units comprising an identical pane of glass to the original with leaded lights
12/00873/TPO	Caroline Jones Court End House, Manor Road, Adderbury Various works to trees
12/00852/F	Mr Ray Robinson 4 Mill Lane Adderbury Two storey rear extension
12/00890/F	Mrs Angela Rye The Hub, Twyford Mill, Oxford Road, Adderbury Change of use of proposed day nursery from existing to D1

It was noted that observations had been made by the Planning Committee in respect of the following applications:

12/00803/F            Mr & Mrs Jones  
Court End House Manor Road Adderbury  
Change of use and conversion of outbuildings to  
create ancillary residential accommodation

It was noted that objections had been made by the Planning Committee in respect of the following applications:

12/00153/TCA        Caroline Jones  
Court End House, Manor Road, Adderbury  
Various works to trees

It was noted that the Planning Committee was currently considering the following applications:

12/00969/F            Mr W Bridson  
61 Walton Avenue Twyford  
Single storey rear extension

12/00950/F            Mr Andrew Hodge  
Bo Peep Caravan Park Aynho Road Adderbury  
Change of use of barn for wedding ceremonies and  
receptions with associated parking; use of temporary  
structure, marquee in courtyard connected to barn  
when required

12/00987/F            Heaven & Stubbs  
Land Adjacent Fired Earth Twyford Mill Oxford Road  
Adderbury  
Variation of condition 1 of 12/00259/F - to allow  
disabled WC to be built externally

12/00976/F            Greene King Group Property  
The Red Lion, The Green Adderbury  
Walk in freezer located in rear yard

- ii)    Planning Results – these were circulated to all members and noted.

## **12/121 FINANCE**

- v)    Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays bank accounts and the Santander bank accounts.

- vi)   Accounts

The following accounts were approved for payment:

T Goss – Salary & Expenses July and August 2012	£1306.52
DesignGro – Lakes Maintenance March 2012	£50.00
Rascal Horticultural - Cemetery and Allotment Maintenance	£215.00
Adderbury, Deddington and District Photographic Society	£200
1 <sup>st</sup> Adderbury Brownies	£200
1 <sup>st</sup> Adderbury Rainbows	£200
1 <sup>st</sup> Adderbury Scout Group	£200
Adderbury Park Football Club	£200
Adderbury Cine Club	£200
Adderbury and District WI	£200
Banbury Workers' Education Association	£200
St Mary's Church	£200
T Goss – Petty cash top-up	£48.08
John Hicks – Play Area Inspections	£123.12
R Bickley – Village Maintenance	£1058.42

vii) Internet Payments

After seeking advice from Santander, this item was withdrawn. Santander had advised that to allow the Clerk to make internet payments, the signing arrangements would need to be changed so that there was just one signatory on the account.

However, Parish Councils must have two signatories on a bank account, so unfortunately this matter could not be progressed at the current time.

## 12/122 PARISH COUNCIL MATTERS

vi) Standing Orders

The Standing Orders were noted and confirmed.

vii) Parish Council Logo

The Parish Council considered two designs which had been suggested for its logo. However, members felt that they needed to put more thought into the image of the Parish Council and how they wished the Parish Council to be perceived. Therefore, the Clerk was asked to thank Nick Allen and Alison Calvert for their ideas and it would be discussed again at either September or October meeting. **Action TG**

viii) Strategic Planning Working Group

Councillor Mike Dolamore reported that there had been two meetings with Charlotte Morbey, Cherwell District Council's Community Engagement

Officer and he had attended a CPRE workshop with Tony Gill and the Chairman.

The target was now to produce a project plan within the next 4 to 6 weeks which would state what items needed to be addressed and the timescales around these. A Communication Strategy would also be developed to encourage the community to get involved in the process.

The intention was that a Community Working Group would be established so that this process could be owned by the community.

Mike reported that there was a huge amount of work to do and it would take at least 12 months, possibly two years to get the Neighbourhood Plan in place. The Group would be looking for expertise in the community and it wanted to find out what the community's vision was for Adderbury over the coming years.

Mike would contact the members of the Working Group shortly to arrange another meeting. **Action MD**

The Chairman reported that Archstone Land had contacted the Parish Council with regard to possibly arranging a meeting to discuss their vision for the village. It was agreed that Archstone Land be invited to address the Strategic Planning Working Group and the Clerk would pass on Mike's contact details so he could liaise with them directly. **Action TG**

## **12/123 VILLGE/PARISH MATTERS**

### **i) Area Stewardship Fund**

The Clerk reported that she still did not have the information required to establish where the proposed footpath on Berry Hill Road was to be located.

Councillor Sue Jelfs had met with the County Council sometime ago and was aware of the location of the proposed footpath. It was agreed that the Clerk would liaise with Sue with a view to obtaining quotes from suitable contractors. **Action TG and SJ**

The Chairman also reported that Keith Mitchell had been in touch with the County Highways officers about the weeds in the gutters around the village, asking them to explain why they had not been treated. Once there was a response, this would be reported back to members. However, members still felt that this was a County responsibility and the Parish Council should not have to use its Area Stewardship Fund to address the problem.

### **ii) Future Funding Support to the Library**

Councillor Mike Dolamore had nothing further to report.

However, in Keith Mitchell's County Councillors' report, he had asked whether the Parish Council would be financially supporting the library staff.

Mike highlighted that this decision had been taken by the Parish Council and had there had been a phrased budgetary approach. The Parish Council's budget for 2012/2013 had an amount set aside for the library and this would be added to each year.

Mike also reported that the Library Action Group would be meeting with the County Council at the end of August.

iii) Greenhouse at Allotments

The Parish Council had received a request from the tenant of plot number 14, Gino Spiro, to erect a greenhouse on his plot.

He stated that the greenhouse would be approximately 2m x 3m x 4m or perhaps slightly larger, placed across the plot east to west, with space either side.

Members were unhappy with this request as they did not feel that it was appropriate to have a permanent structure. They also felt that the proposed size of the greenhouse was too large for the plot.

Therefore, it was agreed that this request for a greenhouse be refused, but if Mr Spiro wished to apply for a temporary structure, such as a poly tunnel, the Parish Council would consider this again. **Action TG**

There was also a request from Mr Spiro to keep a beehive on his plot. Members were unsure how the other tenants would react to this request so it was agreed that they should all be written to and asked for their comments. Therefore, this request was deferred until their responses had been received. **Action TG**

iv) Community Shop

Councillor Colin Astley reported that he had spoke to a number of people on the issue of the village opening a community shop and also taken advice from Cherwell District Council.

The best way forward would be a collaborative approach with the shop owner, however this could not be progressed until it was clear what the owner was intending to now do with the premises.



Colin agreed to speak to the owner and feed back to the Parish Council and also obtain a postal address so the Parish Council could formally write to him too. **Action CA & TG**

The Clerk had also obtained some information on Public Works Loans (PWL) which was circulated prior to the meeting. The PWL could be an option for the Parish Council at a later date.

The Clerk had also obtained the contact details for Stuart McGill from Little Milton Parish Council and Colin had been in contact with him. Stuart advised Colin that at Little Milton Parish Council they had set up a community centre, along with a shop. The Parish Council paid a peppercorn rent for the shop, had two full time employees and sold locally produced goods.

If the issue of a community shop in Adderbury developed and moved forward, then the Parish Council could go and visit Little Milton Parish Council for some guidance and advice.

v) Play Area Inspections

Councillor Ann Lyons reported that everything was fine with the play equipment at the Lucy Plackett Playing Field.

Councillor David Griffiths also reported that everything was fine at The Rise play area. However, there was a slat missing from the fence and it was agreed that Dave Chandler be asked to complete this work. **Action TG**

The Parish Council had also received the annual play area inspection report from John Hick, which had been circulated prior to the meeting. There were no issues to highlight and the report was noted.

## **12/124 CORRESPONDENCE**

There were no items of correspondence to be circulated to members.

## **12/125 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for items numbered 12/126 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain, namely the financial status of applicants, and this needed to be discussed in order to determine those applications.

## **12/126 THE LAKES**

Councillor Mike Dolamore reported that he had obtained three quotes for the removal of fish stocks at the Lakes, prior to the start of de-silting.

The quotes obtained were from Aquatic Environmental Solutions, Aquatic Management Services and Main Stream Fisheries.

Mike talked the members through each quote and it was agreed that Aquatic Environmental Solution should undertake the works. **Action MD**

### **THE LUCY JANE PLACKETT CHARITY**

#### **12/127 USE OF THE LUCY PLACKETT PLAYING FIELD**

The Chairman reported that Councillor Tony Gill had requested permission for Adderbury Running Club to use the Lucy Plackett Playing Field on an ad-hoc basis for training.

The Running Club did not need any specific area and would use whatever part of the field was not being used by others. In terms of numbers, it was not expected this to reach more than about 15-20 people at any one time.

This request was approved.

#### **12/128 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

11 September 2012  
23 October 2012  
27 November 2012

#### **12/129 VERY URGENT BUSINESS**

- i) Update on the Friends Meeting House lease arrangements and a request for works to be carried out to the building.

For the benefit of the new members, the Chairman gave background details to the lease agreement between the Parish Council and the Friends.

The lease had been drawn up in 1954 and for access to the cemetery which was owned by the Parish Council, the Parish Council had to maintain and insure the Friends Meeting House.

The Chairman and former Parish Councillor Ian Asbury had met with the Friends in October/November last year with regard to renegotiating the lease, but since then progress had been very slow.

In addition, the Parish Council had recently received an email from the Friends, stating that works to the meeting house were to be undertaken and they had been authorised on behalf of the Parish Council. The Clerk had written back and told the Friends that no works should be carried out until this had been agreed by the Parish Council.

Therefore, a meeting between the Friends and the Parish Council was to be held either w/c 6 August 2012 or w/c 13 August 2012, and the Chairman asked for volunteers to attend this meeting with her.

Councillors Kevin Morris and David Griffiths agreed to attend this meeting and the Clerk would advise on the date/time once the Friends had responded. **Action TG**

In addition, the Parish Council agreed to undertake its own structural survey and would consult Dr Rose Todd, Conservation Officer at Cherwell District Council about suitable companies to carry out this work. **Action TG**

With regard to the renegotiation of the lease, it was agreed that legal advice needed to be taken and the Clerk was asked to forward a copy of the lease to Cherwell District Council and the OALC. **Action TG**

The Parish Council also discussed its lease with the Football Club with regard to the building on the Lucy Plackett Playing Field. The Clerk was asked to contact Cherwell District Council and the OALC for legal advice on this matter too. **Action TG**

ii) Refuge on Oxford Road (A4260)

It was noted that the proposed refuge had now been delayed until March 2013 by Oxfordshire County Council. The Clerk was asked to establish why there had been yet another delay with this project and feed this back to members. **Action TG**

iii) Trees in the Leyes

The Parish Council had received a request from Foundation, contractor for Western Power Distribution for permission to cut the trees back around the power lines on The Leyes.

Permission was given for this work, in consultation with the Chairman as members were concerned about the Japanese Knotweed being touched. **Action TG**

iv) Keytes Close

The Chairman advised the Parish Council that the trees overhanging the car parking spaces in Keytes Close needed cutting back. It was agreed that Bob Bickley be asked to undertake this work. **Action TG**

v) Dog Bags

The Clerk advised the Parish Council that free dog bogs used to be given out at Tastebuds. However, as the shop was now closed, the Dog Warden had been in touch and asked for suggestions of where bags could now be given out.

It was suggested that bags could be given out from the library and also in the pubs in the village. The Clerk agreed to contact the Dog Warden with these suggestions. **Action TG**

vi) Adderbury Cemetery

The Chairman reported that one of the grave stones in the cemetery was being disturbed by a small conifer. It was agreed that the Chairman should have a look at this and if it needed removing or cutting back, the appropriate relative be contacted. **Action DB & TG**

vi) Jubilee Committee – Monster Mugs

The Chairman reported that the Jubilee Committee had finalised their accounts and they would be able to give the Parish Council £544 for the Jubilee mugs. A grant of £500 had also been received from Cherwell District Council, so the Parish had now been reimbursed the total (excluding VAT) of £1044. The Clerk was asked to email Nick Fennell and thank him and the Jubilee Committee. **Action TG**

However, the Parish Council was still pursuing Monster Mugs through the courts to try and obtain their money back. If successful then it would be discussed with the Jubilee Committee how the money would be distributed.

(The meeting closed at 9.05pm)

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 11 SEPTEMBER  
2012 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Mike Dolamore, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), Trish Fennell, County Councillor Keith Mitchell and 6 members of the public.

**APOLOGIES:** Councillor Ann Lyons and District Councillor Nigel Randall

#### **12/130 DECLARATION OF INTERESTS**

There were no declarations of interest.

#### **12/131 MINUTES**

The minutes of the meeting held on 24 July 2012 were taken as read, duly adopted and signed by the Chairman.

#### **12/132 MATTERS ARISING FROM THE MINUTES OF 24 JULY 2012**

There were no matters arising.

#### **12/133 OPEN FORUM**

Mr Wood from Twyford addressed the Parish Council with regard to the vehicle movements, traffic and safety issues, the noise levels, condition and size of the vehicles using the Cherwell Valley Silos site.

The residents of the area had been trying to get assistance with these issues from Cherwell District Council and South Northamptonshire Council but had been unsuccessful.

Mr Wood reported that on one day, 300 vehicle movements were recorded on Twyford Road and if Tuffnell's Parcels started to operate from the site, the vehicles would be even larger than they currently were.

The issue was made worse because the vehicles leaving the site had to use Twyford Road as there were weight restrictions on the alternative exit route.

The Chairman thanked Mr Woods for bringing this matter up and highlighted that this matter would be discussed later on the agenda and a way forward would be agreed at that point.

Colonel Stuckey addressed the Parish Council and had made no progress with the hand rail by the Lychgate. He reported that he was pleased to see the 'thank you' message to the Jubilee Committee from the Parish Council in the recent edition of Contact.

Andrew Barnes addressed the Parish Council with regard to the weeds around the village, particularly in Twyford.

In County Councillor Keith Mitchell's report, he has stated that £2000 from the Area Stewardship fund would be used for tackling the weed problem in the village. This issue would also be discussed again later in the meeting.

Peter Burrows reported that he was pleased to see the tree in the traffic island on the Banbury/Oxford Road had been removed.

Mr Burrows also asked for an update on the situation with Monster Mugs. The Chairman confirmed that the Parish Council was still taking legal action, but the outstanding money had been given back to the Parish Council by the Jubilee Committee from their profits. If the legal action was successful, then the Jubilee Committee would be reimbursed.

## **12/134 PLANNING**

### **i) Planning Applications**

It was noted that no observations had been made by the Planning Committee in respect of the following applications:

12/00969/F	Mr W Bridson 61 Walton Avenue Twyford Banbury Single storey rear extension
12/00987/F	Heaven & Stubbs Land Adjacent Fired Earth Twyford Mill Oxford Road Adderbury Variation of condition 1 of 12/00259/F - to allow disabled WC to be built externally
12/00976/F	Greene King Group Property The Red Lion, The Green Adderbury Walk in freezer located in rear yard
12/01038/TPO	Mrs Quinlan 3 Adderbury Park Adderbury T1 - Willow Tree - Reduce by a 1/3 in height and reduce remaining lateral growth to balance crown - Subject to TPO 10/1972
12/01028/TPO	Crawford & Company 3 Adderbury Park Adderbury T1 - Fell Apple Tree - Subject to TPO 10/1972
12/00207/TCA	Mrs Smith Hope Cottage, 15 Parsons Street, Adderbury T1 x spruce – fell

- |              |   |
|--------------|---|
| 12/00191/TCA | Crawford & Company<br>3 Adderbury Park Adderbury<br>T1 - Fell Apple Tree              |
| 12/00192/TCA | Mrs Quinlan<br>3 Adderbury Park Adderbury<br>T1 - Willow Tree - Reduce crown by a 1/3 |

It was noted that observations had been made by the Planning Committee in respect of the following applications:

- |            |  |
|------------|--|
| 12/00950/F | Mr Andrew Hodge<br>Bo Peep Caravan Park Aynho Road Adderbury<br>Change of use of barn for wedding ceremonies and receptions with associated parking; use of temporary structure, marquee in courtyard connected to barn when required. |
|------------|--|

It was noted that objections had been made by the Planning Committee in respect of the following applications:

None.

- ii) Planning Results – these were circulated to all members and noted.
- iii) Application for a Vehicle Operators Licence for Tuffnell's Parcels

It was noted that the Parish Council objected to the above application and the Parish Council took on board all of the comments made by Mr Woods during the open forum.

The Parish Council sympathised with Mr Wood and the residents of that area of Twyford and the Chairman had been concerned about this site for a number of years.

Therefore, it was agreed that the Parish Council would contact both Cherwell District Council and South Northamptonshire Council Planning Departments about this issue, and also contact the Chief Executive of both Councils, Sue Smith. A site meeting with the appropriate authorities would also be requested. **Action TG**

- iv) Local Plan Consultation

The Parish Council noted that the deadline for comments on the Local Plan was 10 October 2012.

Councillor Colin Astley reported that he had been through the document thoroughly and would circulate his comments to the other members of the Parish Council shortly.

If members had anything to add, they were requested to send their comments to the Chairman or Councillor Astley by 21 September 2012 and they would liaise to formulate the Council's response. **Action CA & DB**

v) Strategic Planning Working Group (SPWG)

Councillor Mike Dolamore reported that since the last Parish Council meeting, the SPWG had met twice and made good progress with various issues including its own web site, logo, Facebook page and Twitter account. There had been an article in the Banbury Guardian and Contact informing residents about the Neighbourhood Plan and asking them to get involved.

The SPWG outlined the proposed intent and timescales for the production of the Adderbury Plan and made it clear that whilst they were now keen to be kept up to date on all proposals, the PC would not be able to support any major developments by anyone until the village had made its views known within its Neighbourhood Plan.

There would be a public meeting on 22 November 2012 and volunteers would be matched up with specific subject matter areas to take forward. There would be monthly updates in Contact and on-going development of the Strategy.

As part of the consultation process, the SPWG had met with Archstone Land Limited to hear their concept plan for a development situated on the north side of Aynho Road, opposite the Banner Homes Development, comprising approximately 50 dwellings, a proportion of which would be affordable housing. It was also proposed to include a 450 metre squared community centre at the front of the site. A request had also been received from Timms Homes to meet with the SPWG to hear their concept for the North Milton Road site and the Parish Council agreed that this meeting could go ahead.

## 12/135 FINANCE

viii) Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays bank accounts and the Santander bank accounts.

ix) Accounts

The following accounts were approved for payment:



T Goss – Salary for September 2012	£940.53
Diane Bratt - Pond Conservation Donation	£40.00
HMRC – Quarterly payment	£253.57
T Goss – Expenses August/September 2012	£79.03
Rascal Horticultural	£370
Cherwell DC – Emptying Dog Bins	£697.38
Adderbury Methodist Hall – Meeting of the SPWG	£12.00
DesignGro – Lakes Maintenance – July 2012	£50.00
Thames Water – Water Services to Allotments	£19.32
D Chandler – Repairs to fence at The Rise	£50.00
R Bickley – Village Maintenance and Grass Cutting	2026.84
DesignGro – Lakes Maintenance – August 2012	£50.00
BDO – External Audit for 2011/2012	£702.00
Viking Direct – Stationery	£121.10
Cherwell District Council	£42.50
Broker Net Limited	£963.39

x) Internal Auditor

It was agreed that Phil Hood from Arrow Accounting be appointed as internal auditor for 2012/2013.

## 12/136 PARISH COUNCIL MATTERS

i) Parish Council Insurance – To agree the Parish Council's insurance for 2012/2013.

The Clerk reported that she had obtained three quotes for the Parish Council insurance.

All three companies had received the same schedule of items and it was agreed that the insurance should be renewed on 29 September 2012 with Aviva.

ii) Membership of the Lakes Committee

The membership of the Parish Council's Lake Committee was confirmed as follows:

Mrs D E Bratt (Chairman)  
Mr R C Atkinson  
Ms R Bailey (co-opted)  
Mr M Dolamore  
Mr A Barnes (co-opted)

Mr P Waite (co-opted)  
Mr R T J Woodall (co-opted)  
Mr K Morris

- iii) Cherwell District Council's Parish Liaison Meeting, 28 November 2012

It was agreed that the Chairman and Councillors Sue Jelfs and Tony Gill would attend the Parish Liaison Meeting.

If members had any items for the agenda, they were asked to forward them to the Clerk. **Action ALL**

- xi) Annual Parish Meeting 2013

The Chairman reported that the Parish Council had been approached by the Oxfordshire Nature Conservation Forum (ONCF) to talk to the Parish Council at a future meeting and it was suggested that they could attend the Annual Parish Meeting in April 2013.

It was agreed that ONCF be invited to the Annual Parish Meeting and it be held on 17 April 2012 at the Methodist Hall, Adderbury. **Action TG**

## 12/137 VILLGE MATTERS

- i) Adderbury Library

Councillor Mike Dolamore reported that the Library Action Group had met with Oxfordshire Library Staff and the Parish Council's position with regard to funding had been reiterated.

FOCAL would now look at the number of volunteers which were needed to determine the funding requirements. There was currently no time frame around this.

- ii) Area Stewardship Fund

County Councillor Keith Mitchell reported that he had looked into the issue of a footpath on Berry Hill Road, but it did not seem to be viable.

However, the Clerk and Councillor Sue Jelfs had met with Davies Tarmac and they could lay a tarmac path from the end of St Mary's Road to West Ridge for £3900.

Councillor Mitchell was unsure if tarmac was an appropriate material for Berry Hill Road and it was agreed that the residents in the area be contacted to establish their views. **Action TG**

Therefore, the Parish Council agreed that £4000 be kept aside for the potential path and that the remaining balance be used to tackle the problem with the weeds in the gutters around the village, noting that Councillor Mitchell had already allocated £2000 to this issue already.

iii) Big Society Fund

Councillor Keith Mitchell confirmed that he would be using the £10,000 in his fund to support the farm at Warriner School. This was noted and supported by the Parish Council.

iv) Walled Garden Allotments

a) Beehive and Temporary Greenhouse

The Clerk reported that she had received a minimal response to the letters which she had sent out to all tenants asking for their opinions on the beehive.

Therefore it was agreed that approval be given to the beehive, on condition that Mr Spiro has the appropriate insurance and accepts the responsibility for any issues or injuries the bees might cause.

It was also agreed that the temporary poly tunnel be approved, on condition that it is no bigger than the other structures on the allotment site.

b) Maintenance of Allotments

The Vice-Chairman reported that there were three plots on the allotment site which were being neglected.

The tenant of plot 18 had been warned on numerous occasions about this issue, but there had been little improvement. The plots numbered 1 and 4 were also being neglected and the tenants had been written to.

Therefore, it was agreed that the tenant of plot number 18 should have his tenancy terminated, giving him one months' notice and the other two tenants of plots 1 & 4 be written to again and asked to tidy-up their plots. **Action TG**

c) Rents for 2013/2014

It was agreed that the annual rent for the walled garden allotments for 2013/2014 be set at £24.00 p.a. which was an increase of £2.00.

v) Village Shop

Councillor Colin Astley reported that he had been in touch with the owner, Jim Franklin and there was a meeting on Sunday with a prospective new tenant, who hoped to open the premises as a general store.

Mr Franklin had asked if the Parish Council could assist with some publicity and it was agreed that a notice would be added to the Parish Council web site. **Action TG**

vi) Adderbury Cemetery

The Chairman reported that a conifer tree had been planted on a grave in the cemetery and there were concerns from the relatives of the adjoining grave that it was going to disturb the headstone. The Clerk had tried to contact the owners of the grave, but had been unsuccessful.

Therefore, it was agreed that the conifer tree should be removed and Bob Bickley be asked undertake this work. **Action TG**

The Chairman also had concerns about the graves which had not been grassed over and had ornaments etc. left on them.

The members acknowledged this was a sensitive subject and agreed that the best course of action would be to contact J&M Humphris and ask them to remind their customers about the cemetery regulations. **Action TG**

vii) Village Maintenance

The Chairman reported that she had met with Bob Bickley and they had visited various sites around the village and identified the areas which needed to be tidied up. Bob had then produced a schedule of work, with the costings and this had been circulated to members.

It was agreed that all the works on the schedule be completed by Bob Bickley, except for item 6, as Joyce Cox was liaising with the Community Service Team about them supplying some free help.

Trish Fennell reported that the path in the Lucy Plackett Playing Field was in a poor condition and needed to be looked at. The Chairman agreed to contact Sarah Aldous at the County Council. **Action DB**

It was also agreed that Bob should remove the stinging nettles from the ditch in the Lucy Plackett Playing Field too. **Action TG**

viii) Parish Council Notice Board

The Chairman reported that the notice board outside of the Church House would be repaired shortly.

ix) Adderbury Lakes

Councillor Mike Dolamore reported to the Parish Council on the various projects which were underway at the Lakes.

Councillor Dolamore and Andrew Barnes had been working on a contract for the de-silting project and would be using the nec3 format. The Parish Council approved the use of this template.

There was a public meeting being held on 20 September 2012 and work was due to start on 1 October 2012.

The Environment Agency's costs for water sampling, was around £99 and 2 or 3 tests per lake were needed. It was agreed that the Parish Council would meet these costs.

Andrew Barnes highlighted the valuable work that the voluntary group do and also thanked the Lakes Committee.

x) Incidents in High Street

It was reported to the Parish Council that there had been a number of incidents on High Street, Adderbury on 30 August 2012, when youths had caused criminal damage to vehicles and dwellings in the village.

The Parish Council noted the details of the incident provided by PCSO Nikki Dale and asked that details be requested from Thames Valley Police on how they had followed up the incident. **Action TG**

xi) Play Area Inspections

David Griffiths reported that one of the slats on the rope bridge at The Rise was worn out and needed replacing. It was agreed to ask Dave Chandler to do the necessary repairs. **Action TG**

Ann Lyons was not present to report on the Lucy Plackett Playing Field but other members were not aware of any issues.

The Clerk agreed to contact Branson Leisure about the three new benches for the Lucy Plackett Play area and establish an estimated date of delivery. **Action TG**

## 12/138 CORRESPONDENCE

There were no items of correspondence to be circulated to members.

## **12/139 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for items numbered 12/140, 12/141, 12/142 & 12/143 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain, namely the financial status of applicants, and this needed to be discussed in order to determine those applications.

## **12/140 ADDERBURY LAKES**

- i) Purchase of non-slip strips for wooden structures at the Lakes

Councillor Mike Dolamore reported to the Parish Council on the three quotes he had received with regard to the purchase of non-slip strips for wooden structures at the Lakes.

He reported that the strips were needed as the wooden structures get very slippery when they are wet and could be quite dangerous.

It was agreed to accept the quotes from Vulcan, but Councilor Dolamore would contact Dave Chandler first to see if he could assist with laying them  
**Action MD**

- ii) Tree works to the island in the upper lake

The Parish Council received two quotes for tree works to island in the upper lake. The third company had been unable to submit a tender.

It was agreed that Acreman's Arboriculture Ltd quote be accepted. **Action MD**

## **12/141 FRIENDS MEETING HOUSE**

Councillor Mike Dolamore reported that he had received a letter and a number of photographs of the Friends Meeting House from the Friends.

The Chairman felt there were no structural problems with the building and she had met Rose Todd on site to get her opinions on works to the building and she had agreed.

The Friends were also thinking about alternative uses and ownership of the building.

The legal advice which had been requested from the National Association of Local Councils with regard to the lease had not come though yet and the Clerk agreed to chase it up. **Action TG**

The Chairman reported on the two quotes she had received for works to the Friends Meeting House.

It was agreed that once the quote from Martin Corbett for the re-pointing and repairs and re-routing of the gutter had been emailed to all members and they were happy with it, it should be accepted and Martin could proceed with these works. Once the works were due to start, Rose Todd would be asked to visit the site and advise where necessary on materials. **Action DB**

Councillor Colin Astley also reported that the ditch outside the cemetery was blocked and needed to have the debris removed as soon as possible as the water flow was restricted.

#### **12/142 LAND AT ADDERBURY COURT**

The Chairman gave members some background information on this issue and a plan showing the areas of land and affected residents was circulated.

Members felt that it would be beneficial to the Parish to acquire the land, and then look at transferring it to the residents at a later date, if terms could be agreed.

Therefore, it was agreed that the Clerk should contact Burges Salmon and continue with negotiations and source the appropriate legal advice. **Action TG**

#### **THE LUCY JANE PLACKETT CHARITY**

#### **12/143 FOOTBALL CLUB LEASE**

It was reported that the legal advice from the National Association of Local Councils with regard to the lease with the Football Club had still not arrived and the Clerk would chase it up. **Action TG**

Councillor Colin Astley reported that he had looked at the deeds for the Lucy Plackett Playing Field and a plan was not included. So he agreed to look into this matter further. He would also be getting copies of the deeds as well as having them scanned. **Action TG**

#### **12/144 LUCY JANE PLACKETT CHARITY – ANNUAL RETURN**

The Annual Return for 2011/2012 was approved for submission.

#### **12/ 145 ADDERBURY RUNNING CLUB**

Councillor Tony Gill submitted an application to the Parish Council for use of the Lucy Plackett Playing Field for the Three Spires Challenge on 13 July 2013.

The application was approved, subject to the conditions which were applied to the 2012 event.

#### **12/146 HELEN AND DOUGLAS HOUSE**

The Parish Council considered an application from Helen and Douglas House for their 'Pooches in the Park' event.

Although the Parish Council was very much supported this charity, the members felt that it was not an appropriate use of the playing field and refused the application.

Members felt that as there were a number of village events held on the Playing Field during the year, as well as being used regularly for football matches and training, another event would only add to the disruption already caused to the residents living close by. **Action TG**

#### **12/147 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

23 October 2012  
27 November 2012

#### **12/148 VERY URGENT BUSINESS**

i) External Audit

The Parish Council noted that BDO had completed their audit for 2011/2012 and no issues were raised.

ii) Section 106 - Consultation Document

The Parish Council noted that the Government was currently consulting on Section 106 agreements. However, members did not wish to comment.

iii) Drop Box

The Clerk suggested to the Parish Council that it would be useful to use Drop Box. It was a file sharing application and documents could be loaded on and members would be able to access them whenever they wished. It was agreed that the Parish Council would use Drop Box and all members would download the application. **Action ALL**

iv) Parish Council Payments – Consultation Document



The Clerk reported that the Government was consulting on whether the signing rules for cheques should be relaxed.

The Clerk reported that she felt this would be beneficial to the Parish Council as the processing of payments would be quicker and easier. The Parish Council agreed to support this proposal. **Action TG**

- v) Meeting with Bloxham, Deddington and Bodicote Parish Councils - Neighbourhood Planning.

The Clerk reported that Bloxham Parish Council wished to arrange a meeting with Bodicote, Deddington and Adderbury Parish Councils to discuss neighbourhood planning.

It was agreed that Councillor Mike Dolamore would attend this meeting. **Action TG & MD**

- vi) Work at the Lucy Plackett Activity Centre

The Chairman reported that the Management Committee wished to install grills on the windows at the Activity Centre to tackle the problem of condensation and damp which has appeared in the building. However, it needed to be highlighted to the Management Committee that the fans must be used and this would help the problem.

It was agreed that the Chairman and Councillor Dolamore would liaise and write a suitable letter to the Management Committee. **Action DB & MD**

- vii) Trees behind 4 Faulkners Close

The Clerk reported that she has received a letter of complaint from the resident of 4 Faulkners Close, Adderbury about the trees which were overgrowing their rear fence. The Clerk agreed to contact the County Council and see if they could assist with the issue. **Action TG**

(The meeting closed at 10.50pm)

## **MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 23 OCTOBER 2012 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Mike Dolamore, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk) and District Councillor Nigel Randall.

**APOLOGIES:** Councillors Ann Lyons, Patricia Leeman, County Councillor Keith Mitchell and Trish Fennell.

## **12/149 DECLARATION OF INTERESTS**

### Minute Number 12/153 – Planning Application at Fleet Farm Barns, Adderbury

The Chairman declared an interest in this application as she was the neighbour of the site application.

### Minute Number 12/168 – Proposed Nursery in Adderbury

Councillor Martin Rye declared an interest as the applicant was his wife.

## **12/150 MINUTES**

The minutes of the meeting held on 11 September 2012 were taken as read, duly adopted and signed by the Chairman, subject to the following amendment:

### Minute Number 12/141 – Friends Meeting House

‘Councillor Colin Astley also reported that the ditch outside the cemetery was blocked and needed to have the debris removed as soon as possible as the water flow was restricted.’

The Chairman had looked at the ditch and did not think that it was blocked. It was agreed that the Chairman and Councillor Martin Rye would meet on site with the resident who had originally reported the problem.

## **12/151 MATTERS ARISING FROM THE MINUTES OF 11 SEPTEMBER 2012**

There were no matters arising.

## **12/152 OPEN FORUM**

There were no members of the public in attendance, therefore no items were raised.

## **12/153 PLANNING**

### i) Planning Applications

It was noted that no observations had been made by the Planning Committee in respect of the following applications:

12/00217/TCA	Sanctuary Housing
	1 Faulkners Close, Adderbury
	T1 x Ash – Fell

12/01189/LB	Adderbury Estates Limited Adderbury House Lake Walk Adderbury Retrospective - structural repairs to external stone wall
12/01178/F	Mr Paul Tew Stradella, Twyford Grove, Twyford Single storey side extension
12/01120/F	Victorian Pine Old Chapel Cross Hill Road Adderbury Retrospective - change of use to storage and maintenance of furniture
12/00927/F	Mrs Veronica Scriven Rungall Berry Hill Road Adderbury Variation of Conditions 3 and 4 of CHN.281/79x to enable the use of the flat for either holiday accommodation or short term let separate to the main dwelling
12/01105/LB	Mrs Lois Lere 2 Stud Farm Cottages East End Adderbury Erection of flue and installation of gas central heating
12/00249/TCA	Mr J Shannhan 10 Lake Walk, Adderbury T1 x Cherry - Fell to ground level
12/01323/LB	Mr David Macfarlane The Grange Manor High Street Adderbury New doorway to existing garden wall. Additional extent of proposed new hard landscaping around West and South aspect of property
12/00263/TCA	Mrs A Munktell 7 Dog Close, Adderbury T1 & T2 x leylandii – fell

It was noted that observations had been made by the Planning Committee in respect of the following applications:

12/01243/F & 12/01244/LB	Adderbury Estates Limited Adderbury House Lake Walk Adderbury Proposed Orangery, new dormer window, rooflights and repositioning of first floor window and external cladding to north and east elevation of service stair
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- 12/01082/LB      Mr David Macfarlane  
The Grange Manor, High Street, Adderbury  
Internal alterations to the rear existing extension
- 12/01267/LB      Mr David Macfarlane  
The Grange Manor High Street Adderbury  
Proposed lowering of existing window cill height to  
right hand window of west elevation, and lower height  
to agreed new window opening adjacent on elevation
- 12/01331/F      Mr Paul Garrett  
5 Twyford Grove Twyford  
Two storey rear extension
- 12/01219/F      Mr C Lynes & Mrs P Marchant  
1 Meadow View Adderbury  
Demolition of existing garage. Erection of two storey  
side extension, front porch and canopy

It was noted that objections had been made by the Planning Committee in respect of the following applications:

- 12/01270/TPO      Greenhill Residents Association  
Greenhill Estate Adderbury  
T82 - Cherry - Fell - subject to TPO29A/89

It was noted that the Planning Committee was currently considering the following applications:

- 12/01345/F      Mr M Farrow  
27 Round Close Road Adderbury  
Garage conversion with extension to rear of garage to  
create disabled accommodation

With regard to this application, the neighbouring resident had contacted the Parish Council asking for its support in objecting to the application. The Chairman had been and visited the resident and she felt that it was a very big development for the size of the site and was in fact, an over-development. Therefore it was agreed that the Parish Council would object to the application. **Action TG.**

- 12/01333/F      Mr Jon Kidd  
1 Lambourne House Lambourne Way Adderbury  
Erection of a stand alone summerhouse
- 12/00271/TCA      Mr Sykes  
West Way Cottage, Horn Hill Road, Adderbury  
T1 x apple - fell to ground level

	T2 x Juniper - fell to ground level T3 x walnut – Reduce canopy by 20% and crown raise to wall height
12/00274/TCA	Dr Wilson/Dr Dark Brook House, Adderbury T1 x willow fell, T2 x silver birch reduce height, T3 x Hawthorn Bush remove, T4 x ash fell, t5 x sycamore reduce height and T6 x Cherry reduce crown
12/01352/F	Mr & Mrs Andrew Blackwell 2 Twyford Gardens Twyford Banbury Two storey rear extension
12/01359/F 12/01361/CAC and 12/01360/LB	Ms Camilla Antognoli Fleet Farm Barns Aynho Road Adderbury Demolition of garage, conversion of existing barn and farmhouse into two dwellings, construction of two new build properties and conversion of existing stable into covered car parking

With regard to this application, the Councillor David Griffiths reported that it was not in-keeping with the area and the barns were an historic asset to the village, as well as listed buildings. Due to their importance, the barns should be visible from Aynho Road and the footpath.

It was reported that if this development went ahead then the barns would not be seen from the road or the path and this was a concern to Rose Todd's when an application was submitted previously.

The wall to the paddock had also been moved and some of this farm land was now being used as a garden, but this was not its original use.

Therefore as the application was not in accordance with planning policy, the listed buildings were in the conservation area, the views of the buildings would be restricted and farm land was being used as garden land, the Parish Council agreed to object to this application. Councillors David Griffith and Martin Rye agreed to co-ordinate the response. **Action DG and MR**

12/01400/F	Mr & Mrs G Simcox 18 Deene Close Adderbury Orangery to rear
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- ii) Planning Results – these were circulated to all members and noted.
- vi) Strategic Planning Working Group (SPWG)

Councillor Mike Dolamore reported that the SPWG had met in early October. The Advisory Groups had met with the volunteers and briefings for these Sub-Groups had gone ahead. The Sub-Groups were now investigating their own subject areas and would be reporting back to the SPWG shortly. There was also a public meeting being held on Thursday 22 November 2012.

It was raised as a concern that some of the Sub-Groups were trying to find solutions to the problems, rather than looking at the bigger picture and investigating the open questions as part of the process.

Councillor Mike Dolamore agreed to emailed the Group Chairman to ensure they understood their remit in the process. **Action MD**

Councillor Mike Dolamore also reported that the Sub-Groups would need notice boards as part of their presentations at the public meeting. Therefore it was agreed to purchase 5 packs of 4 boards from Baker Ross, at a cost of £99.75. **Action MD**

The Chairman reported that she had met with Bloxham and Bodicote Parish Councils and they had discussed how each Parish Council was progressing with the Neighbourhood Planning. The next meeting was on 28 November 2012 and the Chairman would attend.

Councillor Mike Dolamore also reported that he would now be making an application to Cherwell District Council (CDC), to register the designated area and formally report that the Parish Council was developing a Neighbourhood Plan. **Action MD**

## **12/154 FINANCE**

### xii) Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society.

### xiii) Accounts

The following accounts were approved for payment:

T Goss – Salary for October 2012	£649.41
T Goss – Expenses for October 2012	£131.15
T Goss – Petty Cash Top-Up	£42
G&S - Gutter cleaning at the LPAC	£45
Rascal Horticultural – Allotment and Cemetery Maintenance	£125
Designgro – Lakes Maintenance for September 2012	£50
Mr A Chard – Gang mowing at the playing field	£2400
D Chandler – notice board repairs, litter bin and play area repairs	£415
JRB Enterprises – Litter bin	£240
Branson Leisure – Benches in the playing field	£2286.25
Arien Signs – Noticeboard keys	£16.20
Cherwell District Council – Election Fees	£1488.96
R Bickley – Village Maintenance	£2146.84
CPRE – Annual Subscription	£29.00
Kallkwik – Scanning	£28.12

The Clerk reported that the 12 month deposit accounts with Natwest and the Cambridge Building Society, which held the £88,000 from the Section 106 contributions, would mature in about 6 months time. Therefore, she would add an item to the agenda for the next meeting for members' discussion about where it should be re-invested. **Action TG**

Councillor Mike Dolamore also reported that the Clerk had produced a draft financial monitoring report. It still needed a few amendments and he would liaise with the Clerk on these and a report would be produced for all members at the next meeting. **Action TG**

Members also requested a copy of the Parish Council's budget for 2012/2013 and the Clerk was asked to email this to all members. **Action TG**

Councillor Mike Dolamore reported that there would soon be a meeting of the Finance Committee and if members had any items they wished to be included, they should report them to the next meeting. **Action ALL**

## 12/155 PARISH COUNCIL MATTERS

### i) Lucy Plackett Activity Centre

The Parish Council considered a request from the Lucy Plackett Activity Centre Management Committee for permission to install grids over the windows.

This had been suggested by the insurance company as a matter of security, as there had been an issue with user groups not closing the windows after they had vacated the building.

The Parish Council agreed that the grids could be installed, but the members wished to see the designs prior to them being installed. **Action TG**

ii) Licensing Principles, Cherwell DC consultation

The Parish Council had considered the consultation document prior to the meeting, but did not wish to make any comments.

iii) Armed Forces Community Covenant Grant Scheme

The Parish Council did not feel there were any projects which would be suitable for this grant scheme and would not pursue this any further.

## **12/156 VILLAGE MATTERS**

xii) Adderbury Library

There was currently nothing further to report.

xiii) Area Stewardship Fund

The Parish Council discussed the Fund and agreed with Councillor Mitchell that the footpath on Berry Hill Road would not be pursued, because there was not enough money to lay a footpath of sufficient quality which would be in-keeping with the area.

Therefore, it was agreed that the Fund be used to address the issue of the weeds in the gutters around the village. If there were any funds left over, then a request be made to Councillor Mitchell that the money be used on maintenance works to existing footpaths around the village. **Action TG**

The Clerk was also asked to clarify which Section 106 fund was paying for the Aynho Road VAS. The Clerk thought it was the Aynho Road fund but would clarify with Geoff Barrell at the County Council. **Action TG**

xiv) Community Speed Watch Scheme/Speeding Issues

The Clerk reported that she had been in touch with Nigel Clark at the County Council and he would be setting up a radar on Horn Hill Road to monitor the traffic and produce a traffic survey. The results of the survey would then determine if any traffic calming measures or speed awareness signs were needed on the road.



The members felt that the radar might be better placed by the cemetery and the Clerk agreed to discuss this further with Nigel. **Action TG**

Mark Hewish, a resident on Horn Hill Road was also liaising with PCSO Angela Alford about the Community Speed Watch Scheme.

xv) Remembrance Sunday

Councillor Paul Godwin reported that there was a Remembrance service on Sunday 11 November at 3pm in Adderbury Church. He asked whether the Parish Council would like to be represented at the service. The Chairman was unavailable, but Councillors David Griffiths and Kevin Morris agreed to attend.

xvi) Play Area Inspections

David Griffiths reported that everything was fine at The Rise and there was no report for the Lucy Plackett Playing Field.

## **12/157 CORRESPONDENCE**

There was one item of correspondence from the Oxfordshire Playing Fields Association and this was circulated to members.

## **12/158 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for items numbered 12/159, 12/160, 12/161, 12/162, 12/163, 12/164 & 12/165 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **12/159 ADDERBURY LAKES**

iii) Purchase of non-slip strips for wooden structures at the Lakes

This item had been dealt with at the previous meeting and there was nothing further to report.

iv) Engineering works at the Lakes

Councillor Mike Dolamore reported that the works with Jex had not yet started at The Lakes, therefore there was nothing further to report. However, when they did start the works, the Parish Council would need to reimburse Jex for the purchase of the materials and would be in the region of £5000. This would eventually be covered by the Viridor grant but there would be a gap between the Parish Council paying the £5000 and the

grant being processed. It was agreed that the Parish Council would cover this cost on an interim basis. **Action MD**

Works had been due to start on the de-silting project on 1 October 2012, but there had been a delay and the contractor would hopefully be starting work in mid-November. This would be discussed further at the Lakes Committee meeting on Thursday.

#### **12/160 FRIENDS MEETING HOUSE**

The Chairman reported that Martin Corbett would be completing the repairs to the guttering first, followed by the re-pointing works, as and when the weather permitted. Dr Rose Todd would be making a site visit when Martin started the re-pointing works and the gutter would be replaced across the gable end, where it was originally placed.

The Chairman also reported that the Parish Council had received legal advice from the National Association of Local Councils with regard to the lease. It was agreed that the Parish Council would continue its dialogue with the Friends to try and resolve the situation.

#### **12/161 LAND AT ADDERBURY COURT**

The Chairman reported that she had met with Neil Belcher from Spratt Endicott and he was now progressing this matter on behalf of the Parish Council.

This was noted and an update would be provided at the next meeting. **Action TG**

#### **12/162 AFFORDABLE HOUSING**

The Chairman reported that she had attended a meeting with Councillor Mike Dolamore, Cherwell DC and Oxfordshire Rural Community Council (ORCC) to discuss affordable housing.

She reported that a site had been identified and discussions were on-going.

Members' raised concerns about how this would fit into the Neighbourhood Planning process. Therefore, it was agreed that although the Parish Council was very much in favour of a development on the Rural Exception Site it did not want to progress this any further until the views and agreement of the village had been sought as part of the Neighbourhood Planning process, which may take up to 12 months. The Clerk was asked to advise Tom McCulloch at ORCC of the Parish Council's decision. **Action TG**

#### **12/163 BUS SHELTERS**

Following the vandalism of two bus shelters on Oxford Road, the Clerk had obtained three quotes to replace the missing panes of glass .

The Parish Council accepted the quote from Cotswold Glazing and noted that they would be using laminated safety glass. **Action TG**

### **THE LUCY JANE PLACKETT CHARITY**

#### **12/164 FOOTBALL CLUB LEASE**

Councillor Colin Astley reported that he had obtained ordnance survey maps of the playing field and had them, and all the other documents relating to the playing field, scanned and had given copies to the Clerk.

He gave details on the site and how the situation over the years had progressed and this was noted.

It was also noted that the Parish Council would be the owner of the building by default, if the Football Club no longer took responsibility for it.

It was agreed that the matter would not be progressed any further until the lease was due for renewal.

#### **12/165 GRASS CUTTING CONTRACT**

The Parish Council currently renewed the grass cutting contract with Mr Chard on an annual basis. However, the Clerk highlighted that in accordance with the Parish Council's Financial Regulations, three quotes must be obtained for all contracts. Therefore, it was agreed that the Clerk should obtain the required three quotes for this work. **Action TG**

The Clerk also asked the Parish Council whether it wished to amend the contract so that as well as mowing the 5 acres of grass, 24 times per year, other items were included such as litter picking, tidying up the MUGA, emptying the litter bins, cutting back the hedges and general maintenance of the whole site.

The Parish Council agreed and asked the Clerk to draft a contract for circulation to the members. **Action TG**

#### **12/166 FOOTPATH**

It had been reported to the Parish Council that the footpath from The Lyes into the Playing Field needed some maintenance work doing to it.

The Chairman had looked at the path and recommended that this work was completed. It was agreed that the Clerk should obtain three quotes for this remedial work. **Action TG**

Councillor Martin Rye also highlighted the good news that the Japanese Knotweed has been eradicated and Andrew Barnes was thanked for his work on this.

## **12/167 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

27 November 2012  
15 January 2013 (Methodist Hall)  
26 February 2013  
26 March 2013

## **12/168 VERY URGENT BUSINESS**

### **i) Party in the Park**

The Parish Council considered a request from the Party in the Park to hold their event on Saturday 22 June 2013.

This was approved and the members asked that the Party in the Park Committee be encouraged to liaise with the Football Club about the use of their bar. **Action TG**

### **ii) Day of Dance 2013**

The Chairman reported that there had yet to be a meeting of the Committee for the 2013 event and she, along with Councillor David Griffiths would liaise with the Morris dancing teams.

It was also agreed that the Parish Council would make a donation to cover the cost of the security again and the Chairman confirmed this had been budgeted for. The Chairman also highlighted that volunteers would be needed for the road closures. **Action DG and DB**

### **iii) Nursery in the Village**

The Parish Council had been sent an email from Angy Rye asking for the Parish Council's support for a nursery in the village. Members felt a nursery would be a very good addition to the village and supported the application Angy was due to make Cherwell District Council. **Action TG**

### **iv) Role and Responsibilities Training**

The Chairman reminded the Parish Council about the training which was being held on Saturday 19 January 2013 at Godswell Park, Bloxham from 930am to 3pm.

The Clerk confirmed that there were about 17 Councillors from Adderbury, Bloxham, Milcombe and Bodicote Parish Councils attending.

Councillor David Griffiths asked for his name to be added to the list. **Action TG**

v) Parish Council Responsibilities

The Chairman reminded members that they all had an equal responsibility for addressing Parish Council issues which arose. Currently the work load was falling to just a few members and it needed to be spread out more evenly. Therefore she requested that when the Clerk asked for volunteers to look at issues, members made themselves available.

vi) Superfast Broadband

Councillor Tony Gill reported that the County Council had sent out a consultation document with regard to superfast broadband, with a deadline of 12 November 2012. It was agreed in principle that the Parish Council supported the introduction of superfast broadband and that Councillor Gill should respond to the consultation, on behalf of the Parish Council. **Action TGill**

vii) Tree over Sor Brook

Councillor Gill thanked the Clerk for arranging for removal of the fallen tree over Sor Brook. It had been important that the issue was addressed quickly as the tree had been blocking the access to a property belonging to an elderly gentleman.

viii) Parish Council Surgery

Councillor Colin Astley reported on the Surgery held on Saturday 6 October 2012. He had addressed all the issues which had arisen, mainly concerning trees in Faulkners Close.

ix) Review of Subsidised Bus Services in the Banbury and Bicester areas

Councillor Paul Godwin reported that he had looked into this issue, following the circulation of the consultation document and it would impact on the Sunday Service only. He agreed to look into the matter further and report back. **Action PG**

x) Monster Mugs – Court Hearing

The Clerk reported that Monster Mugs had been unwilling to enter into the mediation process, therefore the court hearing was being held on Tuesday 6 November 2012 at 10am at Banbury Court.

xi) Long Wall Bins

The Chairman reported that the on-going issue of Long Wall residents leaving their wheelie bins on the footpath was still unresolved. Therefore, the Clerk was asked to write to the residents again and ask them to return their bins onto their property, once they had been emptied.. **Action TG**

(The meeting closed at 10.15pm)

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 27 NOVEMBER  
2012 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), Trish Fennell and five members of the public.

**APOLOGIES:** County Councillor Keith Mitchell and District Councillor Nigel Randall.

**12/169 DECLARATION OF INTERESTS**

Minute Number 12/173 – Planning Application 12/01546/F, Fleet Farm, Aynho Road, Adderbury

Councillor Diane Bratt declared an interest because the planning application was on land in her ownership and she was also the applicant.

**12/170 MINUTES**

The minutes of the meeting held on 23 October 2012 were taken as read, duly adopted and signed by the Chairman.

**12/171 MATTERS ARISING FROM THE MINUTES OF 23 OCTOBER 2012**

There were no matters arising.

**12/172 OPEN FORUM**

Nick Fennell asked the Parish Council whether it had supported the application for a nursery in the village.

The Chairman confirmed that the Parish Council did support the application and would respond accordingly when the application was re-submitted to Cherwell District Council and it was formally consulted again.

## **12/173 PLANNING**

### **i) Planning Applications**

It was noted that no observations had been made by the Planning Committee in respect of the following applications:

- |             |  |
|-------------|--|
| 12/01333/F  | Mr Jon Kidd<br>1 Lambourne House Lambourne Way Adderbury<br>Erection of stand-alone summerhouse  |
| 12/01352/F  | Mr & Mrs Andrew Blackwell<br>2 Twyford Gardens Twyford Banbury<br>Two storey rear extension  |
| 12/01400/F  | Mr & Mrs G Simcox<br>18 Deene Close Adderbury<br>Orangery to rear  |
| 12/01488/LB | St Mary's Adderbury Church House Management<br>Committee<br>Church House Library and Community Centre High<br>Street, Adderbury<br>Alterations to internal plan to provide flexible<br>accommodation |

It was noted that observations had been made by the Planning Committee in respect of the following applications:

- |              |   |
|--------------|---|
| 12/00271/TCA | Mr Sykes<br>West Way Cottage, Horn Hill Road, Adderbury<br>T1 x apple - fell to ground level<br>T2 x Juniper - fell to ground level<br>T3 x walnut – Reduce canopy by 20% and crown raise<br>to wall height |
| 12/00274/TCA | Dr Wilson/Dr Dark<br>Brook House, Adderbury<br>T1 x willow fell, T2 x silver birch reduce height, T3 x<br>Hawthorn Bush remove, T4 x ash fell, t5 x sycamore<br>reduce height and T6 x Cherry reduce crown  |
| 12/01331/F   | Mr Paul Garrett<br>5 Twyford Grove Twyford Banbury<br>Two storey rear extension   |
| 12/00298/TCA | Mr Michael Stevens<br>5 Lake Walk Adderbury<br>T1-T2 x Cedar – Fell, T3 x Cherry - Fell   |
| 12/00299/TCA | Mr Andrew Meyrick<br>Lindum, The Green Adderbury<br>H1 x Conifer Hedge – Remove, T2-T3 x Conifer – Fell,<br>T4 x 2 Conifers – Fell  |



It was noted that objections had been made by the Planning Committee in respect of the following applications:

- |   |  |
|---|--|
| 12/01345/F                                    | Mr M Farrow<br>27 Round Close Road Adderbury<br>Garage conversion with extension to rear of garage to create disabled accommodation  |
| 12/01359/F<br>12/01361/CAC<br>and 12/01360/LB | Ms Camilla Antognoli<br>Fleet Farm Barns Aynho Road Adderbury<br>Demolition of garage, conversion of existing barn and farmhouse into two dwellings, construction of two new build properties and conversion of existing stable into covered car parking |

It was noted that the Planning Committee was currently considering the following applications:

- |              |  |
|--------------|--|
| 12/01546/F   | Mr and Mrs R P Bratt<br>Fleet Farm Aynho Road Adderbury<br>Extension of time limit of 09/01829/F - Conversion of barn to garages and erection of 1 No. Dwelling  |
| 12/01518/F   | Mr & Mrs James Kippenberger<br>White House Manor Road Adderbury Banbury<br>Proposed side extension, front porch, new garden room and new external render to side and rear along with internal modernisation following previous planning approval number 12/00757/F |
| 12/00330/TCA | Ms Sue Wells<br>3 Stud Farm Cottages East End Adderbury<br>H1 x 8 Leylandii - Reduce height by 40% and trim sides to suit  |

- ii) Planning Results – these were circulated to all members and noted.
- vii) Strategic Planning Working Group (SPWG)

Nick Fennell addressed the Parish Council and reported on the success of the public meeting held on 22 November 2012. Approximately 130 people attended and they were introduced to the concept of the Plan, which was mainly welcome by them. The results of the meeting would be published in the library and also on The Adderbury Plan (TAP) web site.

Nick asked the Parish Council what the next steps would be, and in the absence of Mike Dolamore, who would now lead the project and move it forward. The questionnaire would also be going out to the village in March 2013, so a meeting of the SPWG needed to be arranged swiftly.

The Chairman advised Nick that the Parish Council would be appointing a new Chair to the SPWG later in the meeting. She also thanked Nick and everyone involved with the public meeting for all their hard work and effort and she had received lots of good feedback.

Councillor Tony Gill highlighted that the project plan needed to be completed as soon as possible and they needed to keep up the momentum with the developers. He also reminded members that they should all be aware of the issues surrounding TAP and be involved with the TAP teams.

## 12/174 FINANCE

### xiv) Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society.

### xv) Accounts

The following accounts were approved for payment:

T Goss – Salary for November and December 2012	£1298.62
T Goss – Expenses for November 2012	£145.29
T Goss – Petty Cash Top-Up	£12.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£90.00
Designgro – Lakes Maintenance for October 2012	£50.00
Cotswold Glazing – Glass in the bus shelters	£313.20
Cotswold Glazing – Glass in the bus shelters	£511.20
Thames Water – Rates at the Allotments	£19.16
Viking Direct - Stationery	£39.55
Acremans Arboricultural Ltd – Tree works on the island at the Lakes	£696
Adderbury Methodist Church – Room Hire (August & October)	£24.00
Debra Butler – Web site Cookie & Privacy Page and Cookie Plugin	£100.00
R Bickley – Village Maintenance	£771.78
HMRC – Quarterly Payment	£56.66
Dave Chandler – Repairs to dog bin	£50.00

### xvi) Budget 2013/2014

The Chairman asked the members for their suggestions for inclusions in the budget for 2013/2014. They were as follows:

- A separate budget heading for TAP
- Additional funding for The Lakes
- Maintenance of trees
- Memorial plaque and tree
- Addition dog bin for Colin Butler Green and Long Wall
- Notice board inside the bus shelter

If members had any other suggestions, they should email them to the Chairman or the Clerk, bearing in mind the Finance Sub-Committee would be meeting in mid-December to draft the budget.

It was also agreed that Councillor David Griffiths would contact the widow of John Harper about the plaque which she had suggested and this would be discussed further at the next meeting. **Action DG & TG**

The Chairman reported that Colonel Stuckey had requested a memorial for Elizabeth Suter and this would be discussed at the next Parish Council meeting, along with the plaque for John Harper. However the full cost of these could not be met by the Parish Council and other local organisations would be requested to contribute too. **Action TG**

#### xvii) Investments

The Chairman reported on the investments which the Parish Council had with the Natwest and Cambridge Building Society. It was noted that these bonds had approximately 6 months to run and it was agreed that at the next meeting, Councillor Tony Gill would report back on some alternative options. **Action T.Gill and TG**

#### xviii) Burial Fees 2013/2014

It was agreed that the burial fees for 2013/2014 would not be increased. The Clerk would contact the local funeral directors and advise accordingly. **Action TG**

#### xix) Finance Sub-Committee

Following the resignation of Mike Dolamore, Councillors Kevin Morris and Colin Astley were appointed to the Finance Sub-Committee.

The Clerk agreed to email the members of the Sub-Committee with some dates for a meeting in mid-December and she would also draft a budget as a starting point for discussions. **Action TG**

## 12/175 PARISH COUNCIL MATTERS

i) Adderbury Institute

Prior to the meeting, a new proposed Constitution for Adderbury Institute had been circulated to members. Andy Green had also circulated a briefing report outlining the issues with the existing Constitution and explaining why a new one was needed. He also addressed the meeting on this matter.

He highlighted the main issues, which were that the Institute's funds had now gone over the Charity Commission threshold of £10,000, which meant that there were additional reporting responsibilities for the trustees to address and also the new owner of Adderbury House no longer wished to be a trustee.

The Parish Council was happy to endorse the new Constitution and asked that its trustees, Ian Asbury and Councillor David Griffiths, supported the changes at the trustees meeting on 28 November 2012.

There was some discussion about the legal fees associated with this and Andy Green confirmed that the Institute would meet these costs.

Andy and Ian Asbury were thanked for attending the meeting.

ii) Parish Council Vacancy

The Chairman reported that Mike Dolamore had resigned from the Parish Council. She and the other members were saddened by his decision to resign and agreed that he would be a loss to the Parish Council.

The Clerk was asked to write to Mike and thank him for all his work and efforts during his time on the Parish Council and wish him well for the future. **Action TG**

The Clerk reported that she had contacted Cherwell District Council about filling the vacancy and the appropriate notices had been displayed with a closing date of 13 December 2013. If there were no nominations by this date, then the Parish Council would be able to fill the vacancy by co-option. In this event, the Clerk would advertise the co-option vacancy in Contact and on the notice boards and web sites. **Action TG**

iii) Rat Baiting at Allotments

The Chairman reported that allotment tenant, Chris Eaton, had volunteered to take over the rat baiting at the allotments now that Mr Wyatt had given up his tenancy.

It was agreed that rat baiting was probably not needed every year and Chris be thanked for this offer. However, if and when it did become an

issue, Chris would be contacted to do take the necessary action. **Action TG**

iv) Parish Council Logo

Further to the Parish Council's request which was included in Contact sometime ago, the Parish Council had received a few more suggestions for logos.

The members felt that a logo was an issue which could be included within the Neighbourhood Planning process, therefore it was agreed to refer this to the appropriate task group and wait for their recommendation. **Action T.Gill**

## 12/176 VILLGE MATTERS

xvii) Adderbury Library

There was currently nothing further to report and following Mike Dolamore's resignation, Ann Lyons agreed to take his place on the Library Action Group and report back at the next Parish Council meeting. **Action AL**

xviii) Community Speed Watch Scheme

Following on from the radar which was placed on Horn Hill Road, the County Council had sent through the results. They had only been received a couple of hours prior to the start of the meeting, so they had not been fully analysed, but it appeared that traffic was speeding on the Horn Hill Road, and the average speed was about 29mph.

The Clerk had already asked Tony Kirkwood at the County Council what options were now open to the Parish Council and she was waiting for a response. It was also agreed that the results should be sent to PCSO Angela Alford. **Action TG**

Members also felt that it would be useful to gain this information from other areas of the village and it was an issue which could be followed-up by the transport group as part of the Neighbourhood Plan.

However, it was noted that each radar survey costs £100, so it was agreed to defer this to the next meeting. **Action TG**

xix) Day of Dance 2013

Councillor David Griffiths reported that the Day of Dance was being held on Saturday 27 April 2013. He had spoken to Edd Frost of the Adderbury

Morris Men and they had both agreed that there was no need for as much security this time, but the road closure was still required.

There would be a meeting in January and the Parish Council, as well as other local organizations, would be asked to contribute financially again.

The Chairman reminded members that their help with the road closures would be needed on the day.

xx) Signage around the Village

The Chairman reported on the number of unacceptable signs which have been appearing around the village. There were estate agents signs on Oxford Road and Aynho Road as well as a big sign on The Green.

She highlighted that this was contravening Town and Country Planning (Control of Advertisements) Act 2007 and that the estate agents signs should be at the erected at the place of sale only.

The Clerk had been in contact with the Local Highway Representative, Tracy Morton, and she would investigate this further, but she was currently busy sorting out the issue arising from the flooding last week.

The Clerk was also asked to write to David Miller and ask him not to give permission for any further signs on The Green as these signs were contrary to the Town and Country (Control of Advertisements) Act 2007.

**Action TG**

xxi) Play Area Inspections

Councillor David Griffiths reported that everything was fine at The Rise and Councillor Ann Lyons had been unable to check the Lucy Plackett Playing Field due to the flooding.

**12/177 CORRESPONDENCE**

There were no items of correspondence.

**12/178 VERY URGENT BUSINESS**

xii) Youth Club

Councillor Patrica Leeman reported that due to falling numbers, it had been decided to close to Youth Club over the winter and re-open in April 2013, as it was not financially viable to keep it open. There had also been difficulty trying to recruit a secretary for the club.

The Chairman thanked Patricia for all her work at the Youth Club.

xiii) Facebook and Twitter Links

The Clerk reported that she would like to add Facebook and Twitter links from the Parish Council website. The cost of this work would be £45.

Councillor Tony Gill reported that he was going to do the same links from the TAP web site, so he would help the Clerk do this for the Parish Council web site. **Action T.Gill & TG**

xiv) Flooding

Councillor Ann Lyon and Patricia Leeman reported on the flooding at the Lucy Plackett Playing Field over the weekend.

They reported that the County Council did not supply enough sandbags and some residents had to make their own bags for their neighbours to use. They had also tried ringing the County Council and Cherwell District Council but only got an answerphone.

There had been an officer from the County Council in attendance, as well as the emergency services, who did a fantastic job of rescuing Mr Spencer from his property. However, the rescue was hindered because the ambulance could not get down Dog Close, and the alternative access by the Pump House was blocked by concrete bollards. It was agreed that the Fire Brigade be contacted to advise on the types of bollards which would make access to these properties easier. **Action TG & KM**

The Environment Agency had issued a flood warning for this area earlier on in the week, but then withdrew it again.

Councillor Kevin Morris reported that, as Risk Manager, he had attended the site on Friday, Saturday and Sunday but had underestimated the situation. This event had also highlighted that the Parish Council's Flood Plan needed to be updated, as some contact numbers were incorrect. Kevin agreed to look at the Plan and ensure that the information in it was relevant and correct and he would then circulate it to all members. Councillor David Griffiths agreed to assist Kevin with this task. **Action KM & DG**

Councillor Kevin Morris also agreed to liaise with Rick Atkinson about dredging the stream through the playing field. **Action KM**

xv) BarclaySafe

The Clerk reported that Barclays was no longer providing this service to customers free of charge. There would be a fee of £3 per month, plus a £10 charge every time the box was accessed. It was agreed that the Clerk

should contact some local solicitors about the services they provide and compare prices. **Action TG**

xvi) Lakes Committee/Strategic Planning Working Group (SPWG)/Planning Sub-Committee

Following on from the resignation of Mike Dolamore, there were vacancies on the Lakes Committee, Strategic Planning Working Group and Planning Sub-Committee.

Councillor David Griffiths agreed to join the Lakes Committee and Councilor Martin Rye agreed to assist with the de-silting project, as and when required.

Councillor Tony Gill agreed to lead on the Neighbourhood Plan and the SPWG and Kevin Morris would assist with the Risk Management element of the Plan.

It was agreed that the vacancy on the Planning Sub-Committee would be discussed at the next meeting. **Action TG**

The Chairman reminded members that the next SPWG meeting was on Wednesday 28 November at 2pm in The Red Lion, to meet with the developer with regard to the proposals for Waterbridge Farm.

xvii) Bus Shelter Notice Board

The Chairman reported that the bus shelter on New Road was looking untidy due to the number of old notices which had been left on it. It was agreed that the Clerk should obtain some quotes for a notice board to be erected inside the bus shelter. This item would be added to the budget for 2013/2014. **Action TG**

xviii) Grass Cutting

Councillor Martin Rye reported that the speed limit on Twyford Road had now been changed to 30mph and should be included in the grass cutting grant from the County Council. The Clerk agreed to look into this.  
**Action TG**

## **12/179 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the item numbered 12/180 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **12/180 CLERKS SALARY**



The Clerk left the room for this item.

Following on from the Parish Council's Council decision in March 2012 to evaluate the Clerk's salary, Councillor Ann Lyons reported to the Parish Council on the recommended salary for a Clerk working for a Parish Council of Adderbury's size.

The members considered the information from the National Association of Local Councils and agreed to amend the Clerk's salary as recommended, back dated to 1 April 2012.

The Clerk was called back into the meeting and advised of the Parish Council's decision.

#### **12/181 RURAL EXCEPTION SITE**

The Chairman reported on the rural exception site which has been suggested for the village. Negotiations were on-going and details would have to remain confidential.

It was agreed that Tom McCulloch from the Oxfordshire Rural Community Council be invited to meet with the Parish Council to discuss this issue further.

**Action TG**

#### **THE LUCY JANE PLACKETT CHARITY**

There were no items to consider with regard to the Lucy Jane Plackett Charity.

#### **12/182 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

15 January 2013 (Methodist Hall)

26 February 2013

26 March 2013

(The meeting closed at 10.10pm)

### **MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD AT THE METHODIST HALL, ADDERBURY ON TUESDAY, 15 JANUARY 2013 AT 7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Paul Godwin, David Griffiths, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), County Councillor Keith Mitchell and three members of the public.

**APOLOGIES:** Councillors Tony Gill and Sue Jelfs, District Councillor Nigel Randall and Trish Fennell.

#### **12/183 DECLARATION OF INTERESTS**

There were no declarations of interest.

#### **12/184 MINUTES**

The minutes of the meeting held on 27 November 2012 were taken as read, duly adopted and signed by the Chairman.

#### **12/185 MATTERS ARISING FROM THE MINUTES OF 27 NOVEMBER 2012**

There were no matters arising.

#### **12/186 OPEN FORUM**

Edd Frost asked the Parish Council if it had any objections to a burial in the Quaker area in the Cemetery, in front of the Friends Meeting House. He had received a request from a Quaker, who was a long standing resident of the village, to be buried in this area and The Friends had asked for the Parish Councils' comments.

The Parish Council had no objection to this, on the understanding that the burial and future maintenance would be managed by The Friends and that the grave was grassed over.

The Chairman had already been liaising with The Friends on this matter and would forward the contact details to Edd so he could liaise with them too.

Colonel Stuckey reported that he had spoken to an engineer at the County Council and as long as there was no cost to the County Council, they were happy for the repairs to the Lychgate to go ahead. This was supported by the Parish Council.

Peter Burrows asked the Parish Council why item 13 on the agenda was being held in confidential session. The Chairman confirmed it was because there would be discussions about the lease with the Football Club and this was a confidential matter.

#### **12/187 PLANNING**

i) Planning Applications

It was noted that no observations had been made by the Planning Committee in respect of the following applications:

- |              |  |
|--------------|--|
| 12/01546/F   | Mr and Mrs R P Bratt<br>Fleet Farm , Aynho Road Adderbury<br>Extension of time limit of 09/01829/F - Conversion of barn to garages and erection of 1 No. Dwelling  |
| 12/01639/F   | Mr & Mrs I Phipps<br>Southleigh Twyford Grove Twyford<br>Loft conversion, internal alterations, new car port and rendering of front and rear elevations  |
| 12/01518/F   | Mr & Mrs James Kippenberger<br>White House Manor Road Adderbury Banbury<br>Proposed side extension, front porch, new garden room and new external render to side and rear along with internal modernisation following previous planning approval number 12/00757/F |
| 12/00330/TCA | Ms Sue Wells<br>3 Stud Farm Cottages East End Adderbury<br>H1 x 8 Leylandii - Reduce height by 40% and trim sides to suit  |
| 12/01744/F   | Mrs Angela Rye<br>Change of Use from office to children's day nursery (D1) - re-submission of 12/00890/F<br>The Hub Twyford Mill Oxford Road Adderbury   |
| 12/01696/TPO | Greenhill Residents Association<br>Greenhill Estate Adderbury<br>T109 Red Oak - Large secondary limb on NW side is over extended-tensile cracking noted. Reduce, including laterals by up to 4m - Subject to TPO 029/1989/A1                                       |

It was noted that observations had been made by the Planning Committee in respect of the following applications:

- |            |  |
|------------|--|
| 12/01699/F | Master Riley Mabbitt<br>13 The Crescent Twyford<br>Improved access to parking area |
|------------|--|

It was noted that the Planning Committee was currently considering the following applications:

- |              |  |
|--------------|--|
| 13/00007/TCA | Sir Peter Job<br>Trees North Of Duchess Bridge Oxford Road Adderbury |
|--------------|--|

T1 to T4 x Alder - Fell & T5 x Willow - Fell

- ii) Planning Results – these were circulated to all members and noted.

## 12/188 FINANCE

### xx) Banks Accounts and Bank Reconciliations

The members noted the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society.

### xxi) Accounts

The following accounts were approved for payment:

T Goss – Salary for January 2013 (including back pay)	£1246.95
T Goss – Expenses for December/January 2012	£80.76
FOCAL – Grant	£500.00
Oxfordshire Playing Fields Association – Training for D Griffiths	£20.00
Designgro – Lakes Maintenance for November & December 2012	£100.00
B.F.G Carpentry Solutions – Fit and supply notice board doors	£300.00
Oxfordshire County Council – Survey Data (Radar)	£120.00
Adderbury Methodist Church – Room Hire	£12.00
Adderbury PCC – Hire of St Mary's Church for TAP meeting on 22 November	£150.00
Adderbury PCC Church House – Room Hire	£210.00
Nick Fennell – Stationery for TAP meeting on 22 November 2012	£182.92
AES Europe – Fisheries Survey and Health Check	£2551.55
Ebsford Environmental – Supply of Nicospan membrane and materials	£3200.00

### xxii) Budget 2013/2014

The proposed budget for 2013/2014, which had been drafted by the Finance Sub-Committee, had been circulated to members prior to the meeting.

It was agreed that the precept for 2013/2014 be £36,243, which was an increase of 3.4%.

### xxiii) Investments

This item was deferred to the next meeting of the Parish Council.

## **12/189 PARISH COUNCIL MATTERS**

### **v) Parish Council Vacancy**

Two applications had been received for co-option onto the Parish Council, however, some members felt that they needed further information before they could make a decision. Therefore the Clerk was requested to contact the applicants and ask for further information, invite them to the next meeting to talk to the members and advise them that a decision would be deferred until the next meeting. **Action TG**

Councillor Astley queried the legality of holding a secret ballot when co-opting onto the Parish Council following advice from James Doble Cherwell District Council. The Clerk agreed to contact Cherwell District Council for clarification. **Action TG**

### **vi) The Adderbury Plan (TAP)**

Councillor Colin Astley reported that there would be a public meeting at Christopher Rawlins on Saturday 2 February 2013 providing information on TAP.

A questionnaire would also be sent out in March and the over 60's would also be specifically targeted to ensure their views were taken into consideration.

Information on the public meeting would be advertised on the TAP web site and adderbury.org and local organisations had also been emailed recently.

The Clerk highlighted the cost of hiring the Church for the public meeting on 22 November 2012 and Councillor Paul Godwin agreed to check this with the PCC. **Action PG**

### **iii) Rights of Way Consultation**

The Parish Council did not wish to respond to the County Council's consultation document. **Action TG**

### **iv) Community Governance Review**

Prior to the meeting, the Clerk had circulated Cherwell District Council's Community Governance Review.

The Parish Council felt that because of the Parish Council's increasing work load, members would like to increase their number from 11, to

possibly 14. The Clerk was asked to forward this comment to CDC stating the reason. **Action TG**

xxiv) Clerks' and Councillor Training

The Clerk reported that she would like to undertake the CiLCA qualification and attend a two day training course in February. The cost of the course was £300 and the registration fee with SLCC was £150. This would be split between the other Parish Councils which she worked for, and the cost to Adderbury PC would be £180. This was approved. **Action TG**

The Clerk also reminded members about the Roles and Responsibilities training being held on Saturday 19 January 2013 at Godswell Park, Bloxham, from 930am to 3pm.

xxv) Adderbury Green Association

The Chairman reported that the Adderbury Green Association currently made a 25% contribution to the cutting of the grass on The Green and the Parish Council paid the other 75%.

For 2012/2013, the cost of cutting the grass on The Green was £675.08, therefore the Association's contribution would be £168.77 and the Parish Council would contribute £506.31.

However, members felt that as the budget was now quite tight and this was in no way different to giving any other local organisation a grant, the Parish Council asked for the following information, prior to discussing the Parish Council's contribution:

The names of the Trustees

Evidence that the Adderbury Green Association were the owners of The Green

Copies of their accounts for year ended 2011/2012 and bank statements from October to December 2012 inclusive

Details of other income which the Association had received

On receipt of this information, the Parish Council would discuss the matter again. **Action TG**

## 12/190 VILLAGE MATTERS

vii) Adderbury Library

Councillor Ann Lyons reported that the Library Action Group had now been disbanded and FOCAL would be dealing with the library issues.

County Councillor Keith Mitchell reported that the County Council was still making the cuts to the staffing and would need £11,176 by 2015/2016. Therefore the Parish Council could be requested to provide support as follows: 2013/2014; £1862, 2014/2015; £3725 and 2015/2016; £5588.

It was acknowledged that the Parish Council could not, at this point, commit to providing this support and would have to make a judgment each year when setting the budget. This would also be the case with regard to the £5588 which was needed every year after 2015/2016. The Parish Council also expected FOCAL to continue fundraising to help the situation too.

However, it was noted that there were currently funds in the budget which could be drawn down for the staffing costs if they were needed in this financial year.

Councillor Mitchell advised that fundraising was going on and there was also the option to use volunteers. There were full details on this issue within Keith's report to the Parish Council.

viii) Community Speed Watch Scheme

The Clerk reported that the radar results, which had captured vehicle movement and their speed on Hornhill Road, had been submitted to the County Council. Geoff Barrell at the County Council had reported to the Clerk that there was some 106 money available for highway measures on Aynho Road and there was a possibility that this could be used on Hornhill Road.

The Clerk had contacted the Area Steward, Maurice Sheehan, and was waiting for further information on the options available.

If a site meeting was necessary, the Chairman, Councillors Paul Godwin, Patricia Leeman and David Griffiths and County Councillor Keith Mitchell wished to attend. **Action TG**

ix) Village Maps.

The Chairman reported that the two village maps which were placed by the school and outside the hairdressers were looking very old and tired and needed to be removed.

She recommended that once they were removed, one of the new maps which had already been printed, be placed outside the hairdressers in a new frame.

This was agreed and Dave Chandler be asked for a quote for the removal of the old boards and the fitting of the new board. **Action TG**

x) Day of Dance – 27 April 2013

Councillor David Griffiths reported that there was a meeting on Thursday 17 January 2013 at 8pm at The Bell to discuss the Day of Dance, which he would be attending. The Chairman agreed to attend too.

The Clerk was asked to contact Cherwell District Council about the provision of litter bins and the road closure signs. **Action TG**

David confirmed that he would be arranging the security and asking the local landlords to support for the event. **Action DG**

xi) Memorials

The Parish Council had a discussion about providing memorials in the village for John Harper and Elizabeth Suter.

Councillor David Griffiths had spoken to Mrs Harper and she would like a plaque on a bench in memory of John Harper. David would contact her again to agree the location and the inscription on the plaque and report back at the next meeting. **Action DG & TG**

With regard to Elizabeth Suter, Colonel Stuckey had indicated he would like an oak tree to be planted at The Lakes. The Chairman reported that there was not enough space at The Lakes to plant an oak tree, and it was suggested that a more suitable location would be the church yard.

Councillor Paul Godwin confirmed he would be attending a PCC meeting on Wednesday 16 January and would ask for views and report back to the next PC meeting. **Action PG & TG**

xii) Permission for Grass Crete Area

The residents of Woodbine Cottage, East End, Adderbury had asked the County Council for permission to have grass crete outside their property on the grass verge. However, Parish Council approval was also required. This was approved. **Action TG**

xxvi) Play Area Inspections

Councillor David Griffiths reported that everything was fine at The Rise.

Councillor Ann Lyons reported that everything was fine at the Lucy Plackett Playing Field.

## 12/191 CORRESPONDENCE



There were no items of correspondence.

## **12/192 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the item numbered 12/193 & 12/194 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **12/193 FRIENDS MEETING HOUSE**

The Chairman reported that in the lease, the Friends were permitted to hold four meetings per year in the Meeting House, including their Annual Meeting. The Parish Council noted this information and asked the Clerk to remind The Friends of this obligation under the lease and clarify the four dates when the building would be used. **Action TG**

The Chairman also reported a request from The Friends for an additional use of the Meeting House on 8 & 9 June to allow people to view the building, in conjunction with a display being held at the Parish Institute. This was agreed. **Action TG**

## **THE LUCY JANE PLACKETT CHARITY**

## **12/194 LUCY PLACKETT PLAYING FIELD - GRASS CUTTING CONTRACT**

The Clerk asked the Parish Council for clarification with regard to the grass cutting contract at the Lucy Plackett Playing Field.

It was agreed that there should be 18 cuts between April and October, the litter bins be emptied once a week, and liaison between the contractor and the Football Club about the football pitch.

The Clerk agreed to obtain three quotes and report back to the next meeting. **Action TG**

## **12/195 FOOTBALL CLUB**

The Clerk reported that the Football Club was in £450 in arrears with its rent. The Club had agreed to send £300 but did not have the full amount.

Therefore the Clerk was asked to contact the Club about setting up a payment plan and possibly making monthly payments. **Action TG**

## **12/196 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

26 February 2013

26 March 2013

17 April 2013 (Annual Parish Meeting at the Methodist Hall)

30 April 2013

21 May 2013

## **12/197 URGENT BUSINESS**

### **i) Berry Hill Road – Potholes**

It was reported that there were a number of potholes on Berry Hill Road. The Clerk was asked to report this to the County Council. **Action TG**

### **ii) Ramblers' Association (RA)**

The Chairman reported that the Parish Council had received an email from Ramblers' Association asking if the Parish Council would like to appoint a Parish Path Warden.

Members felt that the footpaths around the village were well monitored already and the Warden was unnecessary. The Clerk was asked to write back to the RA and thank them for their offer. **Action TG**

### **iii) Parish Council Surgery**

The Chairman reported that at the surgery on Saturday 5 January 2013, there had been reports of the following and the Clerk was asked to pass these to the County Council:

- Trees opposite Church House were overhanging (property of the Grange and the Tithe Barn)
- Yew hedge at the Hermitage (by Coach & Horses Pub on The Green) had encroached on path and needs cutting back.
- overhanging vegetation (mainly ivy) on the footpath between Croft Lane and Oxford Road and there were nettles which needed cutting back underneath the lamp at Croft Lane end
- Trees need cutting back outside Cross Hill House (Chairman to check before reporting to the County Council)

### **iv) Adderbury Court**

The Clerk reported that she had received an email from Neil Belcher at Spratt Endicott and Burgess Salmon had stated that they must have an Overage situation of 50% on any uplift in the value of the Land and this was non-negotiable. Therefore the Parish Council had no choice but to accept this.

Burgess Salmon had also agreed to Neil's approach to have a simultaneous transfer of the Land fronting the houses at 15,16 and 17 Adderbury Court. He would draft a relevant Transfer document accordingly and send this to the residents for approval.

There would also be a separate Land Registry application and fee to deal with the registration of this land.

With regard to the residents' land, it was agreed that as advised by Neil, he would send the residents the transfer document and advise in his covering letter that they had a requirement to obtain a compliant plan and deal with the application to the Land Registry at their own expense. The Parish Council would also be pleased to accept their offer of £100 towards the legal fees.

This was noted and agreed.

v) Adderbury Institute

David Griffiths reported that there had not been any progress with this at the moment and one of the sticking points was the owner of Adderbury House. It was suggested that they be written to again with a form/letter enclosed which they just needed to sign and return, to try and make the process as easy as possible. David agreed to take this suggestion forward. **Action DG**

vi) Broadband Champion

The Clerk reported that she had seen an article about Parish Council's appointing a broadband champion and asked the members if they wished to appoint one. Members thought that Stuart Phipps had already been appointed and she was asked to check with Stuart. **Action TG**

vii) Walton Avenue, Twyford

It had been reported to the Clerk that works had been undertaken at numbers 7 & 9 Walton Avenue, possibly without planning permission. Cherwell DC was aware and it was agreed to monitor the situation.

viii) Monster Mugs

It was noted that a hearing for a third party debt order had been made for 26 March 2013 at 12 noon at Banbury Court.

(The meeting closed at 9.45pm)

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT CHURCH HOUSE, ADDERBURY ON TUESDAY, 26 FEBRUARY 2013 AT  
7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), Trish Fennell, District Councillor Nigel Randall, County Councillor Keith Mitchell and one member of the public.

**APOLOGIES:** Paul Godwin submitted his apologies and these were accepted.

**12/198 DECLARATION OF INTERESTS**

There were no declarations of interest.

**12/199 MINUTES**

The minutes of the meeting held on 15 January 2013 were taken as read, duly adopted and signed by the Chairman.

**12/200 MATTERS ARISING FROM THE MINUTES OF 15 JANUARY 2013**

There were no matters arising.

**12/201 OPEN FORUM**

District Councillor Nigel Randall apologised to the Parish Council for not attending its meetings on a regular basis. The reason for this was that the Parish Council meetings often clashed with the Resources and Performance Scrutiny Board at the District Council, of which he was a member.

He reported that Cherwell District Council had finalised its budget and there would be no increase in Council Tax for 2013/2014. This had been possible through efficiency savings, mainly due to the joint working with South Northamptonshire Council.

Councillor Randall also reported that the Banbury Masterplan would be reissued shortly as there had been some textural changes to the document following the consultation process. There had been some changes to the green buffer which would have an impact on Adderbury as it had a knock on effect for the Rural Exception Site.

He also reported that the Community Energy Programme had started in Bodicote and would now be widened to the whole of the Cherwell District.

The Chairman thanked Councillor Randall for his report. **Resolved** that the report be noted.

Colonel Stuckey report that progress was being made the lychgate. He also reported that he had recently attended meetings of the Adderbury History Society, Adderbury Cine Club and FOSMA. Each meeting had a very good speaker and these organisations were a credit to the village.

The Chairman thanked Colonel Stuckey for his report. **Resolved** that the report be noted.

## **12/202 PLANNING**

### **i) Planning Applications**

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

13/00007/TCA      Sir Peter Job  
Trees North Of Duchess Bridge Oxford Road  
Adderbury  
T1 to T4 x Alder - Fell & T5 x Willow – Fell

13/00022/TCA      Sir Martin Jacomb  
The Manor House Mill Lane Adderbury  
T1 x Beech - Crown raise on Mill Lane side by 3m,  
deadwood and thin, T2 x Spruce – Fell

13/00029/TCA      Mrs Linda Leslie  
Grange Cottage, High Street, Adderbury  
T1 x Sycamore - reduce by 90% to bring in line with  
hedgerow T2 x Holly - Reduce by 50%

**Resolved** that it be noted that observations had been made by the Planning Committee in respect of the following applications:

13/00074/F      Mr Andrew Hodge  
Caravan Park Bo Peep Farm Aynho Road Adderbury  
Change of use of residential garage to food prep  
kitchen

13/00034/LB      Mr Andrew Hodge  
Caravan Park Bo Peep Farm Aynho Road Adderbury  
Laying of a level floor with underfloor heating with  
wooden floor on top; to change doors to oak frames  
with glass; insulation of roof

**Resolved** that it be noted that the Planning Committee was currently considering the following applications:

13/00037/F

Mr M & Mrs S Adams  
14 The Crescent Twyford Banbury  
Two storey rear extension - Re-submission of  
12/00160/F

- ii) Planning Results – these were circulated to all members.

**Resolved** that the report be noted.

## 12/203 FINANCE

### xxvii) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

### xxviii) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for February 2013	£709.14
T Goss – Expenses for February 2013	£71.29
R. Bickley – Winter Maintenance	£629.97
Rascal Horticultural – Hedge Cutting	£260.00
OALC – Annual Membership	£520.10
Oxfordshire Playing Fields Association – Annual Membership	£45.00
Information Commissioner – Annual Renewal	£35.00
G&S Window Cleaning – Clearing Gutters at the LPAC	£45.00
Nick Fennell – TAP Stationery/Printing	£82.60
Designgro – Lakes Maintenance for January 2013	£50.00
Arrow Accounting – Fees for 2012/2013 Audit	£237.60
Adderbury Methodist Church – Room Hire	£36.00
Andrew Barnes – Expenses at the Lakes	£93.68
ORCC – Annual Membership	£65.00
Mr R Atkinson – Keys for the boat house at the Lakes	£20.80

The Chairman reported that Bob Bickley from Aston Woodcare had submitted a quote for cutting back the ivy at the allotments. He had quoted £45 for cutting back the ivy on the Parish Council's walls and £105 for the walls belonging to Adderbury House. Mr Bickley had also submitted a quote for £220 for re-instating the footpath, at the side of the Lucy Plackett Activity Centre.

**Resolved** that Mr Bickley's quotes for both the footpath works and the removal of the ivy be accepted. The Parish Council should also seek a reimbursement from Adderbury House for the £105, although as

Adderbury House had indicated that they did not have a budget for this work, it was agreed that the Parish Council would meet the full costs, if necessary.

Mr Bickley should also be asked to only cut off the top of the ivy on the Adderbury House walls and to take extra care not to damage them.

**Action DB & TG**

The Chairman also reported that she was awaiting clarification from Rascals Horticultural confirming which hedges had been cut at the allotments and the cemetery. She would also like to have a site meeting to discuss the contract with Rascals Horticultural.

**Resolved** that the Chairman be authorised to meet with Rascals Horticultural to discuss the contract and the hedge cutting. The Chairman would also email other members with the date of the meeting, should they wished to attend. **Action DB & TG**

#### xxix) Investments

Councillor Tony Gill reported that there were a number of different options available to the Parish Council for reinvesting the £88,000 currently held in the Nat West and Cambridge Building Society. Some options had more risk than others and if the Parish Council did not wish to engage in any risk, then the money would be better staying in a savings account.

The Chairman highlighted that the Parish Council could use this money for the grass cutting at the Lucy Plackett Playing Field, so it could free up some of its own budget for use in other areas.

The Clerk reported that the one year bonds were due to mature in May and June 2013.

**Resolved** that this issue be kept as a standard item on the agenda and it be noted that the preference was not to use investment options which had risk attached to them. The Clerk was also asked if she could establish the type of products which might be available at Natwest and the Cambridge Building Society later in the year. **Action TG**

## 12/204 PARISH COUNCIL MATTERS

#### vii) Standing Orders

Prior to the meeting, the Parish Council had been asked to remind themselves of the Standing Orders. The Chairman highlighted a number of obligations within them and if there were any queries, these should be directed to the Chairman or the Clerk in the first instance.

**Resolved** that this be noted.

viii) Parish Council Vacancy

In accordance with the Parish Council's Standing Orders, two members requested a secret ballot for the co-option to the vacancy on the Parish Council.

The Clerk circulated ballot papers and Stuart Phipps received the majority of the votes.

**Resolved** that Stuart Phipps be co-opted onto the Parish Council and the Clerk provide Mr Phipps with the appropriate paper work. The Clerk was also asked to advise Ian Asbury that he had not been successful and to thank him for his application. **Action TG**

ix) The Adderbury Plan (TAP)

Councillor Tony Gill reported that the business questionnaire would be sent out to the business community in March. This was being sent out first so the group could see how well Survey Monkey worked.

The community questionnaire would be sent out in early to mid April and Tony was liaising with Nick Fennell on this. Councillor Sue Jelfs was helping with the design and checking of the questionnaire. Before it was sent out to the whole village, it would be tested on a few members of the community first.

With regard to the Sustainability Assessment, the Chairman and Councillor Colin Astley had recently had a meeting with a planning consultant. She had been very helpful and given good advice.

A team of about five people would be needed to write the Plan, which would include John Osbourne, Ian Asbury and Roger Dickinson. The Chairman and Councillor Martin Rye agreed to be part of the team too. It was hoped it would be completed by the end of August.

The aim was to complete the Plan for submission by the end of the year and a mixed group of people from both the Parish Council and the community would be needed to write the Plan.

**Resolved** that the report be noted and Councillor Tony Gill be authorised to open an account with Survey Monkey, for the purposes of the Neighbourhood Plan and claim back any costs incurred. The Clerk should also write to the planning consultant to thank her for her advice and guidance. **Action TG**



- x) Report of the Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2013/2014 Financial Year

The Parish Council considered the report and discussed allowances for 2013/2014.

**Resolved** that allowances should not be paid to Councillors, except for travel and subsistence, which would be paid in accordance with the recommendations in the report.

- xi) Parish Council Surgery

It was reported that no one attended the last Parish Council surgery.

However, with regard to other recent issues which had been raised, Councillor Colin Astley reported that Boots and Cox and Robinson would provide a prescription collection service.

With regard to the cutting back of the trees and hedges, this information was passed onto the County Council.

Members were reminded by the Chairman that they should not carry out any actions themselves with regard to matters raised at the surgeries. Any issues raised should be reported to the next Parish Council meeting.

**Resolved** that the Clerk writes to both Mrs D Canning and advise her of prescription services available and also Mrs J Morgan about the referral to the County Council with regard to the trees. Rhoda Woodward should also be advised about the prescription services so she can pass this information onto the Over 65's club. **Action TG**

## 12/205 VILLGE MATTERS

- xiii) Adderbury Library

Within his monthly report, County Councillor Keith Mitchell reported that FOCAL (Adderbury Library Friends Group) had been working on fund raising plans to meet the funding gap caused by the County Council's phased withdrawal of half of the staff funding over three years.

An awareness and fund raising campaign was being launched across Adderbury, Milton and Bodicote to try to grow the core membership and to attract personal and business sponsors willing to make a larger contribution to FOCAL.

FOCAL was also actively recruiting volunteers to work alongside the library managers and to fill any staffing gaps that may arise. There was already a good list of potential volunteers.

Despite all of these efforts, the prospect of finding £11,000 to maintain the staffing level and another £3,000 to pay for Saturday opening was a daunting one and FOCAL very much hoped the Parish Council would be able to provide some annual support to our fund raising.

**Resolved** that the report be noted.

xiv) Community Speed Watch Scheme

The Clerk reported that Mr M Hewish had made contact with the local PSCO Angela Alford and would hopefully be progressing the Scheme.

The Clerk also reported that the Area Steward, Maurice Sheehan, had asked for a site meeting to discuss possible traffic calming and safety measures on the west side of the village.

**Resolved** that the report be noted and the proposed meeting dates would be circulated to those Councillors who had indicated an interest at the last meeting and Councillor Keith Mitchell. **Action TG**

xv) Village Maps.

The Clerk reported that Dave Chandler had submitted a quote for £280 to remove the two boards which contained the village maps and install a new board.

The Clerk also showed the Parish Council the sketches which would be used in the new board.

**Resolved** that Mr Dave Chandler's quote be accepted and Mr Chandler also be asked if it is possible to put up one of the sketches in the bus shelter. **Action TG**

xvi) Day of Dance – 27 April 2013

Councillor David Griffiths reported that the security would be scaled down this year, so that there would be four operatives present, at a cost of £496. The Police would also be present during the event. Other expenses for the event were the Temporary Event Notice and the Road Closure.

So far, David had only approached the Coach and Horses for a donation, but he would be speaking to the other landlords shortly.

David also confirmed that only one of the Morris Men Groups were willing to pay towards the costs of running the day. The Parish Council was very disappointed with this attitude as it was a village event and the Parish Council should not be expected to meet all of the costs.

The Clerk reported that she had organised with Cherwell District Council the provision of two can and two glass wheelie bins for both The Green and in the Lucy Plackett Playing Field, free of charge. She also suggested contacting Smiths of Bloxham to see if they would kindly donate two skips again.

The Clerk also reported that there seemed to be some confusion about who would be organising the car boot and stalls on The Green and the costs for this. The Chairman volunteered to talk to Andy Green.

**Resolved** that the report be noted and the Clerk should contact the two Morris Men groups asking them to contribute to the costs of the Day of Dance and also contact Smiths of Bloxham with regard to the provision of two skips. The Chairman also be authorised to contact Andy Green about the stalls on The Green. **Action TG & DB**

xvii) Hard Standing at Woodbine Cottage

The Chairman reported that the residents of Woodbine Cottage had now decided not to go ahead with the grass crete, but would like to retain the hard standing which was currently there.

**Resolved** that the Parish Council has no objection to this request. **Action TG**

xviii) Superfast Broadband in Adderbury

The Clerk reported that she had received an email from Nick Carter, the Cabinet member for Business and Communications at the County Council.

He had advised that the County Council was currently going through a procurement exercise which would result, this summer, in awarding a contract to a broadband infrastructure provider.

Until the County Council get, at least, close to that stage if not past it, he could not offer any real clarity on the availability of better broadband in Adderbury. However he would ask his officers to update the Clerk on their return from annual leave.

**Resolved** that the report be noted.

xix) Memorials

The Parish Council had a discussion about providing memorials in the village for John Harper and Elizabeth Suter.

Councillor David Griffiths had spoken to Mrs Harper and she would be pleased to have a plaque on one of the new benches by the play in the

Lucy Plackett Playing Field. David asked for some ideas from the Parish Council for suitable wording for the plaque and then he would get an exact price from Edge Signs in Banbury.

**Resolved** that the report be noted.

The Chairman reported that with regard to the memorial for Elizabeth Suter, there was no suitable location in the village for an oak tree. Therefore, it was suggested that Colonel Stuckey should be approached about having a smaller tree or a memorial bench in the village.

**Resolved** that Ian Asbury be asked to speak to Colonel Stuckey about a smaller tree or a memorial bench and report back to the next meeting.

**Action TG**

xxx) Play Area Inspections

Councillor David Griffiths reported that everything was fine at The Rise.

Councillor Ann Lyons reported that everything was fine at the Lucy Plackett Playing Field.

**Resolved** that the reports be noted.

## **12/206 CORRESPONDENCE**

- i) The Oxfordshire Playing Fields Association newsletter was circulated to members.
- ii) Hedge at The Hermitage – The Chairman reported to the Parish Council on a letter which had been received from the resident at The Hermitage, Adderbury. She was unhappy that the Parish Council had approached the County Council about the overgrown hedge around her property. However, the Chairman had rang her and explained the procedure and she understood why the Parish Council had taken this approach.

**Resolved** that the correspondence be noted and no further action be taken.

## **12/207 PUBLIC AND PRESS**

It was agreed that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the item numbered 12/208 & 12/209 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **12/208 FRIENDS MEETING HOUSE**

The Chairman reported to the Parish Council on the current situation with the lease.

The Chairman also reported that a meeting was being held on Wednesday 20 March at 11am between The Friends and the Historic Chapels Trust and the Parish Council had been invited to attend.

**Resolved** that The Friends be reminded that the building should only be used four times per calendar year (including the annual meetings) and that their notice detailing future meetings be amended to reflect this. The Chairman and Councillors David Griffiths and Patricia Leeman be authorised to attend the meeting with the Historic Chapels Trust on behalf of the Parish Council. **Action TG**

#### **12/209 CLERKS' CONTRACT**

The Chairman and Councillor Ann Lyons reported on an omission from the Clerk's contract with regard to sickness pay.

**Resolved** that the Clerk's contract be amended to reflect the model contract produced by the National Association of Local Councils. **Action TG**

(The Clerk left the room for this item)

#### **THE LUCY JANE PLACKETT CHARITY**

There were no items to discuss with regard to the Lucy Jane Plackett Charity.

#### **12/210 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

27 March 2013

17 April 2013 (Annual Parish Meeting at the Methodist Hall)

31 April 2013

21 May 2013

#### **12/211 ITEMS FOR THE NEXT AGENDA**

The members had a brief discussion on the following items and they were then added to the agenda for the next meeting:

1. Rural Exception Sites
2. Litter bin at the entrance to the Church
3. Fencing on Manor Road
4. The Parish Institute – Amendments to the Constitution

5. Land at Adderbury Court
6. Untidiness at the cemetery caused by spoil and earth

(The meeting closed at 10.05pm)

**MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD  
AT CHURCH HOUSE, ADDERBURY ON TUESDAY, 26 MARCH 2013 AT  
7.30PM**

**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, Paul Godwin, David Griffiths, Patricia Leeman, Kevin Morris and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), District Councillor Nigel Randall and two members of the public.

**APOLOGIES:** Councillors Sue Jelfs, Ann Lyons and Stuart Phipps submitted their apologies and these were accepted.

An apology was also received from County Councillor Keith Mitchell and Trish Fennell.

**12/212 DECLARATION OF INTERESTS**

There were no declarations of interest.

**12/213 MINUTES**

The minutes of the meeting held on 26 February 2013 were taken as read, duly adopted and signed by the Chairman, with an amendment to minute number 12/204 (iii), paragraph four, the word 'Assessment' be amended to 'Plan.'

**12/214 MATTERS ARISING FROM THE MINUTES OF 26 FEBRUARY 2013**

There were no matters arising.

**12/215 OPEN FORUM**

There were no items for discussion from the public.

**12/216 PLANNING**

- i) Planning Applications

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

13/00041/TCA	Mr N Fennell Archway Cottage Tanners Lane Adderbury T1 x Silver Birch - 10% crown thin and crown clean
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**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of any applications since the last meeting.

**Resolved** that it be noted that the Planning Committee was currently not considering any planning applications.

- ii) Planning Results – these were circulated to all members.

**Resolved** that the report be noted.

## **12/217 FINANCE**

### xxxi) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

### xxxii) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for March 2013	£921.17
T Goss – Expenses for March 2013	£41.25
Spratt Endicott – Legal fees for transfer of land at Adderbury Court	£2100.00
R. Bickley – Maintenance around the village	£544.00
HMRC – Quarterly payment	£682.42
Mr D Chandler – Removal of Notice boards	£120.00
Banbury and Evesham Area Quaker Meeting – FMH Rent for half year April – Sept 2013	£10.00
Banbury and Evesham Area Quaker Meeting – FMH Rent for 2012	£20.00
Designgro – Lakes Maintenance for February 2013	£50.00
Cherwell District Council – Non domestic rates for Adderbury Cemetery	£166.32
Cherwell District Council – Emptying Dog Bins for Winter Season	£348.70
Viking Direct – Stationery Order	£80.81
Newbottle Parish Council - Clerk's Training Fees	£180.00
Christopher Rawlins School – Room Hire	£40.00
Mr D Hopper – Filling of Grit bins	£66.00
Rascal Horticultural – Cemetery Maintenance	£100.00
<b>Payments Since the Last Meeting:</b>	
Ebsford Environmental – Works at The Lakes	£3000



xxxiii) Investments

The Clerk reported that she had spoken to Natwest Bank and confirmed that the 12 month bond matured on 10 July 2013. The bond with the Cambridge Building Society matured on 11 May 2013. In the two or three weeks prior to the maturity date, both bodies would contact the Parish Council with their current products.

Councillor Martin Rye also reported that if the Parish Council wished to obtain advice from the bank, then it would now have to pay a fee for this service.

**Resolved** that the report be noted and this be an item on the next agenda.  
**Action TG**

## **12/218 PARISH COUNCIL MATTERS**

xii) The Adderbury Plan (TAP)

Councillor Tony Gill reported that there had been a slight delay with the questionnaire. The business questionnaire would now go out after Easter and the village questionnaire would go out shortly after that. The target was still to submit the Plan by the end of September.

Councillor Kevin Morris confirmed that he was working on the Sustainability Assessment.

Councillor Colin Astley agreed to circulate the notes of the meeting with the sustainability consultant and arrange a further meeting with David Peckford at Cherwell District Council.

Councillor Tony Gill confirmed that the Strategic Planning Working Group (SPWG) was meeting with Cala Homes on Thursday 11 April at 630pm and Banner Homes on Wednesday 10 April at 6.30pm, to listen to their proposals for potential development in the village.

The Clerk highlighted the costs for the printing of the questionnaire, which was £760 plus VAT with Banbury Litho.

The Chairman also reported that the Parish Council had not received clarification from Cherwell District Council about the funding which was available for the development of the Neighbourhood Plan.

The Chairman reported that she had been asked by some residents about SPWG meetings with the developers. TAP felt these meetings should be

publicised to the village, so as to reassure the community that all the Parish Council was doing, was merely listening to the proposals.

It would also be made clear that if any developers submitted a planning application prior to the submission of the Plan, then the Parish Council would object, whatever the proposals were.

**Resolved** that:

- 1) the quote for £760 plus VAT for the printing of the questionnaire be approved;
- 2) the Clerk to contact Cherwell District Council to seek clarification on the funding available for the development of the Neighbourhood Plan, copying in Councillor Nigel Randall **Action TG**;
- 3) Councillor Colin Astley to circulate the minutes of the meeting with the planning consultant and arrange a meeting with David Peckford **Action CA**; and
- 4) the Chairman to write an article for inclusion in Contact about the SPWG meetings with the developers. **Action DB**.

xiii) Parish Council Surgery

It was reported that no members of the public attended the last Parish Council surgery.

**Resolved** that the report be noted and the Clerk updates and circulates the rota. **Action TG**

iii) Joint Meeting of Parish Councils

The Clerk reported that this meeting had been postponed. The Clerk at Bodicote Parish Council would be advising of an alternative date.

**Resolved** that the report be noted.

## 12/219 VILLGE MATTERS

xx) Adderbury Library

There was no further update with regard to the library.

**Resolved** that the report be noted.

xxi) Traffic Calming Measures

The Chairman reported on a meeting which was held on 20 March 2013 with Maurice Sheehan, the County Council's Area Steward, with regard to speed reduction measures in the village.

Various options such as VAS', gateways, speed humps and pinch points had been discussed. Whichever options were agreed, it was hoped the most of the work would be paid for from Section 106 monies which had become available.

The Parish Council discussed the options, taking into account the funding which was available and it was also noted that there was already a post for a VAS on Berry Hill Road, coming from the Milton/Bloxham direction.

**Resolved** that:

- 1) two x VAS be installed on the approach to the village, at either end of Berry Hill Road, using the current post, if possible;
- 2) gateways be installed on Aynho Road and Berry Hill Road (coming from the Bloxham/Milton direction) and on Twyford Road; and
- 3) further details and a confirmed costing be requested from the County Council for a pinch point around the Water Lane/Hornhill Road area.

#### **Action TG**

#### xxii) Parish Institute

As the Parish Council's Trustee at the Institute, Councillor David Griffiths reported that he had been approached by the Vicar with a request that the Parish Council underwrites the legal fees of £3000 for the drafting of the new Institute Constitution.

He had advised the Vicar that the Parish Council had not budgeted for this and it was unlikely that this request would be supported.

Ian Asbury, also a Parish Council Trustee at the Institute, felt that the Management Committee should also make a contribution as they received all the revenue from the room hire and had been the instigators for the updating of the Constitution.

The Chairman reported that she had spoken to the manager at Adderbury House and he did not have a budget to be able to make a contribution to the legal fees.

The Parish Council felt that before it could make a decision about making a contribution quotes for the legal costs should be obtained from other solicitors. However, even when this information was obtained, the Parish Council still may not be in a position to make a contribution.

**Resolved** that Councillor David Griffiths and Ian Asbury obtain at least two quotes for the redrafting a new Constitution and it be reported to the next meeting of the Parish Council. **Action DG & IA** The Clerk was also

requested to email the Vicar and advise on this course of action. **Action TG**

xxiii) Village Post Boxes

It was reported to the Parish Council that a resident had asked that the Parish Council approached Royal Mail and requested that the village post boxes be painted.

The members felt that the post boxes around the village were sufficiently maintained except for the box by Tythe Barn.

**Resolved** that the Clerk requests that Royal Mail completes maintenance work to the post box outside Tythe Barn, High Street, Adderbury. **Action TG**

xxiv) Day of Dance 2013

Councillor David Griffiths reported that all the plans were in place for the day and the three local pubs had agreed to contribute £150 each.

There would be four security operatives at the event, plus the Banbury Rural Neighbourhood Policing Team.

The road closure had been approved and Edd Frost had agreed to collect the necessary signs from Cherwell District Council and Banbury Town Council.

David reported that he had two volunteers to monitor the road closures but still needed more. The Chairman and Councillors Kevin Morris and Paul Godwin volunteered to help and Nick Fennel had also confirmed he would be in attendance.

The Chairman advised that the PTFA was not running the car boot this year and Andy Green might run it, but this was still to be confirmed.

The Chairman would also be speaking to the owner of the bouncy castle and asking for a small contribution to the running costs of the day.

The Clerk confirmed that she had spoke to Cherwell District Council and the recycling bins were ordered. She had also spoken to Smiths of Bloxham and they would kindly be supplying two skips again.

**Resolved** that the report be noted.

xxv) School Transport

Councillor Paul Godwin suggested the idea of the Parish Council supporting a new footpath which would run, cross country, from the village to the Warriner School in Bloxham.

The members felt that they needed more information on this proposal before making a decision, but there was no money in the budget to support it financially.

**Resolved** that the Parish Council is happy for this proposal to be pursued and the idea be supported in principle. However, no budget is available to support the implantation and the Parish Council be kept informed of its development. **Action TG**

xxvi) Fencing on Manor Road

The Chairman reported that Sarah Aldous from the County Council had emailed the Parish Council with details on this issue, stating that it was a permissive path and the correct planning permission had been obtained the fencing.

If members needed any further details, they should view the planning application on Cherwell District Council's web site.

**Resolved** that the report be noted.

xxvii) Litter Bin

The Clerk reported that she had obtained a quote from JRB Enterprises of £188 (plus VAT and carriage) for a new litter bin, which would be installed outside the Church.

**Resolved** that the litter bin be purchased and Dave Chandler be asked to install it. **Action TG**

xxviii) Adderbury Cemetery

The Chairman reported that ditch at the far end of the cemetery needed to be cleared and she had obtained a quote for £200 plus VAT from Brian Coleman to complete this work. He would also spread the earth which came out of the ditch across the burial ground and level it up in places where it was needed.

Also, the silt in the ditches near to the houses needed to be removed and he could complete this work for £220, plus VAT.

The Chairman would also contact Bob Bickey and ask him for a quote for removing the dead wood at the cemetery, which he could burn with the ivy he had removed from the Friends Meeting House walls.

The Chairman had spoken to the grave digger and he confirmed that he now took all soil off site and any soil left lying around, was possibly from when the memorials were sited.

It was also reported that there were a number of graves which had memorials left on them, which were not in accordance with the cemetery rules and regulations. The Chairman had spoken to J&M Humphris to make them aware of the issue, but she felt that this needed to be addressed in a sensitive manner with the relatives concerned.

**Resolved** that:

- 1) the quotes from Brian Coleman be accepted; **Action DB**
- 2) the Chairman obtain a quote from Bob Bickley for the removal of the dead wood; **Action DB** and
- 3) the Chairman and Councillor Patricia Leeman walk around the cemetery and advise the Clerk on those graves with elaborate memorials and those relatives be written to and advised of the cemetery rules and regulations. **Action DB, PL & TG**

xxxiv) Play Area Inspections

Councillor David Griffiths reported that everything was fine at The Rise.

**Resolved** that the report be noted.

## **12/220 CORRESPONDENCE**

There were no items of correspondence to be circulated.

## **12/221 PUBLIC AND PRESS**

It was agreed 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 12/222, 12/223, 12/224, 12/225 & 12/226 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

## **12/222 FRIENDS MEETING HOUSE**

The Chairman reported on the background with regard to the lease with The Friends and also on the meeting held on 20 March 2013. The Parish Council had also received a request from The Friends for use of the Meeting House, in addition to the four which were permitted under the lease.

**Resolved** that the report be noted, the Friends be advised that the Meeting House only be used on four occasions throughout the year and the agreed actions be implemented. **Action TG**

#### **12/223 ADDERBURY COURT**

The Clerk reported that the payment which had been approved for £2100 was for the Burgess Salmon legal fees and that the land transfers should be completely shortly.

**Resolved** that the report be noted.

#### **12/224 RURAL EXCEPTION SITE (RES)**

The Clerk reported that Oxfordshire Rural Community Council (ORCC) had requested the Parish Council's view on progressing the Rural Exception Site (RES) in Adderbury.

It was proposed and seconded that the specific RES be progressed and the vote was as follows:

Those in favour – five Councillors; Diane Bratt, Paul Godwin, David Griffiths, Patricia Leeman and Kevin Morris.

Those against – two Councillors; Colin Astley and Tony Gill.

Absentions – one Councillor; Martin Rye

Therefore the proposal was carried.

**Resolved** that the Rural Exception Site in Adderbury be progressed. The Clerk was also requested to circulate the results of the Housing Needs Survey to all Councillors and ask the ORCC for information on the next steps with the RES. **Action TG**

#### **12/225 CLERKS' CONTRACT**

The Clerk reported that following on from the amendment which was made to her contract at the last meeting, there were also other differences between her contract and the model produced by the National Association of Local Councils (NALC).

**Resolved** that the Chairman and Councillor Ann Lyons liaise with the Clerk to make the necessary amendments to the Clerk's contract, so that it is in line with the NALC model. **Action TG**

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#### **THE LUCY JANE PLACKETT CHARITY**

#### **12/226 GRASS CUTTING CONTRACT 2013/2014**

The Clerk reported that she had written to four contractors to obtain quotes for the grass cutting but only one had been returned from Green Scythe.

**Resolved** that the grass cutting contract for 2013/2014 be awarded to Green Scythe. The Clerk was also requested to write to Tony Chard and thank him for the work has done at the Playing Field for many years. The Clerk was also asked to clarify with Mr Bickley about the maintenance of the play area. **Action TG**

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

#### **12/228 USE OF THE PLAYING FIELD**

The Parish Council considered a request from the Christopher Rawlins Primary School PTFA, for use of the playing field for the annual fete being held on 15 June 2013.

**Resolved** that the request be approved, subject the standard terms and conditions and the PTFA be reminded that vehicles should not be driven onto the playing field if it is wet. In addition, the PTFA be encouraged to use the bar at the Football Club during the event. **Action TG**

#### **12/229 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

17 April 2013 (Annual Parish Meeting at the Methodist Hall)  
32 April 2013  
21 May 2013

#### **12/230 ITEMS FOR THE NEXT AGENDA**

No further items were added to the agenda.

(The meeting closed at 10.20pm)

### **MINUTES OF THE MEETING OF ADDERBURY PARISH COUNCIL HELD AT CHURCH HOUSE, ADDERBURY ON TUESDAY, 30 APRIL 2013 AT 7.30PM**



**PRESENT:** Councillor Diane Bratt (Chairman); Councillors Paul Godwin, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Kevin Morris, Stuart Phipps and Martin Rye.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk), County Councillor Keith Mitchell and five members of the public.

**APOLOGIES:** Apologies for absence were received from Councillors Colin Astley and Tony Gill and these were accepted. District Councillor Nigel Randall and Trish Fennell also submitted their apologies.

### **12/131 WELCOME**

The Chairman welcomed Stuart Phipps to his first meeting of the Parish Council.

### **12/232 DECLARATION OF INTERESTS**

There were no declarations of interest.

### **12/233 MINUTES**

The minutes of the meeting held on 26 March 2013 were taken as read, duly adopted and signed by the Chairman, with the following amendment to minute Number 12/224, to include the word 'specific' so the sentence now reads as follows:

'It was proposed and seconded that the specific RES be progressed and the vote was as follows.'

### **12/234 MATTERS ARISING FROM THE MINUTES OF 26 MARCH 2013**

#### Minute Number 12/219 – Traffic Calming Measures

Councillor Sue Jelfs asked whether there was any proof of the effectiveness of speed reduction measures. The Chairman advised that there was not and this had already been queried with the County Council.

Councillor Jelfs also asked if gateways were in keeping with the village. The Chairman advised that at the last meeting, the Parish Council felt that they were and that lots of villages had them.

The issue of speed bumps had also been discussed, but these were expensive and the road was too narrow. There would also need to be a lot of consultation with residents.

It was suggested that once these measures had been implemented, the Parish Council should discuss whether the same monitoring be undertaken again to establish if they had been effective or not.

## **12/234 OPEN FORUM**

Jean Moore from 1 Mill Lane, attended the meeting to discuss the parking issues in Mill Lane. Prior to the meeting, Mrs Moore had written to the Parish Council and also submitted some photographs of the problem area. These were circulated to the members.

Mrs Moore explained that the issue was that people were parking their cars on the grass verge at the top of Mille Lane which ruined the grass and they also parked on top of a drain, which would eventually break and cause an issue with flooding. The way in which people parked, also made the lane even more difficult to drive down.

It was suggested that signs could be erected in the area to deter people from parking on the verge or it could be covered with grass crete so that it did not look so bad, if people did continue to park there. However, suggested that a meeting with Highways should be arranged in the first instance to see how their officers suggested the matter should be dealt with.

The Chairman thanked Mrs Moore for addressing the Parish Council and it was agreed that although this item was to be discussed further down the agenda, it should be brought forward and discussed after the Open Forum.

Colonel Stuckey addressed the Parish Council and reminded the members that the issue with the lychgate was still being progressed.

He also advised the Parish Council that with regard to the memorial for Elizabeth Suter, he would now like a Blue Plaque and Ian Asbury would be looking into this for him.

The Chairman thanked Colonel Stuckey for addressing the Parish Council and it was agreed that although the memorial for Elizabeth Suter was to be discussed further down the agenda, it should be brought forward and discussed after the Open Forum.

Colonel Stuckey had also attended a CPRE meeting and although there had been a change within the Government's Cabinet members, this would have no effect on the new planning conditions and planning consents.

Miranda Walton from Rawlins closed addressed the Parish Council on behalf of her multi faith group, with a request to use the Friends Meeting House on a monthly basis to enable to group to worship.

The Chairman thanked Miranda for addressing the Parish Council and advised her that the Parish Council would be discussing the lease between it and The Friends, later in the meeting, when the public and press would be excluded.

Therefore, the Parish Council would discuss her request at this point and the Clerk would advise her of the outcome the following day.

Tony Carney addressed the Parish Council and asked why the transfer of the land was being considered without the public and press being present. The Chairman advised Mr Carney that this was because the discussion involved information with regard to the negotiations with The Crown. Therefore, this should be discussed without the press and public being present so those negotiations were not prejudiced in any way.

Mr Carney also asked whether the application from Cala Homes had been submitted to Cherwell District Council as some minor works seemed to have started on the site. The Chairman advised that the Parish Council was not aware that it had been submitted.

#### **12/235 MILL LANE HIGHWAYS ISSUES**

The Parish Council discussed Mrs Moore's concerns about the highway verge in Mill Lane and her request for measures to address the issues she had raised.

**Resolved** that a meeting be arranged with the affected residents of Mill Lane, the Parish Council and the Highways Officers at the County Council to discuss the issues in Mill Lane. **Action TG**

#### **12/236 MEMORIAL – ELIZABETH SUTER**

The Parish Council discussed the options for a memorial for Elizabeth Suter.

Councillor Paul Godwin advised the Parish Council that there was not a suitable location for a memorial oak tree in the church yard. The Chairman also highlighted that no other suitable site had been found either.

However, Colonel Stuckey was now pursuing a Blue Plaque for Elizabeth Suter so the issue of a memorial tree did not need to be discussed any further at this time.

**Resolved** that it be noted that Colonel Stuckey was now investigating a Blue Plaque for Elizabeth Suter, therefore any other type of memorial, including a tree would not be progressed any further at this time.

## 12/237 PLANNING

### i) Planning Applications

**Resolved** that it be noted that no observations had been made by the Planning Committee in respect of the following applications:

None

**Resolved** that it be noted that an objection had been made by the Planning Committee in respect of the following application, since the last meeting;

13/00456/OUT	Berkeley Homes (Oxford and Chiltern) Ltd OS Parcel 4100 Adjoining and South of Milton Road Adderbury Erection of 65 dwellings with associated access, open space and structural landscaping
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**Resolved** that it be noted that the Planning Committee was currently considering the following planning applications;

13/00095/TCA	Mr J Shepherd Bramble Cottage Horn Hill Road Adderbury T1 x Silver Birch - Reduce by one third
13/00369/F	Mr R Langley and Dr E Hill Barn Cottage, Manor Road, Adderbury Single Storey Rear Extension
13/00382/F	Mr Jason Trinder Mayfield House Berry Hill Road Adderbury Variation of Condition 2 of 11/01770/F - In order to make minor improvements to the approved scheme

### ii) Planning Results – these were circulated to all members.

**Resolved** that the report be noted.

## 12/238 FINANCE

### xxxv) Banks Accounts and Bank Reconciliations

**Resolved** that the bank reconciliations for the Barclays and Santander bank accounts and the 12 month deposit accounts with Natwest and Cambridge Building Society be noted.

### xxxvi) Accounts

**Resolved** that the following accounts be approved for payment:

T Goss – Salary for April 2013	£738.18
T Goss – Expenses for April 2013	£135.95
Mr M Corbett – Re-pointing at Friends Meeting House	£180.00
R. Bickley – Maintenance around the village	£1033.18
JRB Enterprises Ltd – Supply of Litter Bin	£240.00
Mr D Chandler – Installation of Litter Bin	£100.00
Native Forestry – Works at The Lakes	£23.52
Mrs P Fennell – APM Refreshments	£7.00
Designgro – Lakes Maintenance for March 2013	£50.00
Mr P Godwin – Repairs at the Allotments	£5.98
Adderbury Methodist Church – APM Hall Hire	£12.00
Glasdon UK Limited – Key for bollards at the LPPF	£24.84
Rascal Horticultural – Cemetery Maintenance	£242.52
Mr N Fennell – TAP Expenses	£46.53
Mr R Dickinson – TAP Expenses	£225.54
T Goss – Petty Cash top up	£40.00
Viking – Stationery	£44.35
Arien Signs Ltd – Noticeboards	£375.50

xxxvii) Accounts 2012/2013

a) Annual Return for the year ended 31 March 2013

The Parish Council considered the Statement of Accounts (Section 1) and the Statement of Assurance (Section 2). These were approved and signed by the Chairman and the Clerk. **Action TG**

b) End of Year Accounts as at 31 March 2013

The Parish Council considered the Receipts & Payments Account and the Summary of Receipts and Payments and Analysis of Funds as at 31 March 2013. These were approved and the Summary of Receipts and Payments and Analysis of Funds was signed by the Chairman and the Clerk.

xxxviii) Investments/Section 106 monies

a) Update on Investment Options

The Clerk reported that the only option available at the Cambridge Building Society was an account which offered an interest rate of 1%. However Councillor Tony Gill had offered to look into other options on his return. **T Gill**

The investment with Natwest did not mature until July, therefore it was too early to look into the options available with regard to this investment.

**Resolved** that the report be noted.

- b) Use of Section 106 monies at the Lucy Plackett Plackett Playing Field and around the village.

The Clerk circulated to members, a list of the capital Section 106 monies which had been allocated to Adderbury, detailing those monies which had been spent and what was still available.

The Clerk also circulated a list of works which had been undertaken at the Lucy Plackett Playing Field during 2012/2013 and could be paid for from the Section 106 maintenance monies which had been received.

The Chairman advised the Parish Council on the types of capital projects which the money could be used for. She also suggested that the £7696 which had been spent on the Lucy Plackett Playing Field during 2012/2013 should be withdrawn from the maintenance monies to reimburse the Parish Council. However it was noted that £2000 had already been withdrawn to cover the cost of two new benches, so the figure to withdraw would actually be £5696.

Councillor Sue Jelfs suggested that the expenditure should be based on the results of the Neighbourhood Plan questionnaire and this should not be progressed until the results were known. The Chairman agreed that the results of the questionnaire should be taken into account, but the Parish Council still needed to continue with its work whilst the Plan was being progressed.

**Resolved** that:

- i) the expenditure on the Lucy Plackett Playing Field of £5695 during 2012/2013 be withdrawn from the Section 106 maintenance monies, prior to it being reinvested to reimburse the Parish Council for these works; **Action TG**
- ii) at the next meeting, the members of the Parish Council should make suggestions about the types of amenity use projects they would like to spend the Section 106 capital funds on, with a view to establishing a Working Group to investigate this further; **Action ALL** and
- iii) the Clerk be requested to contact Phil Rolls at Cherwell District Council to confirm the amounts of capital which were still

available, any restrictions on the use of the money and the dates by which it must be spent. **Action TG**

xxxix) Quotes for Work at the Cemetery

Quotes for work at the cemetery and various tree works round the village had been expected from Bob Bickley and Rascal Horticultural. However, although these had not yet been received, members were happy to proceed with the works, once the Clerk had the appropriate quotes from them.

**Resolved** that the works quoted for by Rascal Horticultural and Bob Bickley been approved, once the Clerk had received them and liaised with the Chairman on the costs. **Action TG**

## 12/239 PARISH COUNCIL MATTERS

xiv) The Adderbury Plan (TAP)

Councillor Martin Rye reported that the business survey had gone out and the deadline for responses was next weekend. The main survey was still being worked on but should be going out to residents in May.

The Chairman reported that she had emailed Sir Tony Baldry MP about the Government funding available for the development of the Neighbourhood Plans, as emails from Cherwell District Council indicated that the money would not come though to Parishes until later this year.

**Resolved** that the report be noted.

xv) Parish Council Surgery

Councillor Sue Jelfs reported that Mr & Mrs Davison had asked whether the post box outside Tythe Barn would be repainted. The Clerk confirmed that she had made the request to Royal Mail, following the last meeting.

Councillor Jelfs also reported that Mr & Mrs Davison had queried the effectiveness of the speed reduction measures.

Councillor Paul Godwin reported that Rhoda Woodward had asked whether the benches in Chapel Lane and on The Green could be cleaned. This was an item for discussion later on the agenda.

**Resolved** that the reports be noted.

xvi) Plastic Covered Green House

The Chairman reported that the Parish Council had received a request from the tenant at plot number one at the Walled Garden Allotments for a plastic covered green house.

**Resolved** that the request be approved. **Action TG**

## **12/240 VILLAGE MATTERS**

xxix) Adderbury Library

There was no further update with regard to the staffing issues at the library.

Councillor Stuart Phipps advised the Parish Council that a lot had been going on following the works to the Church House, including a new notice board displaying relevant items. There was also now a good team of volunteers as well as a newsletter and competitions to boost subscriptions.

**Resolved** that the report be noted.

xxx) Traffic Calming

There was currently no further update from the County Council with regard to traffic calming measures in the village, which had been agreed at the last meeting.

However, further to the discussion under matters arising, it was agreed that once the speed reduction measures had been implemented, the Parish Council would discuss whether further monitoring should be undertaken to establish if it had been effective.

The Chairman also advised the Parish Council that a complaint on this subject had been received from Mr Meadows, who lived in Aynho Road and this would be on the agenda for the next meeting.

**Resolved** that the report be noted, further monitoring be discussed at a later date and the complaint by Mr Meadows be discussed at the next meeting. **Action TG**

xxxi) Parish Institute

Councillor David Griffiths advised the Parish Council that there was a meeting of the Trustees being held on 8 May 2013. At that meeting, he had considered suggesting that the legal costs for the new Constitution be split five ways, between the Church (two fifths), the Parish Council (two fifths) and the Institute Management Committee (one fifth).



The Clerk advised the Parish Council that Ian Asbury had been in contact with her and he was waiting for two companies to come back to him with quotes.

**Resolved** that the report be noted and the Vicar be requested to forward the quote he has been obtained, so that this can be compared to the quotes obtained by Ian Asbury. **Action DG**

xxxii) Memorial – John Harper

Councillor David Griffiths advised the Parish Council that he had obtained a quote for the memorial plaque from Edge Signs and this was £95. Mrs Harper would like the plaque to be placed on one of the new benches in the Lucy Plackett Playing Field, near to the play area.

**Resolved** that:

- i) the quote from Edge Signs be accepted; **Action DG**
- ii) the plaque be placed on a bench in the Lucy Plackett Playing Field near to the play area; **Action DG** and
- iii) Dave Chandler be asked to fix the plaque to the bench. **Action TG**

xxxiii) Day of Dance 2013

David Griffiths reported that the Day of Dance 2013 had gone very well, in spite of the weather.

There had been one complaint from Mr Squires alleging that twelve of his customers had been turned away at the road closure and were not allowed to drive down to his salon.

There had been no public order problems and it may be that there would be no need for any private security next year.

The Clerk confirmed that she had not yet received a donation from the Red Lion.

**Resolved** that

- i) the report be noted;
- ii) David be thanked for all his work leading up to, and during, the day;
- iii) the Red Lion PH be contacted again for their donation. **Action DG**

xxxiv) Village Maps

The Parish Council considered a quote from Arien Signs for a new notice board for the village map.

**Resolved** that the quote be accepted. **Action TG**

xxxv) Tree Felling and Biodiversity

Following on from the Annual Parish Meeting, the Parish Council had a discussion about how to address all the tree felling and issues of biodiversity in the village.

Councillor Martin Rye reported that the Parish Council had already taken steps to address this issue by reducing the number of cuts at the Lucy Plackett Playing Field. The Chairman also highlighted that the Parish Council was also trying to ensure that not all areas around the village were kept neat and tidy to try and encourage wildlife to thrive.

The members still had concerns about the number of trees which were being felled, but having raised this with Cherwell District Council, it seemed they were powerless to prevent it.

**Resolved** that;

- i) the report be noted;
- ii) the Parish Council highlights its concerns with regard to tree felling when commenting on applications;
- iii) members report back at the next meeting with ideas about how to encourage biodiversity in the village; **Action ALL** and
- iv) the presentation by Cynth Napper from the Oxfordshire Nature Conservation Forum (ONCF) be forwarded to all Councillors.  
**Action TG**

xxxvi) Maintenance of Benches

The Parish Council discussed maintenance of two benches, on The Green and in Chapel Lane.

Members agreed that the benches, as well as the bus shelters, needed some maintenance works.

**Resolved** that quotes for maintenance to the bus shelters and the benches be submitted to the next meeting. **Action TG**

xxxvii) Shrub Land next to 12 Margaret Road, Twyford

The Parish Council considered a complaint from the resident of 12 Margaret Road about the condition of the shrub land next to their property.

**Resolved** that Councillors have a look at this area of land and it be discussed again at the next meeting. **Action ALL**

xxxviii) Play Area Inspections

Councillor David Griffiths reported that everything was fine at The Rise.

Councillor Ann Lyons reported that everything was fine at the Lucy Plackett Playing Field.

**Resolved** that the reports be noted.

#### **12/241 CORRESPONDENCE**

There were no items of correspondence to be circulated.

#### **12/242 RETIREMENT OF COUNTY COUNCILLOR KEITH MITCHELL**

The Chairman advised the Parish Council that this was Keith Mitchell's last Parish Council meeting in his capacity as County Councillor.

The Chairman thanked Keith for all his work as a County Councillor and also previously as a Parish Councillor and he had done lots of good work in the village. She was also very grateful for his support.

The Chairman then presented Keith with a small gift to show the Parish Council's appreciation.

County Councillor Keith Mitchell thanked the Parish Council for his gift and left the meeting.

#### **12/242 PUBLIC AND PRESS**

It was agreed 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 12/241, 12/242, 12/243 & 12/244 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

#### **12/241 FRIENDS MEETING HOUSE**

The Parish Council discussed the request from Miranda Walton to use the Meeting House on a monthly basis for her worship group. Members felt that as

this would be breaking the terms of the lease, the request could not be supported.

The members were reminded that at the last meeting, they had considered a request from The Friends for use of the Meeting House on a monthly basis, but had not approved the request. This had been conveyed to The Friends and they wished the Parish Council to reconsider its decision.

Under the Parish Council's Standing Orders, the Parish Council was unable to reconsider a decision within three months of when it had been made. However, as these additional uses would be breaking the terms of the lease, their request could not be supported anyway.

The Chairman gave the Parish Council an update on the progression with the lease negotiations.

**Resolved** that;

- i) the request by Miranda Walton not be approved;
- ii) the request by The Friends not be approved; and
- iii) the actions be noted.

#### **12/242 ADDERBURY COURT**

There was no further update at the current time.

**Resolved** that the report be noted.

#### **12/243 RURAL EXCEPTION SITE (RES)**

The Parish Council discussed the RES which had been proposed for Adderbury and the Chairman reminded members that this was still confidential.

The numbers of houses were discussed and it was agreed that a proposal be put forward to Green Square Housing Association.

**Resolved** that Green Square be asked to prepare two site plans, detailing the two different options which are available. **Action TG**

#### **12/244 GRASS CUTTING ON THE GREEN**

The Parish Council's discussed its contribution to the grass cutting on The Green for 2012/2013.

**Resolved** that the Parish Council will pay 50% of the cost for the grass cutting on The Green for 2012/2013. **Action TG**

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

### **THE LUCY JANE PLACKETT CHARITY**

#### **12/245 USE OF THE PLAYING FIELD**

The Parish Council considered a request for a child's birthday party in the Lucy Plackett Playing Field on the morning of 19 May 2013.

**Resolved** that the request be approved, subject to the standard terms and conditions.

#### **12/246 MEETING DATES**

The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 21 May 2013 (Methodist Hall)
- 25 June 2013
- 23 July 2013

#### **12/247 ITEMS FOR THE NEXT AGENDA**

- i) Signage on the triangle of grass next to The Green.

(The meeting closed at 10.15pm)