

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 19 MAY 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian, Trish Fennell and one member of the public.

APOLOGIES: Parish Councillor Stuart Phipps submitted his apologies and these were accepted. District Councillor Nigel Randall also submitted his apologies.

The Chairman asked the Parish Council and the member of the public that if they wished to record the meeting, could they please advise the Parish Council to the recording to be facilitated.

1/5 APPOINTMENT OF CHAIRMAN 2015/2016 – Councillor Diane Bratt was proposed and seconded as Chairman of the Parish Council for 2015/2016.

Councillor Tony Gill was proposed a seconded as Chairman of the Parish Council for 2015/2016.

Resolved that Councillor Diane Bratt be appointed as Chairman for 2015/2016.

2/15 APPOINTMENT OF VICE-CHAIRMAN 2015/2016 Councillor David Griffiths was proposed and seconded as Vice-Chairman of the Parish Council for 2015/2016.

Resolved that Councillor David Griffiths be appointed as Chairman for 2015/2016.

3/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Councillor Ann Lyons declared an interest in the grant application from Adderbury History Association as a member of the group.

Councillor David Griffiths declared an interest in the grant applications from Adderbury History Association and Adderbury Theatre Workshop as a member of those groups.

Resolved that the interests be noted.

4/15 CODE OF CONDUCT AND REGISTER OF INTERESTS FORMS - Councillors Colin Astley, Sue Jelfs and Tony Gill reported that they had submitted their Register of Interest forms to Kevin Lane, Monitoring Officer at Cherwell District Council.

Resolved that the report be noted.

5/15 MINUTES - The minutes of the meeting held on 28 April 2015 were taken as read, duly adopted and signed by the Chairman with the following amendment:

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Minute Number 172/14 - Ownership of the Pavilion – The following sentence be amended to read:

'It had been confirmed that earlier legal advice had been that the building was owned by the Parish Council, but responsibility for the maintenance and otherwise of the building lay with the tenant, which was Adderbury Park Football Club, as stated under the lease.'

Resolved that the minutes of the meeting held on 28 April 2015 be approved, with the amendment above.

- 5/15 MATTERS ARISING FROM THE MINUTES OF 28 APRIL 2015** – There were no further matters arising from the minutes of the meeting held on 28 April 2015.

Resolved that the report be noted.

- 6/15 OPEN FORUM** – There were no residents issues. However, Andrew Barnes asked if he could address the Parish Council during the item on the Adderbury Neighbourhood Plan. The Parish Council agreed he could speak during that item.

Resolved that the report be noted.

- 7/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, District Councillor Nigel Randall had circulated his report to the Parish Council.

Councillor Randall had advised that following correspondence from the County Council, the footpath from the new Adderbury Fields development to St Mary's Road would be included as part of the development.

Councillor Martin Rye reported that he had spoken to Councillor Randall about the Bloor homes development on Aynho Road. The Chairman advised that she had attended a meeting that morning with Bloor Homes and the residents of Aynho Road and a fence would now be erected behind properties on the Aynho Road, where the new footpath was being installed. Bloors had also found nesting birds so work had stopped for the moment.

The Chairman advised that the residents had accepted this outcome of the meeting although no one from the County Council had attended. The Chairman had also asked Bloors to put their offer of the fence in writing.

Councillor Astley asked whether there would be any softening with vegetation. The Chairman reported that Bloors felt that the County Council wouldn't accept additional vegetation as the path needed to be kept clear, however some of the vegetation would probably grow back, but Bloors would be asked again.

County Councillor Arash Fatemian reported that he had chased up the maintenance work on Duchess Bridge and was waiting for a reply from the highway officers.

Resolved that the report be noted.

- 8/15 PLANNING**

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- i) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

15/00508/F & 15/00512/LB	Mr Steven Satchwell Hill House Oxford Road Adderbury Replacement roof to Orangery
15/00526/F	Mr & Mrs C Deplace 5 Green Farm Adderbury Part single storey and part two storey rear extension
15/00104/TCA	Mr T Evans South Bank Horn Hill Road Adderbury T1 x yew - fell T2 x Thuja - Fell T3 x Holly – Fell
15/00542/F	Mrs Amanda Cox The Gables Berry Hill Road Adderbury Retrospective - Erection of lighting to horse exercise area
15/00530/F	Fleet Farm Barn Development Ltd Fleet Farm Barns Aynho Road Adderbury Variation of Condition 21 of 12/01359/F - garage/garden room building on site to be demolished and debris/materials removed from site before occupation of any of the dwellings
15/00546/F & 15/00547/LB	Mr Jacob Potts Ivy House Church Lane Adderbury Demolition of existing lean-to structure, erection of single storey extension and alterations to existing kitchen (revised scheme of 14/00123/F) - Alter roof of link between existing building and extension. Alter section of external wall to extension from glass panel to solid wall
15/00617/F	Mr Kenneth Tustain 23 Walton Avenue Twyford Single storey front extension

Councillor Sue Jelfs reported that the builders working at Ivy House were making a mess of the grass verges in Church Lane and the work on the house was not of a very high quality. The Chairman suggested that Cherwell District Council should be made aware of this, especially because it was a listed building.

The Chairman suggested that the Parish Council should also ask Cherwell District Council about reinstating the grass once the work had been finished and also whether the builders are following the advice of the Conservation Officer. There were also comments about the mis-use of the Listed Paddock on Aynho Rd and the Clerk informed the Members that CDC had already been contacted.

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The Chairman also reported that Cherwell District Council had asked the Parish Council if it had any suggestions for street names for the Gracewell Care Homes development on Banbury Road.

It was suggested that the street could be names after Vera Wood, Colonel Stuckey and Elizabeth Suter as they were all prominent members of the community. It was also suggested that W. Gardner be used as he was listed on the war memorial.

Resolved that:

- 1) that Cherwell District Council's Conservation officer be asked to undertake a site visit to reassure the Parish Council that their advice was being followed at Ivy House and that the grass verges be reinstated once building work is complete; and **Action TG**
- 2) the streets on the Gracewell Care Homes development be named after Vera Wood, Colonel Dick Stuckey, Elizabeth Suter and W. Gardner. **Action TG**

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved: None

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

14/01743/F	Barton Willmore OS Parcel 8300 East of Deene Close Aynho Road Adderbury Oxfordshire Re-plan of approved 60 unit scheme (application 13/01768/F) to provide an additional 4 dwellings (64 in total) with highways, public open space, landscaping and infrastructure.
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Resolved that, it be noted that, the Parish Council was considering the following planning applications:

15/00112/TCA	Mr P Hujan Manor End House Manor Road Adderbury T1 x Cherry – Fell
15/00124/TCA	Mr S Cann Adderbury House, Lake Walk, Adderbury G1 x Yew - crown raise 5.0 metres over road as trees becoming low over Lake Walk and being hit by large vehicles

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Cherwell Local Plan 2011-2031 (Part 2) Development Management and Policies and Sites – The Chairman reported that prior to the meeting the Parish Council

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had received an email from Cherwell District Council with regard to the Local Plan Part 2 and the Parish Council was being asked for its comments. The deadline was 8 June 2015.

Councillor Colin Astley advised that a lot of issues in part 2 had been included in the last consultation submission the Parish Council had made and that correspondence could be used again.

Colin Astley suggested that the Parish Council should highlight the issues of categorisations and maintenance of buffers zones. This had also been set out in the letter to Cherwell District Council on 19 January 2015.

The Chairman also suggested that there should be mention of the Banbury United Football Club and Rugby Club encroaching too close to Adderbury and would be better placed on the other side of the site.

Resolved that Councillor Colin Astley to draft a response, which is to be circulated to the Parish Council for comments, prior to submission to Cherwell District Council. **Action CA**

9/15 FINANCE

- i) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 19 May 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for May 2015	£824.34
T Goss – Expenses for May 2015	£8.59
Christopher Rawlins Primary School – Room hire for ANP consultation events	£83.00
D Chandler – Fit new litter bin by The Green, materials and labour	£120.00
Rascal Horticultural Services – Cemetery and Allotment Maintenance	£120.00
Society for Local Council Clerks – Annual subscription	£131.00
JRB Enterprise Ltd – Litter bin	£243.60
Cherwell District Council – Day of Dance Road Closure	£91.92
Viking - Stationery	£94.72
Thomas Fox Landscaping – Grass Cutting for May 2015	£603.00
DW Russell – Hedge Laying Contract	£1096.70
S. Cochrane – Works to the Lucy Plackett Activity Centre building	£350.00

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Resolved that the County Council be advised that the footpath from Rochester Way to Kemps Road needed to have the overhanging trees cut back and OCC also be advised on the poor state of the footpaths behind Horn Hill Road/Berry Hill Road.

Action TG

- iii) Parish Council Grants 2015/2016 – The Parish Council considered the grant applications from village organisations. A summary and the application forms had been circulated to the Parish Council prior to the meeting.

Resolved that the following grant applications be approved:

Organisation	Amount
Adderbury Cine Club	£170
Adderbury Gardening Club	£170
1 st Adderbury Rainbows	£170
Adderbury Evergreens (Over 60's Club)	£170
St Mary's Church	£170
Adderbury Theatre Workshop	£170
1 st Adderbury Scout Group	£170
Adderbury Football Club	£170
Adderbury Institute	£170
Party In the Park	£170
Adderbury, Deddington and District Photographic Society	£170
Adderbury History Society	£170
Total	£2040

Resolved that:

- 1) future grant applications be used for specific projects not for on- going maintenance and the criteria be amended for future grant applications; and
Action TGILL
- 2) those organisations who had not submitted their accounts, not be sent their grant payment until the accounts have been received. **Action TG**

10/15 PARISH COUNCIL MATTERS

- i) Parish Council Vacancies – The Chairman reported that there were still two vacancies on the Parish Council and there had not been any applications.

Resolved that the report be noted.

- ii) Adderbury Neighbourhood Plan (ANP) – Councillors Tony Gill and Colin Astley updated the Parish Council on the ANP.

Councillor Tony Gill reported on the pre-submission process, the meeting with Cherwell District Council (CDC) and how to finish the ANP.

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Councillor Gill then circulated a document stating the ANP tasks, which included the objectives, assumptions and moving forward. It was hoped the ANP would be submitted for a health check by 15 June 2015.

The Chairman suggested that it would be useful for an additional consultant to be engaged to assist with the Plan to help revise the policies and to edit the ANP. She reminded the Parish Council that Karen Moore had already recommended this action in earlier emails and that there could be grants available for such assistance at this stage of the ANP. Councillors Gill and Astley preferred to continue without such assistance.

Councillor Astley reported that he would be taking advice on the revised policies from a planning lawyer. When asked who this person was, Councillor Astley refused to name them. The Chairman advised the Parish Council that this was not an appropriate action to take, as the Parish Council and those working on the ANP, should be able to verify such advice.

It was suggested Karen Moore could do this work as well as the 'health check'. However, the Chairman advised the Karen Moore did not think it appropriate to be checking her own work, but that she could be again to confirm this advice.

The Chairman thanked Councillor Gill for his work on the Plan.

Resolved that:

- 1) the report be noted;
 - 2) a meeting of the ANP and SAR Groups be held on 4 June 2015;
 - 3) Karen Moore be asked to provide additional advice with the ANP, as well as completing the health check; and **Action DB**
 - 4) grant funding be investigated. **Action DB**
- iii) Parish Council Surgery – Councillor Sue Jelfs and Stuart Phipps attended the last surgery.

A resident who had attended the surgery highlighted the parking issues outside the old post office, at the end of Dog Close. It was felt this was a matter for Thames Valley Police and it should be referred to the village PCSO.

A resident in Round Close Road had also reported potholes in his street. These needed to be reported to the County Council.

Resolved that:

- 1) the report be noted;
- 2) the potholes in Round Close Road be reported to the County Council; and **Action TG**
- 3) Thames Valley Police be advised of the parking issues at the end of Dog Close. **Action TG**

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- iv) Appointment of Parish Council Representatives on Outside Bodies and Parish Council Working Parties – The Parish Council reviewed the memberships of the Working Groups and outside bodies for 2015/2016.

Resolved that the memberships of the Working Groups and Outside Bodies be approved as detailed in appendix 1 to the minutes. **Action TG**

- v) Parish Council Web Site – As Councillor Stuart Phipps was not present at the meeting, this item would be discussed at the next meeting of the Parish Council.

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

11/15 VILLAGE MATTERS

- i) Adderbury Library – As Councillor Stuart Phipps was not present, there was no report on the Library.

Resolved that the report be noted.

- ii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

Councillor Ann Lyons reported that the Lucy Placket Playing Field was fine.

The Chairman reported that the Section 106 Working Group needed to meet and decide how the play equipment would be upgraded and/or replaced.

Resolved that:

- 1) the report be noted; and
- 2) a meeting of the Section 106 Working Group be arranged. **Action SJ**

- iii) Adderbury Stores – The Chairman reported that flowers were now being sold and there did not appear to any issues with this.

The Parish Council was also in support of a new Post Office in the village.

Resolved that the report be noted.

- iv) Brown Tourist Signs – Councillor David Griffiths reported that he had contacted the County Council and was told that the shop could not have a brown sign because it did not have a post office within it.

Mr Singh, the new shopkeeper at Adderbury Stores, was trying to get a Post Office, but had not yet managed it. The cost would be approximately £800 for the brown sign and the owner of The Bell felt it was too expensive.

Resolved that the report be noted.

- v) Clothes Bank – The Chairman reported that Thames Valley Air Ambulance had requested permission for a clothes bank to be located in the village. The County

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Council had already given permission for the bank to be located in the layby on the A4260 just as cars entered Adderbury from the Banbury direction. However the Chairman asked the Parish Council if it would prefer for the bank to be located more centrally, in the Lucy Placket Playing Field.

Resolved that;

- 1) the report be noted; and
- 2) the Clothes Bank be located in the layby. **Action TG**

12/15 CORRESPONDENCE – There were no items of correspondence.

Resolved that the report be noted.

13/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 14/15 & 15/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

14/15 ADDERBURY CEMETERY - Prior the meeting, the Parish Council had been provided with guidance from the Environment Agency with regard to burials in cemeteries.

Councillor Colin Astley reported that the Parish Council needed to address the issue because although he had not seen it himself, graves were filling up with water when they had been dug.

The Chairman reported that the Parish Council could have the ditch cleared out and also the ditch behind on the Colgraves land. If this work was undertaken, the water might flow away and might also show up the locations of some of the drains which might also be blocked.

It was suggested that section 4 of the cemetery should not be used for the time being and if anyone wished to purchase a double grave, they could be allocated two single graves next to each other in another section.

The Parish Council felt that it should obtain some professional advice on this matter and the Environment Agency be asked to recommend a suitable company.

Resolved that:

- 1) the report be noted;
- 2) the ditch be cleared out and the Colgraves be asked to clear their ditches; and **Action DB**
- 3) should anyone wish to purchase a double grave in section 4, two single graves be allocated to them instead whilst this issue is being investigated; and **Action TG**
- 4) the Parish Council to obtain some professional advice about the issues with the land. **Action TG/DB**

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- 15/15 FRIENDS MEETING HOUSE** – Prior to the meeting, the Parish Council had received an email from Rory Duff, Clerk to the Trustees advising that the Trustees were unable to agree the surrender of the lease at this point in time given the wider responsibilities of the Area Meeting property portfolio.

The Friends letter proposed that Philip Cooper would inspect the property visually on an annual basis, in between his full quinquennial surveys. Grade 1 listing of the building would be examined under the English Heritage programme and Chris Tombs, Paul Mobbs, Fred Sessa and the Clerk would like to meet with the Parish Council to explore options on the future use of the Meeting House.

The Parish Council noted the email and felt that advice should be sought prior to agreeing to a meeting.

Resolved that:

- 1) the report be noted; and
- 2) Andrew Fairburn be asked for his advice on this matter. **Action TG/DB**

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

THE LUCY JANE PLACKETT CHARITY

- 16/15 PLANE CRASH** – The Parish Council had received an email from Sue Bradley requesting whether the Parish Council would consider erecting a memorial in the Lucy Plackett Playing Field, in commemoration to the lives which were lost in the plane crash in World War 2.

The Parish Council felt that Mrs Bradley should provide some evidence of the plane crash prior to a memorial being agreed and erected.

Resolved that:

- 1) the report be noted; and
- 2) further evidence be provided of the plane crash prior to any further discussions on a memorial. **Action CA**

- 17/15 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 23 June 2015
- 21 July 2015
- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

18/15 ITEMS FOR THE NEXT AGENDA

1. Parish Council web site

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2. Cemetery
3. School Governors - School Expansion

(The meeting closed at 9.45pm)

Diane Bratt - Chairman

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 23 JUNE 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Phil Goldsworthy Head Teacher of Christopher Rawlins Primary School and Jeremy Finch Chair of the Christopher Rawlins Primary School Governing Body.

APOLOGIES: Parish Councillor Patricia Leeman submitted her apologies and these were accepted. Trish Fennell, District Councillor Nigel Randall and County Councillor Arash Fatemian also submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they inform the Parish Council at this point to ensure that the recording could be facilitated.

19/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

20/15 MINUTES - The minutes of the meeting held on 19 May 2015 were taken as read, duly adopted and signed by the Chairman.

Minute Number 14/15 – Adderbury Cemetery – Councillor Colin Astley requested the following amendment:

‘because, although he had not seen it himself, graves were filling up with water when they had been dug’.

Resolved that the minutes of the meeting held on 19 May 2015 be approved, with the above amendment.

21/15 MATTERS ARISING FROM THE MINUTES OF 19 MAY 2015 – There were no further matters arising from the minutes of the meeting held on 19 May 2015.

Resolved that the report be noted.

22/15 EXPANSION OF CHRISTOPHER RAWLINS PRIMARY SCHOOL (CRPS) – The Chairman welcomed the Head Teacher of Christopher Rawlins Primary School Phil Goldsworthy and Jeremy Finch, Chair of the Governing Body to the meeting.

Jeremy Finch advised that he felt it was sensible to share the future strategy of the School with the Parish Council and there were huge benefits to meeting together and sharing information. Jeremy reported that the School had been very keen on pursuing a two form entry strategy because the Head Teacher and Governors felt that with the amount of housing potentially coming in to the village during the next 10 years, it would be a useful long term strategy. However it now appeared that the accelerated housing growth which

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the School had perceived, would not increase at the rate first thought. There was currently due to be 180 houses built in Adderbury.

Therefore, the need for two form entry, for the foreseeable future, would not be required, but some expansion would be necessary on the existing site. It was sensible to look at completing the expansion in such a way that the size of the School could be increased again, at some future point, should there be the demand for school places.

Now that it had been confirmed that Deddington School would definitely not be expanding, the School had met four or five times with the architects to discuss the proposed expansion.

Phil Goldsworthy reported that every child from the village who had applied for a Foundation Stage place in September 2015, had been allocated a place. The main difficulty was with older siblings wishing to attend the school too and not having spaces in those older year groups. He emphasised that children from the village should be able to attend the village school.

The formula which was used to justify additional school places was 300 houses per half a form of entry, therefore 600 houses would trigger the need for an increase of a full form entry. The School was land locked but there was capacity on site for an increase of half a form of entry which would mean the retention of the outside facilities too.

In the future, two form entry may be needed and if this was the case the sports field would possibly have to be located elsewhere. There was not the capacity for all the facilities and an increase to a two form of entry on the current site.

The increase by half a form of entry was tight, but it could be managed and it had been suggested to the County Council that the sports field could be located elsewhere.

It was envisaged that the whole project would be cost neutral, which would include a bridging loan from the County Council via Section 106 money in order to pay for it. If the School was expected to take pupils from Deddington too, Section 106 money allocated to Deddington might also be accessed too.

The current estimate was that the project to increase to one and half form entry would cost £1.8m. £1.2 would come from Section 106 money and £600,000 from the County Council. The project also included developing a larger Hall.

The Councillors asked whether Bloxham Primary School could be expanded. Jeremy reported that it was already two form entry and was not intending to increase any further.

The Chairman highlighted that the proposed one and a half form entry expansion was based on current developments in the village and under the County Council's formula, this would provide enough School places for Adderbury children. The Parish Council would not wish to encourage the School to provide places for other communities, including the surrounding villages.

Phil Goldsworthy reported that the net was getting wider and children from further afield were attending the School. It was hoped that the increased intake would be from September 2017 and investigations were being made into the feasibility of this. In the first

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instance, 45 children would be taken into Foundation stage only and then as those 45 children moved further up the School, the one and half form entry would increase every year. After seven years the whole School would be one and a half form entry in all year groups. Phil and Jeremy both assured the Parish Council that the pupils' education would not be compromised.

Phil advised that there were some Foundation stage admissions for September 2015, from residents of Longford Park. However, once their own Primary School was opened, it would ease the pressure as it would be one and a half form entry, starting from Foundation and Year One and then building on that through the years.

Jeremy highlighted that Adderbury children always received priority and the admissions policy would not be compromised. There was also some preference to those worshipping at St Mary's Church.

Jeremy confirmed that children from Adderbury received preference over a child from Deddington, even if their sibling(s) already attended the School. This was stated in the School's Admissions Policy.

Councillor Tony Gill felt that the School had a duty to cooperate with other parishes. However the Chairman advised that the Parish Council's policy was to support Adderbury children receiving their education at CRPS and not to provide school places for children from other villages.

Jeremy reported that in Key Stage 1, class sizes could not go over 30 pupils. In KS 2, class sizes could go over 30 pupils but the Governing Body did not allow this to happen.

The Chairman reminded the meeting that the land on Milton Road could be an option for use as a sports field, however there would be practicalities for the School to be able to use a site on the opposite side of the village.

Jeremy advised that the Parish Council would be kept up to date with progress on the expansion and Phil extended an invitation to the Parish Council to visit the School at any time to have a look around.

The Chairman thanked Jeremy and Phil for attending the meeting and they left at this point.

23/15 OPEN FORUM – There were no members of the public present.

Resolved that the report be noted.

24/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian had advised that he would circulate his report to the Parish Council in the next few days.

There was no report from District Councillor Nigel Randall.

Resolved that the report be noted.

25/15 PLANNING

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- ii) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

15/00112/TCA	Mr P Hujan Manor End House Manor Road Adderbury T1 x Cherry – Fell
15/00124/TCA	Mr S Cann Adderbury House, Lake Walk, Adderbury G1 x Yew - crown raise 5.0 metres over road as trees becoming low over Lake Walk and being hit by large vehicles
15/00128/TCA	M A Piet Eridge House, Horn Hill Road, Adderbury H1 x Leylandii hedge - Remove
15/00846/F	Mr Darren Milward The Lodge Greenhill Twyford Alterations and erection of single storey side extension and two-storey side/rear extension
15/00843/F	Mr and Mrs C Deplace 5 Green Farm Adderbury Part single storey, part two storey rear extension - re-submission of 15/00526/F

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:
None

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:
None

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

15/00904/F	Mr and Mrs Tony Rutter 11 Sydenham Close Adderbury Two storey extension to side
15/00960/F	Mrs M Grace Cobb Cottage 5 Mill Lane Adderbury Demolition of single storey rear extension and erection of two storey rear extension
15/00923/F	Mr & Mrs James & Louise Young St Mary's House Horn Hill Road Adderbury

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New railings to wall facing Horn Hill Road and new stone garden wall to rear

- 15/00956/F Mrs Caroline Cooper
30A Twyford Road Twyford Adderbury
Erection of a 1.5 storey dwelling on land to the rear of 30A Twyford Road
- 15/01042/LB Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Change of window and door materials from timber to powder-coated aluminium - Amendment to Application 12/01360/LB

Resolved that it be noted that the Conservation Officer would be looking into the repointing at Ivy House.

- ii) Planning Results - These had been circulated to all members prior to the meeting.

14/01548/F – The Old Wharf, Aynho Road, Adderbury – The Clerk reported that the application had been refused by Cherwell District Council and was then subsequently approved by The Planning Inspectorate at an appeal.

Resolved that the report be noted.

- iii) Longford Park Primary School – Prior to the meeting, the proposed admissions arrangements for opening September 2016 had been circulated to the Parish Council.

Resolved that the policy be supported. **Action TG**

- iv) Footpath Diversion – Prior to the meeting, a proposed diversion of footpath 23 had been circulated to the Parish Council. The proposed diversion was being put in place because it had been affected by planning application 14/01454/F.

The Chairman reported that it now appeared that the route went through a yard or garden of a property and the old route was much less intrusive and across open ground. There was also a need for clearer signage.

Resolved that the Parish Council has no objection to the diversion but would like to ensure that the public footpath from A to E was clearly marked on site and there was also clear access where the route of the footpath ran between two properties. **Action TG**

- v) Gracewell Care Homes – The Chairman reported that a meeting had been arranged with Gracewell Care Homes on 27 July 2015 at 2.30pm.

Members were unable to attend a meeting on 27 July 2015 therefore it would be re-arranged to sometime between 11 and 14 August 2015, during the daytime.

Resolved that the report be noted and the date of the meeting be changed.
Action TG

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26/15 FINANCE

- ii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 23 June 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for June 2015	£821.69
T Goss – Expenses for June 2015	£6.75
HMRC – Quarterly payment	£186.70
Complete Weed Control – First treatment in May 2015	£516.00
Green Scythe Ltd – Grass cutting at the LPPF for April 2015	£842.40
ORCC – Annual Subscription	£65.00
N Claxton – Works at The Lakes	£38.00
Thomas Fox – Grass cutting in the village	£603.00
Green Scythe Ltd – Grass cutting at the LPPF for May 2015	£624.00
Cherwell District Council Rates – Annual	£172.80

Grants 2015/2016	Amount
Adderbury Cine Club	£170
Adderbury Gardening Club	£170
1 st Adderbury Rainbows	£170
Adderbury Evergreens (Over 60's Club)	£170
St Mary's Church	£170
Adderbury Theatre Workshop	£170
Party In the Park	£170
Adderbury Library Action Committee – Grant for 2014/2015 & 2015/2016	£1000
Adderbury, Deddington and District Photographic Society	£170
Adderbury History Society	£170
1 st Adderbury Scout Group	£170
Adderbury Football Club	£170
Adderbury Institute	£170

- iii) Parish Council Bank Account – The Chairman reported that the Parish Council had received a letter from Barclays asking whether the Parish Council wished to close its accounts as they had not been used for some time.

Resolved that the two Barclays bank accounts be closed and the balances be transferred to the Santander current account. **Action TG**

27/15 PARISH COUNCIL MATTERS

ADDERBURY PARISH COUNCIL

- vi) Parish Council Vacancies – The Chairman reported that there had not been any applications to for the vacancies.

Resolved that the report be noted.

- vii) Parish Council Documents – Prior to the meeting, the Standing Orders, Financial Regulations, Assets Register and Risk Register had been circulated to the Parish Council.

Resolved that the Standing Orders, Financial Regulations, Assets Register and Risk Register be approved. **Action TG**

- viii) Adderbury Neighbourhood Plan (ANP) – Councillors Tony Gill and Colin Astley updated the Parish Council on the ANP.

The Chairman reported that on the request of the ANP team, she had made enquires about consultants and had spoken to a consultant called Neil Homer. Neil was asked if he would look at individual policies, but he didn't want to do any work in a piecemeal fashion. He advised the Chairman that should Karen Moore recommend that the Plan required further work, then the Parish Council should take her advice and agree to engage professional help. If this was the case, the Chairman felt that Neil Homer should then be engaged to progress the Plan.

The Chairman reminded members that at the last meeting, the Parish Council did not want engage professional help, despite advice to do so from Karen Moore, and Councillor Gill had requested to continue with preparing the Plan. However, the Parish Council did agree to re-consider the idea of professional help following the ANP meeting on 4 June 2015. At that meeting, there was a feeling that professional help would be a good idea.

Councillor Gill reported that the policies had been completed which included details on the intent, context and justification and had been submitted to Cherwell District Council (CDC) for discussion. It was hoped that a meeting of the NP Team and SAR Team would be held on 6 or 8 July 2015, however CDC had advised that they could not meet with the Parish Council until at least 22 July 2015.

The consultee report had also been completed and work was about to start on the basic conditions report. Once the conditions report had been completed, the ANP would be submitted to CDC and when it was returned, it would be referred to Karen Moore for the Health Check.

The submission of the ANP to CDC would depend on the Health Check results, but it was hoped the ANP would be ready for approval at the next Parish Council meeting.

The Chairman reported that the Parish Council also needed to register for a grant towards the consultants fees, should the consultant be required, however the grant approval only lasted for 30 days. Therefore, the application would need to be re-registered.

ADDERBURY PARISH COUNCIL

The Chairman thanked Councillors Astley and Gill for their work on the Plan.

Resolved that:

- 1) the report be noted;
 - 2) if Karen Moore recommends that professional help is required after the Health Check, then Neil Homer or other professional consultant be appointed; and **Action DB**
 - 3) to cover the costs of the consultant, grant funding applications be submitted as required. **Action DB**
- ix) Parish Council Web Site – As Councillor Stuart Phipps was not present at the meeting, this item was deferred to the next meeting.

Councillor Tony Gill also suggested that the ANP web site and Parish Council web site should continue to be kept separate.

Councillor Gill would be updating the Adderburyplan.info web site and asked members to look at the site prior to the next meeting

Resolved that:

- 1) discussion on the Parish Council web site be deferred to the next meeting of the Parish Council; and **Action TG**
 - 2) all members to look at Adderbury.info and make any comments. **Action ALL**
- x) Parish Liaison Meeting – The Chairman reported that due to the lateness of the hour, the report on Cherwell District Council's Parish Liaison Meeting held on 10 June 2015 be submitted to the next meeting.

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

- xi) Benches – The Chairman reported that a resident in the village had offered to pay for a memorial bench, to be located somewhere in Twyford.

The Parish Council had no objections to this proposal and asked the Clerk to contact the resident to establish any proposed sites.

Resolved that the request for a bench to be located in Twyford be approved and this be discussed again at the next meeting. **Action TG**

- xii) FEOFFEES – Councillor Sue Jelfs reported that she had recently attended a Feoffees meeting.

Resolved that the report be noted.

- xiii) Parish Council Surgery – Councillor Tony Gill advised on the following items which had been reported at the last Parish Council Surgery:

ADDERBURY PARISH COUNCIL

- Mrs Nicholls asked that gate to the Lucy Plackett Playing Field be left open for people who were picnicking in the summer. The Parish Council felt that the gate should not be left open permanently due to the security of the site and buildings. However, members did have sympathy for the issues of residents' driveways being blocked by parked cars.
- Mr May asked for the footpath along Mill Stream to be cleared. The Parish Council would report this to the County Council as footpaths was the responsibility of the County Council.
- Mr Mark Hewish highlighted again the issues of speeding on Horn Hill Road and all through the village. This would be an item on the next Parish Council agenda.
- A request was made for a stop sign at the junction from Milton Road onto Horn Hill Road. This would be an item on the next Parish Council agenda.
- Mrs Barbara Talbot reported that the grass towards Le Hall Place had not been cut. However this had now been completed.
- Mrs Barbara Talbot requested that there be an additional street light on Colin Butler Green. This would be an item on the next Parish Council agenda.
- A request was made for double yellow lines on part of the High Street as buses and dustbin lorries caused issues along High Street due to all the parked cars. This would be an item on the next Parish Council agenda.

Resolved that the report be noted and the above actions be approved. **Action TG**

27/15 VILLAGE MATTERS

- vi) Adderbury Library – There was no report on Adderbury Library as Councillor Stuart Phipps was not present.

Resolved that the report be noted.

- vii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine, but the gate still needed to be replaced.

Councillor Ann Lyons reported that the Lucy Plackett Playing Field play area was fine, except that the ropes on the play equipment needed to be taped up as they appeared to have been vandalised. The Parish Council felt that Reids Playground Equipment who had completed the maintenance works to the play equipment last year, should be asked about replacing the ropes.

Resolved that:

- 1) the report be noted;
- 2) Dave Chandler be contacted about the repairs to the gate at The Rise;
Action TG
- 3) Martin Rye to tape up the ropes on the play equipment in the Lucy Plackett Playing Field play area as a short term measure until they are replaced; and
Action MR
- 4) Reids Playground Maintenance be contacted about replacing the ropes on the play equipment. **Action TG**

ADDERBURY PARISH COUNCIL

- viii) Grass Cutting – Councillor Sue Jelfs reported that the village areas which had been missed by the contractors had now been cut and these were clearly teething problems with the new contract.

The Parish Councillors agreed that the grass cutting in the village and in the Lucy Plackett Playing Field was very good and asked for the Parish Council's thanks be passed to Nigel Plummridge and Thomas Fox.

The Clerk was also asked about progress with the re-seeding on the pitch which was being arranged by the Football Club.

Resolved that:

- 1) the report be noted;
- 2) Nigel Plummridge from Green Scythe Ltd and Thomas Fox be thanked for their work cutting the grass; and **Action TG**
- 3) the Football Club be contacted with regard to the re-seeding of the pitch.
Action TG

28/15 CORRESPONDENCE – There were no items of correspondence.

Resolved that the report be noted.

29/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 30/15, 31/15 & 32/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

30/15 ADDERBURY CEMETERY - The Chairman reported that along with Councillor Patricia Leeman she had met with Craig Hampton from the Environment Agency.

They discussed the issues with the cemetery and why there was water an excessive amount of water in the ground in that particular area. However, Mr Hampton was not worried about the situation although should the cemetery be expanded at any time, a survey would be needed on any proposed burial ground.

To help with the issues, Mr Hampton suggested that the Parish Council could look at organising burials in a different way and cremated remains could be interred where the land was wetter, because the plots were not dug as deep as those for burials.

It was also noted that the ditches surrounding the cemetery should be cleared and the Chairman reported that a request had been made to Jeff Colgrave to clear his ditches and he had agreed to do so.

If the Parish Council was offered an extension to the cemetery, some trial plots would have to be dug to establish if there were any issues with rock and the water table. However, the land surrounding the cemetery might not cause any issues because it was higher and there was more rock there, rather than mudstone.

ADDERBURY PARISH COUNCIL

The pipe under Erridge House was discussed and it should be regularly jetted to help alleviate the flooding issues. Mr Hampton had suggested that this matter should be referred to Cherwell District Council as any blockages in the pipe would add to the problems of flooding in that area.

Resolved that:

- 5) the report be noted;
- 6) the ditches around the cemetery be cleared; **Action DB/TG**
- 7) if land be transferred to the Parish Council for an extension to the burial ground, trial plots be dug to establish any issues with the ground;
- 8) local Undertakers be contacted for advice about managing the burials more effectively; and **Action TG/DB**
- 9) Cherwell District Council be contacted to look into the flooding issue caused by the pipe underneath Erridge House. **Action TG**

31/15 FRIENDS MEETING HOUSE – The Chairman reported that a meeting had been arranged with the Friends on Tuesday 7 July 2015 at 2pm.

Resolved that the report be noted.

32/15 MEMBER DEVELOPMENT – The Chairman reported on a proposal for member development, in consultation with Cherwell District Council and the cost of this process.

Resolved that the member development be in consultation with Cherwell District Council, be started in September 2015. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

33/15 PAVILION IN THE LUCY PLACKETT PLAYING FIELD – The Chairman reported to the Parish Council on the legal advice which had been received from the National Association of Local Councils with regard to the ownership of the Pavilion in the Lucy Plackett Playing Field.

The Chairman highlighted clauses within the lease relating to its termination.

Resolved that the report be noted.

34/15 BOLLARD IN THE LUCY PLACKETT PLAYING FIELD – Prior to the meeting, a quote for a new removable bollard had been circulated to the Parish Council.

Resolved that a new bollard not be purchased and the current concrete bollard stay in place.

35/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 21 July 2015

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- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

36/15 ITEMS FOR THE NEXT AGENDA

- Parish Council web site
- Adderbury.info web site
- Adderbury Running Club event on the second Saturday of July 2016
- Speeding on Horn Hill Road
- Additional Street Light on Colin Butler Green/ Manor Road
- Stop sign at junction from Milton Road onto Horn Hill Road.
- Parish Liaison Meeting

(The meeting closed at 10.10pm)

Diane Bratt - Chairman
21 July 2015

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 21 JULY 2015 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, Sue Jelfs and Martin Rye.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and Trish Fennell.

APOLOGIES: Parish Councillors David Griffiths, Stuart Phipps, Patricia Leeman and Ann Lyons submitted their apologies and these were accepted. District Councillor Nigel Randall also submitted his apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they inform the Parish Council at this point to ensure that the recording could be facilitated.

37/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Councillor Tony Gill declared an interest under the Code of Conduct, in item 50/15 relating to Adderbury Running Club

Resolved that the interests be noted.

38/15 MINUTES - The minutes of the meeting held on 23 June 2015 were taken as read, duly adopted and signed by the Chairman, with one amendment

Minute Number 30/15 – Adderbury Cemetery – Councillor Colin Astley asked that in paragraph 5, the words ‘probably wouldn’t’ be amended to ‘might not’ so the following sentence would read:

‘however, the land surrounding the cemetery might not cause any issues because it was higher and there was more rock there, rather than mudstone.’

Resolved that the minutes of the meeting held on 23 June 2015 be approved, with the above amendment.

39/15 MATTERS ARISING FROM THE MINUTES OF 23 JUNE 2015 – There were no further matters arising from the minutes of the meeting held on 23 June 2015.

Resolved that the report be noted.

40/15 OPEN FORUM – Mr Nigel Wood attended the meeting and addressed the Parish Council with regard to Section 106 monies. He asked if it was possible for a six monthly update report on the funds which were available to Adderbury and that this be published on the Parish Council web site.

Mr Wood also suggested that the County Council and Cherwell District Council should give the Section 106 money to the Parish Council so that it accrued the interest.

ADDERBURY PARISH COUNCIL

The Chairman reported that under current law, Section 106 money could not be received by Parish Council, until it was realised by the County or District Council for a specific project. However, when the money was released, the Parish Council did receive any interest which had been accrued on the balances.

Mr Wood also asked why VAS signs had been installed on Berry Hill Road and Horn Hill Road and not on Twyford Road.

The Chairman reported that the VAS signs had been funded from earlier developments from money held at the County Council. The Parish Council had requested traffic calming measures over a number of years and the measures introduced resulted from a traffic calming working group (including members of the public) that had looked at these issues for a long time. All the funding had now been used and the Parish Council had purchased VAS signs following advice from the County Council Highways Officers.

If there were any developments at the Twyford Road end of the village, then the Parish Council would request funds be allocated and used on Twyford Road.

Mr Wood also highlighted the noise issues at night on Twyford Road from the vehicles going to and from Cherwell Valley Silos and the impact on residents which could be physical and mental damage, according to the World Health Organisation. He felt that the Parish Council could do more to address this issue.

The Chairman reminded Mr Wood that the Parish Council was not the Highway Authority and could only make comments to the appropriate bodies. It had done this on numerous occasions and had done as much as it could within its powers.

The Chairman thanked Mr Wood for his comments.

Councillor Astley advised that after the Adderbury Neighbourhood Plan had been completed, he would be happy to look into this matter on behalf of the Parish Council and Mr Wood.

Councillor Gill also advised Mr Wood that he could join the community groups which would evolve from the ANP and have an input on traffic matters in the village in that way.

Resolved that the report be noted.

- 41/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – There was no report from County Councillor Arash Fatemian. District Councillor Nigel Randall had emailed a report prior to the meeting.

Resolved that the report be noted.

42/15 PLANNING

- iii) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

ADDERBURY PARISH COUNCIL

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and these be approved:

- | | |
|--------------|---|
| 15/00904/F | Mr and Mrs Tony Rutter
11 Sydenham Close Adderbury
Two storey extension to side |
| 15/00960/F | Mrs M Grace
Cobb Cottage 5 Mill Lane Adderbury
Demolition of single storey rear extension and erection of
two storey rear extension |
| 15/00923/F | Mr & Mrs James & Louise Young
St Mary's House Horn Hill Road Adderbury
New railings to wall facing Horn Hill Road and new stone
garden wall to rear |
| 15/00198/TCA | Mr S McCann
Adderbury House Lake Walk Adderbury
G1 x Box - Multi stem group, to reduce frontage by 30% and
remove rear stems along neighbouring boundary down to
2.0 metre stems to allow to pollard at low level |
| 15/00200/TCA | Mr Christopher Cudahy
Westway House Horn Hill Road Adderbury
T1 x Cherry tree – Fell |
| 15/01151/F | Bloor Homes South Midlands
OS Parcel 8300 East of Deene Close Aynho Road
Adderbury
Variation of condition 36 relating to Code Level 4 of
13/01768/F |
| 15/01107/F | Mr Nick Handley
38 Walton Avenue Twyford
Remove existing pre-fabricated garage and erect two
storey side extension |

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:

- | | |
|-------------|--|
| 15/01042/LB | Mr Raj Deb
Fleet Farm Barns Aynho Road Adderbury
Change of window and door materials from timber to
powder-coated aluminium - Amendment to Application
12/01360/LB |
|-------------|--|

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

- | | |
|------------|---|
| 15/00956/F | Mrs Caroline Cooper
30A Twyford Road Twyford Adderbury |
|------------|---|

ADDERBURY PARISH COUNCIL

Erection of a 1.5 storey dwelling on land to the rear of 30A
Twyford Road

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

- | | |
|--------------|---|
| 15/01247/OUT | David Wilson Homes (Mercia)
OS Parcel 4100 Adjoining and South of Milton Road
Adderbury
Variation of condition 19 of 13/00456/OUT. |
| 15/00218/TCA | Mr Michael Smith
The Cottage Church Lane Adderbury
T1 x Maple - 30% crown reduction as tree is growing into
overhead cables and is close to the property |
| 15/01186/LB | Mr and Mrs P Fleming
Pebsham Cottage Aynho Road Adderbury
Removal and replacement of flooring in dining room and
kitchen |

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) 15/01048/F – The Parish Council discussed the application for land west of Horn Hill Road, Adderbury for a residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground.

The Chairman reminded the Parish Council that some time ago, it had agreed in principle to support this application, if it was deemed to be a suitable development.

The Chairman highlighted that this was an enabling application, which would create funds for maintenance work at the Friends Meeting House. Historic England had also stated that it was an acceptable proposal.

As there were some issues with the current cemetery, the additional land would give the Parish Council further options for burials and also an alternative access to the existing cemetery.

The land which had been proposed to be transferred to the Parish Council, could be used for car parking or a memorial garden, if it was not used for burials. Craig Hampton from the Environment Agency had stated that it would be easy to manage some of the land for burials and where this was not possible, it could be used for cremated remains. Therefore, Chairman suggested that the Parish Council should support this application.

Councillor Tony Gill reported that this dwelling was outside of the ANP residential settlement boundary and until the ground was proven to be suitable for burials, it should not be taken on. He also felt that drainage was an issue there too and the

ADDERBURY PARISH COUNCIL

Parish Council would be taking on land and extra responsibilities, which it didn't need to.

Councillor Sue Jelfs felt that the sums of money involved were disproportionate to the size of the development and that there could be other conditions attached to it in the future, which were not being disclosed at the present time.

There was discussion about other possible development in this area if the settlement boundary was moved but it was highlighted that if the Parish Council had ownership of this piece of land, it would be secured and would not be developed on.

The Chairman highlighted that the money for the enabling part of the development, would go to Cherwell District Council before it was received by the Parish Council, similar to Section 106 funds

The Parish Council would also have to demonstrate to Cherwell District Council where the money was being spent and this application should be viewed as an application which was for the good of the village.

The Chairman also felt that this application for a single dwelling was not so detrimental to the village and the Friends Meeting House that the Parish Council should object to it. There could also be an argument that the residential settlement boundary could be extended.

Councillor Colin Astley advised that Cherwell District Council had advised the Neighbourhood Plan Team to tighten up the residential boundary and this proposal would result it in being moved out further.

The Chairman then proposed that this application be supported. The proposal was seconded by Councillor Martin Rye.

Those in favour of the proposal – The Chairman and Parish Councillor Martin Rye
Those against the proposal – Councillors Colin Astley, Tony Gill and Sue Jelfs

Therefore, the proposal was not carried.

Resolved that the Parish Council objects to the application on the following grounds:

1. the single dwelling falls outside of the residential settlement boundary which is part of the pre-submission Adderbury Neighbourhood Plan process;
2. the proposed land for the cemetery would need a survey before it is used as a burial site;
3. the close proximity to a Listed Grade 2* building is of concern, although APC notes Historic England's comments for the use of 'high quality materials and detailing' as conditions for permission; and
4. if Cherwell District Council is minded to approve the application, the Parish Council would welcome the opportunity to discuss further the proposed funds for the Friends Meeting House and the other community benefits.

ADDERBURY PARISH COUNCIL

- iii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 21 July 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for July 2015	£821.69
T Goss – Expenses for July 2015	£30.64
T Goss – Salary for August 2015	£824.34
Native Forestry – Supply of wild flower plug plants at Lakes	£101.76
N Claxton – Works at The Lakes	£24.49
Came and Company – Insurance for 2015/2016	£986.59
Rascal Horticultural Services – Cemetery and Allotment Maintenance	£140.00
D Chandler – Installing benches and replacing gate at The Rise	£610.00
Glasdon UK Ltd – Bench at Lucy Plackett Playing Field	£1121.90
Green Scythe Ltd – Grass cutting at the LPPF for June 2015	£506.40
T Goss – Petty Cash	£50.00
Thomas Fox – Grass cutting in the village	£603.00

Resolved that Green Scythe Ltd be asked to clarify the dates of the gang mowing cuts at the Lucy Plackett Playing Field during June. **Action TG**

- iii) FOCAL – The Parish Council considered a request from FOCAL for £2500 to assist with the running costs at Adderbury Library.

The Parish Council felt that after viewing the accounts and other information supplied by Keith Mitchell, FOCAL did not need the funds imminently and there did not appear to be a shortfall.

However the Parish Council would have the funds available in its budget for FOCAL, if a specific need was identified. But currently their fundraising was doing well and there was a surplus of £7,726.16 at the end of the last financial year.

Resolved that:

- 1) the report be noted;
- 2) if FOCAL could demonstrate a specific need for £2500, the Parish Council would consider this request again; and **Action TG**
- 3) the current funds for FOCAL in the Parish Council's budget, be ring fenced.

44/15 PARISH COUNCIL MATTERS

- xiv) Parish Council Vacancies – The Chairman reported that there had not been any applications for the two vacancies, therefore they would continue to be advertised.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

- xv) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that the Local Plan had been approved by Cherwell District Council and because David Peckford and Shukri Masseri had been working on it, they had not been able to meet with the ANP Team. However, it was hoped that a meeting would now be held shortly.

Councillor Gill reported that Karen Moore was on holiday until 9 August 2015 and he intended to submit the Plan to Karen around 15-17 August 2015. The week prior to this, the SAR and ANP teams would be able to view a copy of the Plan. However, the other option was for the SAR and ANP teams to wait until Karen had reviewed it and then it could be read by the team and the Parish Councillors.

Councillor Gill hoped that all the documents would be ready around 8-10 August 2015 and would be available in Drop Box.

The ANP could then be submitted to Cherwell District Council in early September, however this would depend on the comments from Karen.

The Chairman thanked Councillors Astley and Gill for their work on the Plan.

Resolved that:

- 1) the report be noted;
 - 1)** Councillor Gill will make the ANP and all the other documents available to members of ANP/SAR and the Parish Council as soon as they are ready (not waiting until after Karen Moore has seen it);
 - 2)** a meeting will be arranged to discuss the ANP with Cherwell District Council as soon as possible, which will include the Parish Council Chairman; and
 - 3)** as agreed at previous APC meeting APC will take advice from Karen Moore on the next stage of the ANP
- xvi) Parish Council Web Site – Councillor Stuart Phipps was not present at the meeting so the Parish Council web site was deferred to the next meeting.

Councillor Tony Gill and the Clerk reported on the issues with the Parish Council email addresses, which included emails not being forwarded on correctly and the high volume of spam. Therefore, it was agreed that the email addresses would be deleted.

Resolved that:

- 1) the report be noted; and
- the Parish Council email addresses be deleted. **Action TG**
- xvii) Parish Liaison Meeting – The Chairman and Councillor Tony Gill reported on the Parish Liaison Meeting which had been held on 10 June 2015 at Cherwell District Council.

ADDERBURY PARISH COUNCIL

The main items which had been discussed were the CDC Local Plan and also safeguarding policies for Parish Councils.

Cherwell District Council had advised that Parish Councils should have a safeguarding policy and that they could offer advice on its content.

It was unclear exactly how the policy would be formed and what would need to be included, however, the Clerk would look into this and report back to the Parish Council in due course.

Resolved that:

- 1) the report be noted;
- 2) investigations be made into a safeguarding policy for the Parish Council;
Action TG and
- 3) a risk assessment be carried out, if necessary. **Action TG**

xviii) Parish Council Surgery – No issues had been raised at the last surgery.

Resolved that the report be noted.

xix) Benches – Following the Parish Council's agreement in principle at the last meeting for a memorial bench in Twyford, the Clerk reported that she was waiting for the resident who had made the request, to suggest a specific location. It was suggested that this bench could replace the existing one on The Green, opposite the Coach and Horses.

The Chairman suggested that the bench by the bus stop could also be replaced, along with one in Adderbury court.

Resolved that:

- 1) this item be deferred to the next meeting of the Parish Council; **Action TG**
- 2) Councillors to look at the benches in the village ready for the next meeting;
and
- 3) Thomas Fox be advised that the grass at Adderbury Court has not been cut.
Action TG

45/15 VILLAGE MATTERS

ix) Adderbury Library – There was no report on Adderbury Library as Councillor Stuart Phipps was not present.

Resolved that the report be noted.

x) Play Area Inspections – As Councillors David Griffiths and Ann Lyons were not present, there was no report on The Rise or the Lucy Placket Playing Field play areas.

ADDERBURY PARISH COUNCIL

Councillor Sue Jelfs volunteered to lead on a project to make improvements to the play equipment in the village and would ask residents for their views on the current play equipment and give their ideas for new equipment.

It was suggested that there could be table tennis by the MUGA in the Lucy Plackett Playing Field and also adult gym equipment located somewhere in the village.

Councillor Gill reported that dog waste bags were now kept in Adderbury Stores and fouling was becoming an issue in the village again.

Resolved that the report be noted.

- xi) Street Lighting – The Parish Council considered a request from Barbara Talbot for a new street light along Manor Road.

The Parish Council supported this request, if all the residents in that area were consulted and were happy with the proposal. It was also highlighted that permission may need to be sought from the County Council and also Cherwell District Council, should the light be attached to a list building.

It was suggested that Barbara Talbot should be contacted and asked to consult with her neighbours over this proposal and if they were in agreement about the light and the location, the Parish Council would try and progress this with the County and District Councils.

Resolved that:

- 1) the report be noted; and
 - 2) Barbara Talbot be asked to consult with her neighbours on the proposal and report back to the Clerk. **Action TG**
- xii) Traffic Issues – The Parish Council discussed the following highways matters in the village:
- traffic lights at the junction of the A4260 and Aynho Road – Traffic was building up regularly from Adderbury towards Banbury along the A4260 as it appeared that the traffic lights had not been set correctly. The Clerk was asked to contact the County Council to request that the sequence be looked at. **Action TG**
 - a cul-de-sac sign for Lake Walk – Drivers were regularly driving their cars into Lake Walk looking for an alternative route, but they did not realise it was a dead end. Therefore, the Clerk was asked to contact Cherwell District Council about installing a cul-de-sac sign at the entrance to Lake Walk. **Action TG**
 - a dropped kerb at the entrance of the Lakes – The Chairman reported that a dropped kerb would make the Lakes more accessible for disabled people. The Clerk was asked to contact the County Council to progress this matter. **Action TG**

ADDERBURY PARISH COUNCIL

- a stop sign at the junction of Milton Road onto Horn Hill Road – It was reported that a stop sign might slow traffic down as it was coming from Milton Road onto Horn Hill Road. The Clerk was asked to contact the County Council about a new sign. **Action TG**
- issues of speeding and traffic volume on Horn Hill Road – It was reported that this was a on-going issue and the County Council should be asked to offer some advice on traffic calming measures for Horn Hill Road and further up through the village. The County Council should also be asked to consider again, a pinch point somewhere along that stretch of road. **Action TG**
- traffic issues on Twyford Avenue – The Parish Council had received an email from a resident of Twyford about the increased volume of traffic through Twyford. The Parish Council felt that if the traffic light sequence could be adjusted, as discussed earlier, it might stop Twyford being used as a 'rat-run'.

46/15 CORRESPONDENCE – The Clerk reported that she had received a telephone call from Mrs Crawford from Dog Close, about a broken window in her car. Although there were no witnesses, she thought that the damage had been caused by the Parish Council's grass cutting contractors. The Clerk had contacted Thomas Fox and they were not aware of the incident and would not accept responsibility. Therefore, Mrs Crawford had asked if the Parish Council would meet the £60 cost of the repairs.

The Parish Council agreed that as a gesture of good-will, it would pay £30 towards the repairs, but did not accept any responsibility for the incident.

Resolved that:

- 1) the report be noted; and
- 2) Mrs Crawford be awarded £30 towards her repairs, on the production of a receipt for the work. **Action TG**

47/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 48/15 & 49/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

48/15 ADDERBURY CEMETERY - The Chairman reported that following the last Parish Council meeting, the Clerk had been trying to arrange a meeting with Edd Frost and the grave digger, Alan Cleaver to discuss how the burials could be managed better. It was hoped that the meeting would be held in the next couple of weeks and any Councillors who were available, would be invited to attend.

The Chairman also reported that she was working on the arrangements to get the ditches cleared and had spoken to a contractor.

ADDERBURY PARISH COUNCIL

The Clerk reported that she had emailed Gordon Kelman at the County Council about the pipe underneath Erridge House and was waiting for him to come back to her.

The Clerk had also written several times to Hamptons who were the agents for Erridge House about the reimbursement relating to the clearance of the pipe under Erridge House, which the Parish Council had paid for when the pipe had become blocked. There had not been any response from Hamptons, but it was reported that the agent had now changed so the new agent could be approached to sort out the issue.

Resolved that:

- 10) the report be noted; and
- 11) the new agent for Erridge House be contacted with regard to the reimbursement.

Action TG

49/15 FRIENDS MEETING HOUSE – The Chairman reported on the meeting which had been held with the Friends on Tuesday 7 July 2015 at 2pm.

The Chairman had attended the meeting along with Parish Councillors Patricia Leeman and Sue Jelfs, Rose Todd from Cherwell District Council, Andrew Fairburn the Parish Council's agent and three Friends had also been in attendance.

The notes of the meeting had been circulated to the Parish Council prior to the meeting. Councillor Sue Jelfs reported that the meeting had gone well, however the Parish Councillors could not discuss improved access to the building for the Friends, unless they were prepared to discuss the lease.

The Friends had stated that they had no wish to surrender the lease as their resources were stretched. The Friends referred to the earlier discussions with the Historic Chapels Trust, who would take it over if it was in a very good condition. But the Friends said they were no longer following that proposal as they had doubts about the HCT's plans.

Rose Todd had suggested that there could be low key community events held in the Meeting House which would bring it to the attention of the community.

There would be another meeting in October 2015.

Resolved that the report be noted.

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

THE LUCY JANE PLACKETT CHARITY

50/15 ADDERBURY RUNNING CLUB – Councillor Gill reported that the Running Club had requested to use the Lucy Plackett Playing Field for their event on Sunday 10 July 2016.

Resolved that the request be approved.

ADDERBURY PARISH COUNCIL

- 51/15 LUCY PLACKETT PLAYING FIELD** – Councillor Sue Jelfs reported on the re-seeding and weed spraying works which were being undertaken at the playing field. The Parish Council was unclear about the progress with these works, so the Clerk suggested that Councillor Sue Jelfs could speak to the Chairman of Adderbury Park Football Club, James Collier, to find out the current situation.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Sue Jelfs to contact James Collier to discuss the progress with the works to the playing field. **Action TG/SJ**

- 52/15 MEETING DATES** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- No meeting in August 2015
- 15 September 2015
- 20 October 2015
- 24 November 2015
- No meeting in December 2015

53/15 ITEMS FOR THE NEXT AGENDA

1. Twyford Road traffic issues
2. Web site
3. Lucy Plackett Playing Field
4. Benches

(The meeting closed at 10.00pm)

Diane Bratt - Chairman
15 September 2015

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 15 SEPTEMBER 2015 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and Trish Fennell and eight members of the public.

APOLOGIES: District Councillor Nigel Randall also submitted his apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

The Chairman also reminded members of the Parish Council to be clear and to give all the necessary details of agenda items when they requested the Clerk to place them on the agenda.

54/15 DECLARATION OF INTERESTS - The following interests were declared:

15/01048/F – The Clerk reported that following advice from Kevin Lane, Monitoring Officer at Cherwell District Council, Councillors Jelfs, Gill and Astley should declare an interest in this application for this applications, as they lived in close proximity to the site of the application. Councillor Gill was also on the neighbour consultation list. However the Councillor Colin Astley had received separate advice from Democratic Services at Cherwell District Council and did not feel that they needed to declare an interest.

15/01384/OUT – The Clerk advised that Councillors Jelfs and Astley should declare an interest in this application because of the close proximity of their properties to the site of the application. However, they had received advice from Democratic Services at Cherwell District Council and did not feel that they needed to declare an interest.

15/01384/OUT – The Chairman declared an interest in this item because she knew the applicant.

Councillor Patricia Leeman suggested as there appeared to be some discrepancies with declarations of interest, that an officer from Cherwell District Council be asked to attend a Parish Council meeting and hold a short training session.

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Resolved that:

- 1) the interests and non-declaration of interests be noted; and
- 2) Kevin Lane, Monitoring Officer at Cherwell District Council be invited to attend a Parish Council meeting and give a short training session on Declarations of Interest.

Action TG

55/15 MINUTES - The minutes of the meeting held on 21 July 2015 were taken as read, duly adopted and signed by the Chairman, with one amendment

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Resolved that the minutes of the meeting held on 21 July 2015 be approved, with the following amendment;

Minute Number 42/15 (iii) – Planning – Land West of Horn Hill Road – The word ‘proposed’ be removed from paragraph 6.

- 56/15 MATTERS ARISING FROM THE MINUTES OF 21 JULY 2015** – There were no further matters arising from the minutes of the meeting held on 21 July 2015.

Resolved that the report be noted.

- 57/15 OPEN FORUM** – Mr Wood addressed the Parish Council with regard to the traffic issues on Twyford Road. Mr Wood also circulated a copy of his speech to the Councillors and Clerk.

Councillor Colin Astley reiterated what he had stated at the previous meeting, that after the Adderbury Neighbourhood Plan was completed he would be devoting some time to this issue. Councillor Martin Rye would also be helping and researching information on the issue.

Councillor Colin Astley also reported that he had met with the County Council and the District Council with regard to the damage which had been caused to the bridge on Twyford Road.

Resolved that the report be noted.

- 58/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – Prior to the meeting, County Councillor Arash Fatemian and District Councillor Nigel Randall had emailed their reports to the Parish Council.

Resolved that the reports be noted.

59/15 PLANNING

- iv) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and no observations be approved:

15/00218/TCA	Mr Michael Smith The Cottage Church Lane Adderbury T1 x Maple - 30% crown reduction as tree is growing into overhead cables and is close to the property
15/01186/LB	Mr and Mrs P Fleming Pebsham Cottage Aynho Road Adderbury Removal and replacement of flooring in dining room and kitchen

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- 15/01283/LB Mr Jonathan White
White Lion Cottage Oxford Road Adderbury
Secondary Glazing - Removal of existing secondary
glazing from the three windows at the front and provision of
new secondary glazing to all windows at the front of the
house and to windows at the side and rear
- 15/01400/LB Mr Jonathan White
White Lion Cottage Oxford Road Adderbury
Change to part of garage roof - clear sections only - removal
of existing UPVC and replacement with clear twinwall
polycarbonate roofing sheets.
- 15/01117/LB Mr Frank McCusker
Moorey Cottage High Street Adderbury
Installation of replacement door
- 15/01387/F Mr & Mrs Hujan Pinder
Land Adjoining Manor Road Adderbury
Relocation of existing field gate access
- 15/00268/TCA Mrs Harding
Camlo House 2 Adderbury Park Adderbury
G1 x 5 nos Beech - Reduce old Beech hedge that has
grown up to produce 5 thin but tall beech trees back down
to hedge height.

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:

- 15/01247/OUT David Wilson Homes (Mercia)
OS Parcel 4100 Adjoining and South of Milton Road
Adderbury
Variation of condition 19 of 13/00456/OUT.
- 15/01409/TPO Mr Robert Woodhall
The Maltings 10 Adderbury Court Adderbury
Copper Beech - Crown lifting and thinning subject to TPO
02/2015

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

- 15/01234/F &
15/01235/LB Mrs M Shingler
Adderbury House Lake Walk Adderbury
Single storey side extension; associated landscaping and
restoration of garden area
- 15/01161/F
& 15/01162/LB Mr & Mrs Baimbridge
Sydenham House East End Adderbury

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Cladding and re-roofing of the existing annex building adjacent to the main house, erection of new car port and new boundary fence

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

- | | |
|--------------|--|
| 15/00302/TCA | Mrs Brown
The Rookery High Street Adderbury
T1 x Cherry - Fell
T2 x Yew - Crown raise lower southern crown to 3.0m |
| 15/01521/LB | Ms V Dark
Wisteria House, The Green Adderbury Banbury
Creation of 1 No shower room and 1 No bathroom |
| 15/01252/F | Smiths of Bloxham
Newland Caravan Park Bloxham Road Milton
Use and continued use of site as a gypsy and traveller site to provide 38 no. household pitches with associated landscaping, landscape, bund, amenity play area new facilities building access road, hard standing and parking areas. |

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Oxfordshire County Council Minerals and Waste Local Plan Core Strategy – Prior to the meeting, the consultation on the Core Strategy had been circulated to the Parish Council.

Councillor Colin Astley suggested a number of points for inclusion in the submission supporting the Core Strategy and he would email these to the Clerk.

Resolved that the Oxfordshire County Council Minerals and Waste Local Plan Core Strategy be supported and the following comments be made: **Action TG**

- The Parish Council supports the issue that mineral extraction covering aggregates, sand and stone should be undertaken from within the County and be self-supporting; and
 - Support the policy on contaminated waste including retaining low level radioactive waste being managed within the County. However above the appropriate level of radioactivity waste should be removed to dedicated and specialist storage facilities
- iv) 15/01048/F - Land West of Horn Hill Road Adderbury – The Parish Council discussed the amended application for land west of Horn Hill Road, Adderbury for a residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground.

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There was a discussion about the application and it was suggested by Councillor Tony Gill, that the Parish Council should object to the application on the same grounds as it had done so at the previous meeting.

Some members of the Parish Council had concerns about the application, including the position of the proposed house being outside of the residential boundary and the suitability of the land for the extension to the cemetery. However other members felt that the building design was acceptable and that community benefit for the Parish including the extended cemetery and financial contributions towards the Friends Meeting House should be taken into account and the application be supported. The land would also be independently surveyed prior to being used as a burial ground.

The Clerk confirmed that she had contacted Kevin Lane, Monitoring Officer at Cherwell District Council and he had confirmed that because this was an amended application and had changed since it was discussed at the Parish Council meeting in July 2015, the discussion did not conflict with the Parish Council's Standing Order, which stated that a decision could not be changed within six months of that decision being made.

The Chairman proposed that the application be supported. This proposal was seconded by Councillor Ann Lyons.

A recorded vote was requested.

Those in favour of the proposal were: Councillors Ann Lyons, Patricia Leeman, Stuart Phipps, David Griffiths and Diane Bratt. (5)

Those against the proposal: Councillors Tony Gill, Martin Rye, Sue Jelfs and Colin Astley (4)

Resolved that the Parish Council supports application 15/01048/F. **Action TG**

- iv) 15/01384/OUT - Mr William Aylward, Land South of Little Shotover and East of Cherry Tree Cottage, Horn Hill Road Adderbury – Outline for the erection of five residential dwellings.

The Chairman left the room for this item and Councillor David Griffiths took the Chair for this item only.

Prior to the meeting, the objection from Simon Verdon had been circulated to the Parish Council and all the reason which Mr Verdon had stated, were the same grounds on which the Parish Council wished to object.

Councillor David Griffiths proposed that the Parish Council objected to the application. The proposal was seconded by Councillor Ann Lyons.

A recorded vote was requested.

Those in favour were: Councillors Ann Lyons, Patricia Leeman, Stuart Phipps, David Griffiths, Tony Gill, Martin Rye, Sue Jelfs and Colin Astley (8)

ADDERBURY PARISH COUNCIL

Resolved that the Parish Council objects to application 15/01384/OUT on the following grounds:

1. the application is outside of the residential settlement boundary as shown in the Adderbury Neighbourhood Plan;
2. planning application is incorrect in that the applicant states that he owns the access drive, however, the Land Registry only shows that the applicant has a right of way. The application also states it only affects one residential house, however it serves five residential properties;
3. The track is only 4.2m wide at its narrowest and not the 5+metres as stated on the application. Therefore the access is too narrow and not suitable for a number of vehicles;
4. The applicant will not be able to comply with the suggestions of the highway report as he does not own it. The report also overlooks that there is a public right of way along this access which is used by many people who would be affected by any changes;
5. There have been many accidents where this track joins the highway with vehicles from Milton ending up in the Randalls' garden wall. The bus to Oxford/Banbury stops just beyond the track and many school buses also use this area – additional vehicle movements are likely to affect the safety of all users of this service;
6. Residents have strived to keep this small area of Adderbury as rural as possible – this application will see the urbanisation of a rural access with tarmac from wall to fence and no verges;
7. The Parish Council would like to preserve open green space in the village.
8. The site is within a conservation area and the boundaries have been drawn to specifically protect the village. If this application is allowed, it would severely limit the views across a very pretty and unspoilt part of the village especially to the church with the landscape damaged forever;
9. The site lies within the curtilage of several listed buildings that are typical of Adderbury, Hornton stone, steep pitched roofs etc – their setting would be compromised;
10. Adderbury has coped with a number of new developments but none of them are so close to the historic centre of the village which we are so keen on preserving for all to enjoy; and
11. This constitutes backland development;

Action TG

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- iv) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 15 September 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for September 2015	£821.52
T Goss – Expenses for September 2015	£110.04
HMRC – Quarterly Payment	£192.96
Rascal Horticultural – Allotment and Cemetery Maintenance	£295.00
Thomas Fox – Grass cutting in the village august 2015	£603.00
Cherwell District Council – Emptying dog bins for summer period	£1057.06
BDO LLP – External Audit fee for 2014/2015	£360.00
Andrew Barnes – Tree Survey	£773.65
Cotefield Nurseries – Tree Works at The Lakes	£325.00
Nigel Claxton – repair for Wheelbarrow at The Lakes	£15.99

- iii) External Audit Report 2014/2015 - Prior to the meeting the external auditors report from BDO for 2014/2015 had been circulated to the Parish Council. No issues had been highlighted by the external auditor.

The Chairman thanked the Clerk for all her work on the audit during 2014/2015.

Resolved that the external auditors report for 2014/2106, be noted.

- iv) Review of the Effectiveness of the Internal Audit 2014/2015 - Prior to the meeting, the Clerk had circulated a review of the effectiveness of the internal audit for 2014/2015.

Resolved that the review of the effectiveness of the internal audit for 2014/2105 be approved.

61/15 PARISH COUNCIL MATTERS

- xx) Parish Council Vacancies – Prior to the meeting, the Clerk had circulated three applications for the two vacancies on the Parish Council. The applications were from Steven Cox, Diane Danton and Chris Shallis.

The Chairman advised that although there were three applicants for the two positions and one would unfortunately be unsuccessful, Parish Council elections were being held in May 2016 and there would then be twelve seats available on the Parish Council, an increase of one seat on the current number of eleven.

The Chairman thanked all three applicants for applying to be co-opted onto the Parish Council.

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A secret ballot was requested and each Councillor was given two slips of paper to vote for two applicants.

Resolved that Diane Danton and Chris Shallis be co-opted onto the Parish Council. **Action TG**

- xxi) Safeguarding Policy – Prior to the meeting, the Safeguarding Policy had been circulated to the Parish Council.

Resolved that the Safeguarding Policy for 2015/2016 be approved.

- xxii) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that he intended to complete the ANP by 30 September 2015 and it would then be passed to Karen Moore for her input. One outstanding key aspect which needed further work was the policies.

There would be a meeting with Cherwell District Council (CDC) on Friday 18 September 2015 and following that meeting, changes would be made to the Plan. It would then be circulated to the Parish Council on or before 30 September 2015, when it was also sent to Karen Moore.

Shortly before this date, there would be a meeting of the SAR and ANP teams to discuss the amendments following the meeting with Cherwell District Council.

The meeting with CDC had been facilitated by District Councillor Nigel Randall and Councillor Gill thanked Councillor Randall for his input and arranging this.

The Chairman felt that as there had been a number of delays with the ANP and although Councillor Gill had advised this was partly due to not being able to meet with CDC, the Chairman was of the opinion that the ANP should be sent to Karen Moore on 30 September 2015, even if it was not complete. Karen could then advise how the Plan could be effectively progressed.

The Chairman then proposed that the ANP be submitted to Karen Moore on 30 September 2015, whether or not it was complete. This was seconded by Councillor Ann Lyons. This proposal was voted on but was not carried, by 3 votes in favour of the proposal and 6 votes against.

The Chairman thanked Councillor Gill for his work on the Plan.

Resolved that:

- 1) the completed ANP be forwarded to Karen Moore on 30 September 2015; and **Action TGill**
 - 2) the ANP be approved by the Parish Council at the meeting on 20 October 2015. **Action TG/AGill**
- xxiii) Role and Responsibilities Training – The Chairman reminded the Parish Council about the roles and responsibilities training which was being held on Saturday 26 September 2015 from 9.45am to 1.30pm at Godswell Park, Bloxham. If any Councillors wished to attend, they should contact the Clerk.

ADDERBURY PARISH COUNCIL

Resolved that the report be noted.

- xxiv) Parish Council Web Site – Councillor Stuart Phipps reported that he had been working on the Parish Council web site and would email to the members, a link so that they could view his changes, prior to the site going live.

Resolved that the web site be discussed again at the next meeting. **Action TG**

- xxv) Parish Council Surgery – The Chairman reported that two people had attended the last surgery and had asked for a cul-de sac sign on Adderbury Court and a seat on Croft Lane. However she had checked the existing sign for Adderbury Court and it was already a ‘cul de sac’ sign.

Parking in Round Close Road was also highlighted as an issue and Val Scarff had put together a proposal for how the issues could be addressed. However, the Parish Council had not yet seen a copy of the proposal.

Councillors Ann Lyons and Patricia Leeman also reported that since the road had been re-marked, cars were now parking on the junction of Round Close Road/Dog Close and New Road. This was causing issues for drivers as the line of sight at the junction was blocked and it was very dangerous when pulling out.

Resolved that:

- 1) the report be noted;
- 2) the County Council be contacted to discuss the issues at the junction of Dog Close/Round Close Road and New Road. **Action TG**

- xxvi) Benches – The Clerk reported that she had spoken to Gary Wright, who had asked for permission for a memorial bench in the village for Colin George. He had suggested possibly replacing the bench outside of the Coach and Horses, however, he was still undertaking the fundraising and would report back to the Clerk in due course.

With regard to the bench which had been requested during the surgery for Croft Lane, the Chairman suggested it could be located by the entrance to Faulkners Close. There were a couple of possible positions where it could go, therefore the Chairman asked Councillors to have a look and it would be discussed at the next meeting.

Resolved that:

- 1) the report be noted;
- 2) Councillors to look at suitable locations for the bench; and **Action ALL**
- 3) this item be discussed at next meeting of the Parish Council. **Action TG**

- xxvii) Dog Bin – The Chairman reported to the Parish Council that there had been a request for a new dog bin around the area of the Methodist Church, on the corner of Chapel Lane.

ADDERBURY PARISH COUNCIL

A number of locations were suggested and the Chairman agreed to go on site and identify a suitable location.

Resolved that:

- 1) the report be noted;
- 2) a suitable location be identified for the dog bin; and **Action DB**
- 3) a green dog bin be purchased and installed once a location has been identified. **Action TG**

xxviii) Memorial Tree in Adderbury Cemetery – The Chairman reported that the memorial tree which had been planted in the cemetery for Chloe Bodfish by her parents had died and they had asked for permission to replace it. Andrew Barnes would be liaising with the Chairman and Chloe's parents on a suitable species and location and Chloe's parents had also offered to pay for the tree. It was hoped that the tree could be as close as possible to Chloe's grave, but not in the same position as the last tree.

Resolved that the replacement memorial tree be approved. **Action TG/DB**

xxix) Tree Survey – Prior to the meeting, the tree survey undertaken by Andrew Barnes had been circulated to the Parish Council. It included information on all trees owned by the Parish Council, but did not include the Lakes.

The Chairman thanked Andrew Barnes for completing the Survey and suggested that a small group of Councillors met with Andrew to progress the work which was required to the trees.

Resolved that:

- 1) the report be noted; and
- 2) the Chairman and Councillor Patricia Leeman to meet with Andrew Barnes to discuss the Tree Survey and how the required works should be progressed. **Action DB**

xxx) Parish Liaison Meeting – The Chairman reminded the Parish Council that the next Parish Liaison meeting was due to be held at Cherwell District Council on Wednesday 11 November 2015.

Resolved that:

- 1) the report be noted; and
- 2) this item be deferred to the next meeting to agree who would be attending the meeting. **Action TG**

xxxi) Agenda Format – Councillor Sue Jelfs reported to the Parish Council that she felt more information was needed on agenda items when the agenda was circulated to members.

Resolved that as much information as possible be made available to members when the agenda is published. **Action TG**

ADDERBURY PARISH COUNCIL

62/15 VILLAGE MATTERS

- xiii) Adderbury Library – Councillor Stuart Phipps reported that there had been a successful Pimms and Posh Frocks event last weekend. The FOCAL AGM was being held next month and there was a quiz night in November 2015.

Resolved that the report be noted.

- xiv) Play Area Inspections – Councillor David Griffiths reported that there were no issues at The Rise. It had been well used this summer and there had been a little bit of litter. However, the equipment was looking slightly worn, but Councillor Griffiths hoped that this would be looked at as part of Councillors Sue Jelfs' project on the village play areas.

Councillor Ann Lyons reported that the rope on the play equipment in the Lucy Plackett Playing Field still needed to be repaired properly, although the temporary repair was adequate in the short term.

Resolved that the report be noted.

- xv) Recycling Services – The Chairman reported that the recycling services in the County were being reviewed by the County council. Recycling Centres would be closing, but there would still be one in the northern part of the County.

The Parish Council felt that recycling services should be at the centre of the population and if recycling centres were to be closed, then it could encourage fly tipping. However, when the centres were closed, the County Council should offer more household based collection services.

Resolved that if recycling centres are to be closed, the County Council should offer more household based collection services. **Action TG**

- xvi) Twyford Road – The Chairman reported that this item had been brought up earlier in the meeting by Mr Wood during the residents' item and Councillors Colin Astley and Martin Rye would be looking into the matter.

Councillor Rye had already been looking at a number of relevant documents, but much of the guidance appeared to be advisory, not law. However he was still researching the matter.

The Chairman reported that another major issue with Twyford Road was that CDC and South Northants Council did not liaise with each other and the Parish Council had never been consulted on any planning applications relating to Cherwell Valley Silos because it fell into South Northamptonshire and not Oxfordshire. This was another issue which needed to be addressed.

Resolved that:

- 1) the report be noted; and

ADDERBURY PARISH COUNCIL

- 2) a report be submitted to the Parish Council on this matter, in due course.
Action CA & MR

63/15 CORRESPONDENCE – There were no further items of correspondence.

64/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 65/15, 66/15 and 67/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

65/15 ADDERBURY CEMETERY - The Chairman reported that the Clerk had contacted J&M Humphris and Edd Frost & Daughters funeral directors and had been given the costs for digging and preparing a grave. The Chairman had met with Edd Frost and the grave digger, Alan Cleaver on site and it appeared there would be no problem with digging double depth graves in section 3 of the Cemetery, except it would take longer as rock would need removing.

At the top end of section 2, there were single depth grave but these would also take ashes and there could be around 30 ashes plots. However, the Parish Council had to be very clear with the undertakers, that they could not purchase a whole single depth plot just for the burial of ashes. A full single depth grave could be sold for ashes if the purchaser intended at a future date, to also have a full burial in that plot.

The Chairman also suggested that no further burials be undertaken in Section 4 until the issue of the underground water had been addressed and rectified.

Resolved that:

- 1) the report be noted;
- 2) double depth graves be allocated,, in Section 3 and not Section 4, until the issue of underground water is addressed; **Action TG**
- 3) Cemetery grave plans be sent to all Councillors; and **Action TG**
- 4) a review be undertaken to enable better organisation of burials in the Cemetery.
Action TG/DB

66/15 FRIENDS MEETING HOUSE – The Chairman reported that there was no progress to report with regard to the Friends Meeting House.

However, the Ride and Stride event, supported by the Oxfordshire Chapels Trust had been held last weekend. The key to the event was to raise awareness of the FMH and many people did not know it was there. It had been very successful, with over 50 visitors. The Chairman thanked Phil Mansell and Ros Bailey, for supervising throughout the day.

Resolved that the report be noted.

67/15 GRACEWELL CAREHOMES – The Chairman reported that there had been a meeting with Peter Holcroft on 12 August 2015 and the Parish Council needed to discuss and

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agree how the £50,000 allocated for community benefit, would be spent. There was also no restrictions on the use of the money and no specified time frame.

There were a number of suggestions including a bus shelter on Oxford Road as well as funds for the Library, improved disabled access at the Adderbury Lakes and a biodiversity project. The Chairman agreed to collate a list and circulate it to the Parish Council.

Resolved that:

- 1) the report be noted;
- 2) the Section 106 wish list be sent to all Councillors; and **Action TG**
- 3) the Chairman to collate a list of possible items which the £50,000 could be spent on and then circulate it to the Parish Council. **Action DB**

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

THE LUCY JANE PLACKETT CHARITY

68/15 LUCY PLACKETT PLAYING FIELD & PLAY AREA – Councillor Sue Jelfs reported on the project she would be undertaking on the replacement play equipment in the playing field and at The Rise.

Councillor Jelfs required the Parish Council to agree some terms of reference and she would submit these to the next meeting of the Parish Council. An indication of the funds available for the project would also need to be confirmed.

James Collier, Chairman of Adderbury Park Football Club, had reported to the Clerk that dog fouling was again an issue on the playing field. Councillors felt that dog fouling was also an issue in other areas of the village, in addition to the playing field. Councillor Gill advised that CDC gave out free dog waste bags and these could be collected from The Bell and Adderbury Stores.

Councillor Griffiths suggested that he could speak to the landlord of the Coach and Horses to see if he would keep a supply in the pub.

Resolved that:

- 3) the report be noted;
- 4) a note be added in Contact about dog fouling and that free dog waste bags are available in Adderbury Stores and The Bell; **Action TG**
- 5) Councillors Patricia Leeman and Ann Lyons to check which dog fouling sign is missing from the Lucy Plackett Playing Field and advise the Clerk: **Action PL/AL**
- 6) Green Scythe be asked to cut back the nettles by dog fouling sign by the bridge; **Action TG**
- 7) free dog waste bags be made available at the Lakes; **Action DB**
- 8) the Coach and Horses be asked to store a supply of free dog waste bags; **Action DG**
- 9) Section 106 money available for play equipment be sent to the Chairman; and **Action TG**

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- 10) the terms reference for the play equipment project be submitted to the next meeting of the Parish Council. **Action SJ**

69/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 20 October 2015
- 24 November 2015
- No meeting in December 2015

70/15 ITEMS FOR THE NEXT AGENDA

- Allotment Rents for 2016/2017
- Youth Club funds
- Annual Parish Meeting 2016
- Bench in Croft Lane
- Parish Liaison Meeting – 11 November 2015
- Parish Council web site
- Proposal to move the bus stop from Chapel Lane to The Green
- Terms of reference for the play equipment project.

(The meeting closed at 9.55pm)

Diane Bratt - Chairman
20 October 2015

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MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 20 OCTOBER 2015 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Diane Danton, Tony Gill, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Stuart Phipps, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Nigel Randall and five members of the public.

APOLOGIES: Trish Fennell submitted her apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

The Chairman welcomed Councillors Chris Shallis and Diane Danton to their first meeting of the Parish Council.

71/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Minute Number – 76/15 (iv) Gladman Developments - Land to the West of the Crescent, Twyford, Banbury – Councillor Sue Jelfs and Patricia Leeman declared an interest, under the Code of Conduct because they were the Parish Council representatives on the Feoffees and the Feoffees owned land on Salt Way.

Councillor Diane Bratt declared an interest under the Code of Conduct because her son was close friends with the applicant's son.

Minute Number 77/15 (v) – Councillor Diane Danton declared an interest under the Code of Conduct because she was a tenant at the Walled Garden Allotments.

The Chairman reminded Councillors that they should always be following the procedures within the Parish Council's Standing Orders, especially with regard to procedures at meetings and observing the Code of Conduct. The Parish Council had approved its Code of Conduct therefore, Councillors must declare interests which were not pecuniary interests. Chairman felt dis-satisfied that at the previous meeting, Councillors did not consider their position more carefully when they decided not to declare interests, which she felt they should have done.

Point 24 in the Standing Orders referred to the behaviour of Councillors in-between meetings. At the last meeting, a Councillor reported that he had been on to an area of land, which he did not have permission to access and therefore should not have done so.

Also, if a Councillor was taking a member of the public on to any area of land, they should not be mis-lead and it should be made clear whether or not the Councillor was acting in their capacity as a Parish Councillor. If a Councillor did not have the Parish Council's permission and wished to act on behalf of the Parish Council, then the Clerk should be asked for her advice and in the absence of the Clerk, the Chairman should be contacted.

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Resolved that the interests and report be noted.

- 72/15 MINUTES** - The minutes of the meeting held on 15 September 2015 were taken as read, duly adopted and signed by the Chairman, with two minor amendments:

Minute Number 54/15 – Land West of Horn Hill Road 15/01048/F – Councillor Gill reported that he had no pecuniary interest in this planning application and asked for this to be included in the minutes.

Minute Number 54/15 - Planning – In terms of planning applications, Councillor Astley reminded the Parish Council that it was a consultee, not a decision maker and Councillor Astley asked for this to be included in the minutes.

The Chairman highlighted that she had also pointed out at the meeting on 15 September 2015, that although the Parish Council was a consultee, it reflected poorly on the Parish Council if Councillors did not declare an interest if they were affected by a development. Councillors should not put themselves, or the Parish Council, in that difficult position by not declaring their interests. Therefore, this should be an inclusion in the minutes of 15 September 2015.

Resolved that the minutes of the meeting held on 15 September 2015 be approved, with the three amendments. **Action TG**

- 73/15 MATTERS ARISING FROM THE MINUTES OF 15 SEPTEMBER 2015** – There were no further matters arising from the minutes of the meeting held on 15 September 2015.

Resolved that the report be noted.

- 74/15 OPEN FORUM** – Val Scarff addressed the Parish Council with regard to the Queen's 90th Birthday. Mrs Scarff had spoken to the landlord of the Coach and Horses and they felt it would be nice for the village to celebrate this special event. The landlord was keen to get involved and hopefully many others in the village would too. It would not be on the same scale as the Jubilee celebrations, but it would be a good village day in celebration of the occasion.

Mrs Scarff advised that the celebrations would not be organised if the Parish Council did not support it. A road closure would be required as there would be a market and she hoped that all the village groups and societies would get involved. Some people were already willing to serve on a Committee and some financial support may be required from the Parish Council to pay for the road closure.

The Chairman and the Councillors welcomed the idea of the celebrations and advised that it would be discussed at the next meeting of the Parish Council. **Action TG**

Andrew Barnes reported that he was appalled that Cherwell District Council (CDC) had allowed the Milton Road North development to be built in red brick and not stone. This was in conflict with the ANP and he was annoyed that the planning authority had allowed this. The Chairman reported that the Parish Council had been consulted as part of the procedure for the original application and in its response it had asked that all the properties be built in stone. District Councillor Nigel Randall advised that CDC had not made any decisions on the type of material for the development and it was still under negotiation with

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the developer, Banner Homes. Councillor Randall would give more information during his report later in the meeting.

Mark Hewish addressed the Parish Council with regard to the speeding vehicles on Horn Hill Road. Mr Hewish wanted protection from this issue and asked if there had been any progress with the County Council.

The Chairman reported that the Parish Council had contacted the County Council regarding the Section 106 money from the most recent developments and asked for clarification as to whether or not, there could be a pinch point in the village. This had been discussed previously, but it had never been agreed and progressed, as funding had not been available.

However, now that vehicles from the Milton Road development would be driving straight into the village, the Parish Council would ask if those Section 106 funds could be used for the pinch point, somewhere around Horn Hill Road, rather than on Milton Road, where measures were already in place.

The Chairman also highlighted an email from Geoff Barrell with regard to Section 106 funds from the Milton Road development (Banner Homes) and funds were available for infrastructure.

Councillor Nigel Randall suggested that the Parish Council could erect some signage itself along the road side to try and slow down the traffic. The Clerk would look into this further.

Action TG

The members of the public were thanked for addressing the Parish Council.

Resolved that the report be noted.

75/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Nigel Randall reported that with regard to declarations of interests, it was a decision for the individual as to whether or not they should declare. However, Cherwell District Council (CDC) Councillors always overstated their interests for the benefit of the public and would declare even if they knew they did not have an interest, because a member of the public might perceive that they had.

With regard to the footpath on Milton Road, linking the new houses at Adderbury Fields to St Mary's Road, this was still being progressed, but part of the work would include moving the signs and gateways further along Milton Road towards Milton to help slow down the traffic.

With regard to the Milton Road North development (Banner Homes), Councillor Randall reported that CDC had not allowed red brick on the development and the planning officers were still in negotiations with the developer with regard to the type of material which would be used and it had not, as yet, been agreed. There had been a proposal for some sort of white, manufactured stone, but the planning officers agreed that this would not be suitable for a development at the gateway to the village.

Councillors Colin Astley asked Councillor Randall if it would be helpful if the public and the Parish Council supported the comment that the development should be made from

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Hornton stone. Councillor Randall was unsure if it would make any difference, but the Parish Council and any member of the public could submit a letter to CDC if they wanted to. The Chairman advised that this would be discussed later in the meeting, under the planning items.

Councillor Randall also reported that CDC had approved the Hook Norton Neighbourhood Plan on 19 October 2015. The Inspector passed it in March 2015 and it had just been approved by CDC. It had been submitted to CDC approximately 15 months ago.

At the CDC Council meeting, Councillor Michael Gibbard had advised that the Bloxham Neighbourhood Plan could also take a similar amount of time (15 months) to approve, following submission to CDC.

CDC was also forming a local housing company, which would be looking after affordable housing in Cherwell. It was a means of engaging Cherwell residents on the housing list to finish off houses, or help with self-build houses at various locations around the District.

As there was a Government funding crisis, especially for County Councils, the Government might decide to delve into the funds of those councils who had reserves. As a result, CDC was tying up its funds so that it could not be used for any other purpose other than in the Cherwell area.

The Chairman thanked Councillor Randall for his report.

Resolved that the report be noted.

76/15 PLANNING

- v) Milton Road Development 14/00250/F (Banner Homes) – The Chairman advised that she had declared an interest and left the room when this application had been discussed by the Parish Council at the consultation stage. However, because it had now been approved by CDC, the Chairman did not feel she needed to withdraw again whilst there was a discussion with regard to the proposed materials on the development.

The Chairman asked the Parish Council if it felt it should reiterate its comments with regard to Hornton stone being used for the properties on the development. She also suggested that the planning officers should also be praised with regard to the work they had done relating to the materials on other developments in the village.

Resolved that:

- 1) the report be noted; and
- 2) a letter/email be sent to Cherwell District Council reiterating its comments with regard to the materials of the houses on this development and the officers be praised for the good decisions they made relating to the materials for the other developments in the village. **Action TG**

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- vi) Planning Applications – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that it be noted that no observations had been made by the Parish Council in respect of the following applications, and no observations be approved:

- 15/01048/F Mr Matthew Gough
Land West of Horn Hill Road Adderbury
Residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground
- 15/00302/TCA Mrs Brown
The Rookery High Street Adderbury
T1 x Cherry - Fell
T2 x Yew - Crown raise lower southern crown to 3.0m
- 15/01252/F Smiths of Bloxham
Newland Caravan Park Bloxham Road Milton
Use and continued use of site as a gypsy and traveller site to provide 38 no. household pitches with associated landscaping, landscape, bund, amenity play area new facilities building access road, hard standing and parking areas.

Resolved that, it be noted that, observations had been made by the Parish Council in respect of the following application, and these comments be approved:

- 15/01521/LB Ms V Dark
Wisteria House, The Green Adderbury Banbury
Creation of 1 No shower room and 1 No bathroom

Resolved that, it be noted that, objections had been made by the Parish Council in respect of the following application:

- 15/01384/OUT Mr William Aylward
Outline: Erection of 5 residential dwellings
Land South of Little Shotover and East of Cherry Tree Cottage
Horn Hill Road Adderbury
- 15/00305/TCA Sir Martin Jacomb
The Manor House Mill Lane Adderbury
T1 x Lime – Fell

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

- 15/00323/TCA Mr Michael Sykes
Westway Cottage Horn Hill Road Adderbury
T1 x Juniper – Fell and T2 x Walnut – Fell
- 15/01726/F Mr & Mrs Tony Rutter

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11 Sydenham Close Adderbury
Erection of two storey side extension

15/01781/F Ms Pat Smith
Hillside 7 Water Lane Adderbury
Removal of felt finished flat roof and erection of slate finished mono-pitched roof with rooflight to rear.

15/01793/LB Mr & Mrs I Dunstan
The Old House Tanners Lane Adderbury
Reconstruction of chimney replacement of windows minor refurbishment of interior walls and ceiling.

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- vii) 15/01773/OUT - Gladman Developments - Land to the West of the Crescent, Twyford, Banbury – The Parish Council discussed the planning application for outline planning permission for up to 50 residential dwellings (including up to 35% affordable housing), land for potential GP outreach Surgery/Pharmacy/Community Use/Primary School Relocation, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Banbury Road and associated ancillary works. All matters to be reserved with the exception of the main site access.

Councillors Tony Gill and Colin Astley asked the Chairman if she should declare an interest as her Husband had connections with Gladmans. The Chairman did not feel she had an interest because she nor her Husband had any connections with Gladmans. However, in the interests of transparency, she would declare an interest, under the Code of Conduct.

Councillors Sue Jelfs and Patricia Leeman declared an interest as Trustees of the Feoffees.

The Councillors all agreed that the Parish Council should object to the application.

Resolved that the Parish Council objects to application 15/01773/OUT. **Action TG**

77/15 FINANCE

- v) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 20 October 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

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Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for October 2015	£824.54
T Goss – Expenses for October 2015	£29.70
Complete Weed Control – Weed treatments in the village	£516.00
Thomas Fox – Grass cutting in the village September 2015	£603.00
G & S Window Cleaning – Cleaning of gutters at LPAC	£50.00
Buryhook – Path improvements at the Lakes	£12,858.00
Aquatic-Solutions UK – Installation of Nicospan membrane fencing at the Lakes	£3,326.40
CPRE – Annual Subscription	£36.00
Rascal Horticultural – Allotment and Cemetery Maintenance	£325.00
Turnstone Ecology Ltd - Bat and bird boxes	£200.00

- iii) Adderbury Lakes – Prior to the meeting, the spending at Adderbury Lakes during 2015/2016 had been circulated to the Parish Council. The Chairman also gave an update on the Lakes projects. With regard to the bat and bird boxes which had been installed, there was evidence of a Brandt's Bat at the Lakes which was uncommon in this area and there had only been a couple of recorded sightings of them in Oxfordshire.

With regard to the spending, a lot of money had been carried forward in the budget from previous years and there had also been fundraising for the works to the pathways. £5000 had been obtained from TOE2 and the New Homes Bonus had also been used. Most funds were allocated to various items like work on the Ice House and works to the bottom lake to stop a leak.

The Chairman expressed her thanks to the Lakes Management Committee for all their work, including attending meetings. She also thanked those who attended work parties once a month as volunteers at the Lakes. The Lakes had considerable community support for example the Adderbury WI had recently discussed a project for sowing patches of wild flower meadow. The Lakes was an excellent community project and the Chairman hoped the Parish Council appreciated the benefit to the village.

Resolved that the report be noted.

- viii) Youth Club – Councillor Patricia Leeman asked the Parish Council whether the funds which had been ring fenced for the Youth Club could be used for alternative projects. It was extremely unlikely that the Youth Club would open again therefore Councillor Leeman suggested that the £700 could be used for an all-weather table-tennis table for the Lucy Plackett Playing Field next to the MUGA.

Councillor Sue Jelfs was leading on the play equipment project and she felt that this could be incorporated into the overall project.

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Resolved that the funds of £700, which had been given to the Parish Council when the Youth Club had closed, be used for the play equipment project.

- v) Appointment of Internal Auditor 2015/2016 – Prior to the meeting, the Parish Council had received the letter of engagement from Arrow Accounting and this had been circulated to the Councillors.

Resolved that Phil Hood from Arrow Accounting be appointed as the Internal Auditor for 2015/2016. **Action TG**

- vi) Gracewell Care Homes (13/01672/HYBRID) – Prior to the meeting, the Chairman had circulated a list of items which the £50,000 from this development on Banbury Road could be spent on.

Resolved that the funds be spent as follows and submitted to Gracewell for consideration:

- £5000 - improved access for disabled at Adderbury Lakes LNR (removing steps within Lakes area and a dropped curb at entrance for wheelchair users)
- £1000 - extra seats in village
- £2000 - support for Adderbury library
- £2000 - Starting fund for a biodiversity project in the village (probably a wild flower area but to be agreed by the Parish Council)
- £5000 - towards adult outdoor gym equipment

Total £15000 which the Parish Council would request, with a view to getting these projects underway as the Care Home was still being built.

- the remainder of the fund (£35000) be passed to the Parish Council and kept in a budget to be allocated when projects came forward. **Action TG**

- v) Allotment Rents 2016/2017 – The Parish Council discussed the rent at the Walled Garden Allotments and felt that it should remain the same as 2015/2016, which was £26.00.

Resolved that rent at the Walled Garden Allotment for 2016/2017 be £26.00.
Action TG

78/15 PARISH COUNCIL MATTERS

- xxxii) Adderbury Neighbourhood Plan (ANP) – The Chairman thanked Councillors Colin Astley and Tony Gill for completing the ANP and it was now ready for submission to the consultant, Karen Moore.

Roger Dickinson reported that following the ANP meeting last night there were a few outstanding areas and the next steps had been identified. He reported that meetings had been held with CDC officers and they had given reasonable advice

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with regard to the buffer zone, residential settlement boundary, designated land areas, development and design strategy and leisure facilities.

The documents would now be sent to Karen Moore by Friday 23 October 2015 and the Chairman would be talking to Karen about her timings for reviewing the documents. Karen would advise whether or not, further work was needed.

It was hoped that a meeting could be held on Monday 16 November 2015 to consider all of Karen's comments.

Councillor Gill agreed to forward a copy of the completed documents to all Parish Councillors, in addition to the ANP team.

The Chairman reminded the Parish Council that it had been previously agreed that if Karen recommended an external consultant was needed to complete the Plan, then this advice would be followed. Therefore the Chairman might need to progress this in between Parish Council meetings.

The Chairman thanked Councillor Gill for his work on the Plan.

Resolved that:

- 1) the report be noted;
- 2) the ANP documents be forwarded to Karen Moore by Friday 23 October 2015; **Action TGILL**
- 3) the ANP documents be forwarded to all of the Parish Councillors, as well as the ANP team; **Action TGILL**
- 4) the Chairman be authorised to speak to Karen Moore with regard to her timings for reviewing the document; and **Action DB**
- 5) if recommended by Karen Moore, the Chairman be authorised to source consultants and a grant to help finish the ANP. **Action DB**

xxxiii) Parish Council Surgeries – Councillor Ann Lyons and Patricia Leeman had attended the last surgery and one gentleman had attended to discuss the grass cutting on Oxford Road and Margaret Road, with regard to the cuttings which were left on the path.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the report be noted.

xxxiv) Parish Council Web Site – Prior to the meeting, Councillor Stuart Phipps had circulated a link to a new Parish Council web site. Councillor Phipps would keep the Parish Council updated as and when further work had been carried out.

Resolved that the report be noted.

xxxv) Bench in Croft Lane – The Chairman reported on the request for a bench in Croft Lane. It was suggested that the bench be sited by the entrance to Faulkners

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Close. Councillor Martin Rye agreed to look at examples of the types of benches which could be installed.

Councillor Patricia Leeman reminded the Parish Council that the wooden benches in the village needed to be varnished. This would be discussed further at the next meeting.

Resolved that:

- 1) the report be noted;
- 2) the bench be installed at the entrance to Faulkners Close; and **Action TG**
- 3) examples of new benches be circulated to the Parish Council. **Action MR**

xxxvi) Annual Parish Meeting 2016 – The Chairman reported that a speaker was required for the Annual Parish meeting in April 2016. A date also needed to be agreed.

The Parish Councillors made a number of suggestions including:

- report from the ANP team
- Councillor Ian Hudspeth from the County Council on the budget cuts at OCC
- CPRE
- National Trust
- Woodland Trust
- John Craven
- David Yip
- Sport England (local representative) about health and fitness for all

The date which were suggested were either Tuesday 12 April 2016 or Wednesday 13 April 2016.

Resolved that:

- 1) letters be sent to all of the people/organisations which are suggested above; and **Action TG**
- 2) the Clerk to confirm the date of the Annual Parish Meeting 2016. **Action TG**

xxxvii) Walled Garden Allotments – The Parish Council considered a request for a tool shed on the wall, below plot 16.

Resolved that the request be agreed, subject to the conditions within the tenancy agreement. **Action TG**

xxxviii) Adderbury Cemetery – The Chairman reminded the Parish Council about the advice from the Environment Agency with regard to the proposed extension to the burial ground.

The email from Craig Hampton at the Environment Agency following the site meeting had stated that if the burial ground was to be extended then there would

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need to be a survey. Some of the land might not be suitable for burials, but some of it would be. Also any land with the high levels of water could be used for ashes burials, if the Parish Council wished to do so, or a possible memorial garden, however all of this was subject to a survey.

Resolved that the report be noted.

xxxix) Roles & Responsibilities Training – Prior to the meeting, feedback from the training session held on Saturday 26 September 2015, had been circulated to the Parish Council.

Councillor Chris Shallis had attended the training and he felt that it was very good and had been very helpful.

Resolved that the report be noted.

79/15 VILLAGE MATTERS

xvii) Adderbury Library – Councillor Stuart Phipps had left the meeting, therefore there was no report on Adderbury Library.

Councillor David Griffiths reported that there was a fundraising quiz night being held on 14 November 2015 in The Bell.

Resolved that the report be noted.

xviii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine. He had removed some litter and was going to varnish the gate.

Councillor Patricia Leeman asked whether some trees and flowers could be planted around the play area at The Rise. The Chairman advised that the land was owned by CDC, therefore, the Clerk would need to seek permission before any planting could take place. It was suggested that as some residents were sometimes parking on the grass, the planting of trees and flowers might also help alleviate the parking issue too.

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

Resolved that:

- 1) the report be noted; and
- 2) CDC be asked about planting trees and flowers around the play area at The Rise. **Action TG**

xix) Licensing Act 2003 & Gambling Act 2005 – Prior to the meeting, the consultation papers from Cherwell District Council had been circulated to the Parish Council.

The Chairman asked the Councillors to feedback to the Clerk if they had any comments.

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Resolved that any comments on the consultation be sent to the Clerk. **Action ALL**

- xx) Chapel Lane Bus Stop – The Chairman advised the Parish Council on a proposal from a resident to move the bus stop from Chapel Lane to The Green.

The Councillor felt that they couldn't support the request because it would cause traffic issues and make the traffic situation worse and they were not sure where it could be located.

The Chairman also reported on the issues of buses which could not get past Tythe Barn on High Street on many occasions. The Clerk had already contacted Stagecoach and they had confirmed it was a problem. As highways was a County Council function, the Clerk was asked to contact their officers and ask for solutions to this problem.

Resolved that:

- 1) the request to move the bus stop not be supported; and
- 2) the County Council be asked to suggest measures which could help with the issue of buses not being able to pass through High Street due to the parked cars. **Action TG**

- xxi) Traffic Calming – The Chairman advised that this had been covered earlier in the meeting and the County Council would be asked details on the possibility of a pinch point in the village and also signage would be looked at for Horn Hill Road.

Now that the road markings had been re-drawn, there was also a problem with people double and triple parking at the junction on Dog Close and Round Close Road. This meant that drivers were unable to see when turning into New Road and was very dangerous. The Clerk had already reported this matter to the County Council and would chase up the traffic officers for a response.

With regard to the issues of speeding vehicles on Milton Road and round into Horn Hill Road and through the village, it was suggested that the turn into the village by the oak tree (coming from the direction of Milton), could be blocked off. This would slow down the traffic as they would have to turn at the opposite side of the oak tree junction and would also discourage people using the village as a rat run. This suggestion would be made to the County Council if a pinch point was not acceptable to the highways officers.

It was also reported that more prominent cul-de-sac signs were needed for Adderbury Court and Lake Walk

Resolved that:

- 1) the County Council be contacted for a progress report with regard to the parking issues at the junction on Dog Close and Round Close Road; **Action TG**
- 2) the County Council be asked to look into a pinch point within the village, somewhere between Cross Hill Road and High Street, and **Action TG**

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- 3) more prominent cul-de-sac signs be requested for Adderbury Court and Lake Walk. **Action TG**

80/15 CORRESPONDENCE – The CPRE's Countryside Voice magazine was circulated. The Clerk had also received a letter from Barbara Talbot in with regard to the additional street lighting. The Clerk was asked to contact the County Council to obtain some costs for this new light and it would be discussed at the next meeting of the Parish Council. **Action TG**

81/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 82/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

82/15 GRASS CUTTING – Councillor Sue Jelfs reported that the Parish Council needed to allow more time this year to consider the quotes for grass cutting. However, the Councillors were all happy with the service provided by Thomas Fox (village areas) and Green Scythe Ltd (Lucy Plackett Playing Field) and if they could provide reasonable quotes for 2016/2107, then there would be no need to go out to tender again this time.

Resolved that:

- 5) the report be noted; and
- 6) Thomas Fox and Green Scythe be asked to submit quotes for the 2016/2017 grass cutting contracts. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

83/15 PLAY EQUIPMENT PROJECT – Prior to the meeting, Councillor Sue Jelfs had circulated a list of the areas to be covered in the terms of reference.

The Parish Council was happy with the suggestions which Councillor Jelfs had listed and this would help form the terms of reference for the project.

Resolved that the report be noted.

84/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 24 November 2015
- No meeting in December 2015
- 19 January 2016
- 23 February 2016
- 29 March 2016

85/15 ITEMS FOR THE NEXT AGENDA

ADDERBURY PARISH COUNCIL

1. Queen's 90th Birthday Celebrations on Saturday 4 June 2016
2. Noticeboard for Twyford
3. Parish Council web site
4. Barbara Talbot letter about street lighting
5. Grass cutting contracts
6. Terms of reference for play equipment project
7. Hatch markings on Dog Close
8. Maintenance of benches
9. Twyford Road

(The meeting closed at 10.05pm)

Diane Bratt - Chairman
24 November 2015

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 24 NOVEMBER 2015 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Diane Danton, Tony Gill, David Griffiths, Sue Jelfs, Patricia Leeman, Stuart Phipps, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), District Councillor Nigel Randall, Trish Fennell and nine members of the public.

APOLOGIES: Ann Lyons submitted her apologies because she was on holiday and they were accepted. County Councillor Arash Fatemian also submitted his apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

86/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Minute Number 91/15 (i) - 15/01732/F - Fleet Farm, Aynho Road, Adderbury – The Chairman declared an interest because this application related to her property and she would leave room if the Parish Council wished to discuss it.

Minute Number 91/15 (i) 15/00400/TCA - North Bank, Cross Hill Road Adderbury – Councillor Chris Shallis declared an interest, under the Code of Conduct, because he lived opposite the site of this application.

Minute Number 91/15 (i) - 15/01781/F - Hillside 7 Water Lane Adderbury – Councillor Diane Danton declared an interest, under the Code of Conduct, because she knew the applicant.

Minute Number 91/15 (iii) - 15/01048/F - Land West of Horn Hill Road, Adderbury - Councillor Astley reported that he had taken legal advice as well as speaking to Democratic Services at Cherwell District Council and he felt that he had no interest to declare in this planning application.

The Chairman advised that following contact with the Monitoring Officer Kevin Lane, he had advised that an interest should be declared, under the Code of Conduct.

Councilor Gill also reported that following the legal advice which Councillor Colin Astley had received, he had no interest in planning application 15/01048/F, despite being consulted by Cherwell District Council as a neighbour. The Chairman advised that following contact with the Monitoring Officer Kevin Lane, he had advised that an interest should be declared, under the Code of Conduct.

Resolved that the interests be noted.

87/15 MINUTES - The minutes of the meeting held on 20 October 2015 were taken as read, duly adopted and signed by the Chairman, with two amendments:

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Minute Number 71/15 – Councillor Sue Jelfs reported that as a trustee of the Feeoffes, she did not declare an interest at the last meeting and asked for the minutes to be amended to reflect this. Councillor Jelfs felt that being trustee did not cause any conflict of interest.

Tree Survey - The Chairman reported that she had met with Andrew Barnes with regard to the tree survey and all the trees in the village were covered in the report.

The Parish Council owned a number of trees in the village and they had discussed the priorities. Mr Barnes was now going to obtain costs for the work to the priority 1 and 2 items.

The priority 1 items needed to be completed this winter and those in priority 2, would be for works to be completed next season. Once the quotes had been obtained, the Chairman would report back to the Parish Council.

There was a large amount of work to be undertaken and if was all to be completed, the Parish Council could consider using some of its reserves. However, there was nothing dangerous which need immediate attention.

Minute Number 78/15 (i) – Adderbury Neighbourhood Plan - Councillor Tony Gill reported that with regard to the last paragraph of this minute, he felt that it should state that the decision as to whether or not Karen Moore's recommendations on the ANP should be accepted, was a decision for the ANP and the SAR teams because in his opinion, the ANP was a community owned document and not owned by the Parish Council.

The Chairman reminded the Parish Council that the ANP had to be approved by the Parish Council for submission to CDC. It was also the Parish Council which had commissioned and was paying for, the work by Karen Moore.

The Chairman reported Karen Moore's report would hopefully be with the Parish Council by Friday 27 November 2015. When it was received, it was for the Parish Council to decide whether or not to proceed with Karen's recommendations, as had been agreed at a previous Parish Council meeting.

If further work was needed in-between Parish Council meetings, the Parish Council had given authority to allow the ANP to be progressed without further delay and the Chairman could apply for a grant to cover fees for an external consultant, if Karen Moore recommended that course of action.

Councillor Tony Gill again repeated that it was the ANP and SAR groups to agree whether or not the document needed further professional help. The Chairman reiterated that at a previous Parish Council meeting, it had been agreed that the Parish Council would make the decision on how the ANP should be progressed, once Karen had completed her work.

Councillor Gill advised that the ANP and SAR groups would be meeting on Monday 30 November 2015 as Karen's report was due by 27 November 2015.

Councillor Gill proposed that the minute should be amended to reflect his view that following the receipt of Karen Moore's report, the ANP should only be progressed and amended by the ANP and SAR groups, not the Parish Council. This proposal was

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seconded by Councillor Colin Astley. A recorded vote was then requested by Councillor Gill.

Those in favour of the proposal – Councillors Colin Astley, Sue Jelfs and Tony Gill (3)
Those against the proposal – Councillors Diane Bratt, Diane Danton, David Griffiths, Patricia Leeman, Stuart Phipps, Martin Rye and Chris Shallis (7)

Therefore the proposal was not carried and the amendment to the minute would not be made.

Minute Number 76/15 (iii) - 15/01773/OUT, Land to the West of the Crescent, Twyford, Banbury - Councillor Colin Astley reported that he had stated that Mr R Bratt was named on Certificate 'B', in relation to another Gladman application in Bodicote, but this had not appeared in the minutes.

The Chairman was happy for this inclusion and the proposal was carried.

Resolved that the minutes of the meeting held on 20 October 2015 be approved, with the two amendments. **Action TG**

88/15 MATTERS ARISING FROM THE MINUTES OF 20 OCTOBER 2015 – There were no further matters arising from the minutes of the meeting held on 20 October 2015.

Resolved that the report be noted.

89/15 OPEN FORUM – Cath Handley addressed the Parish Council with regard to the parking issue at the junction of Dog Close and New Road. Since the realignment of the junction, parking was a real issue as it was very difficult to see the on-coming traffic as the parked cars blocked the view along the main road. Mrs Handley asked if yellow hatching or parking bays could be painted onto the road. The Chairman advised that she had already met with Highways Officers and discussed this matter and would provide an update later in the meeting.

Nigel Wood addressed the Parish Council with regard to Section 106 monies, Twyford Wharf Bridge and noise at night from vehicles using Twyford Road. Mr Wood circulated a copy of his report to the Parish Council.

A resident asked why there was only ten minutes available for the public to address the Parish Council. The Chairman advised that some Parish Councils did not allow any time at all and there was always a full agenda and this time slot had been agreed by the Parish Council.

The same resident asked why had Parish Council had increased its precept in 2015/2016 when other authorities hadn't. Councillor Colin Astley advised that the Parish Council only received a smaller amount of the whole council tax bill and all money which was received, was used on services for residents in the village.

Mrs McCulloch addressed the Parish Council and supported the issues which Cath Handley had raised earlier in the meeting. Mrs McCulloch also advised that speeding traffic on Cross Hill Road was also an issue and she was affected by the parking at the Dog Close junction. Mrs McCulloch had witnessed three accidents recently and she felt

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that the problem was only going to get worse. The Chairman reported that the issues were covered in ANP and the Parish Council had been working with the County Council on traffic calming measures. Traffic calming was also detailed within the ANP, however the Parish Council was already trying to progress this with the County Council, although the highway officers were against having speed humps in the village.

Nick Fennell addressed the Parish Council with regard to the success of the Adderbury Community Food Market. Mr Fennell thanked Parish Council for the grant of £200.

Andrew Barnes addressed the Parish Council and reported that on the eastern side of Banbury Road, between The Rise and traffic lights, the gullies and gutters needed clearing out as fallen leaves were causing the road to flood. There were also flooding issues on the Oxford Road around Duchess Bridge. The Clerk agreed to report these to the County Council. **Action TG**

Resolved that the report be noted.

- 90/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** – District Councillor Nigel Randall highlighted that the Government's Autumn Statement would be affecting all areas of Local Government.

Councillor Randall was still chasing the planning officers with regard to the types of material which the developer was intending to use on the properties at the North Milton Road site. He advised that the developer had gone very quiet, so this was not progressing as quickly he had hoped. However the developer had been advised that the material which had already been suggested, were not good enough and in-keeping with a village setting.

Councillor Randall also acknowledged Mr Nigel Wood's issues on Twyford Road and the emails which he had been sent. Councillor Randall advised Mr Wood that if he was not so rude to people, he might get answers to some of the questions he had posed to the various bodies.

The Chairman thanked Councillor Randall for his report.

Resolved that the report be noted.

91/15 PLANNING

- ix) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

15/01726/F	Mr & Mrs Tony Rutter 11 Sydenham Close Adderbury Erection of two storey side extension
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15/01781/F	Ms Pat Smith Hillside 7 Water Lane Adderbury
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Removal of felt finished flat roof and erection of slate finished mono-pitched roof with rooflight to rear.

15/01793/LB &
15/01792/F

Mr & Mrs I Dunstan
The Old House Tanners Lane Adderbury
Reconstruction of chimney replacement of windows minor refurbishment of interior walls and ceiling.

15/01252/F

Smiths of Bloxham
Newland Caravan Park Bloxham Road Milton
Use and continued use of site as a gypsy and traveller site to provide 40 no. household pitches with associated landscaping, landscape bund, amenity play area, new facilities building, access road, hard standing and parking areas.

15/01883/F

Mr & Mrs Pinder Hujan
Manor End House Manor Road Adderbury
Installation of below ground rainwater harvesting tank at rear of property and installation of air con unit to side of property.

15/00353/TCA

Mr and Mrs David Howlett
Snowdrop Cottage Cross Hill Road Adderbury
T1, T2 x Fir – Fell

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:
None

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

15/00323/TCA

Mr Michael Sykes
Westway Cottage Horn Hill Road Adderbury
T1 x Juniper – Fell and T2 x Walnut – Fell

15/01773/OUT

Gladman Developments
Land to the West of the Crescent, Twyford, Banbury
Outline planning permission for up to 50 residential dwellings (including up to 35% affordable housing), land for potential GP outreach Surgery/Pharmacy/Community Use/Primary School Relocation, introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation and attenuation, vehicular access point from Banbury Road and associated ancillary works. All matters to be reserved with the exception of the main site access.

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

TPO 16 2015

Lime Tree

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The Manor House, Mill Lane, Adderbury

- 15/00363/TCA Mr Grahame Chilver
Lyttchett House Horn Hill Road Adderbury
T1 x Silver Birch - Reduction by 10%
T2 x Weeping Willow – Repollard
- 15/00388/TCA Mr S Mcann
Adderbury House Lake Walk Adderbury
G1 x Sycamore and Yew group - Crown raise all trees over
Lambourne Way and access to field
T1,2,3 x Sycamore - Remove
T4,5 x Laurel - Coppice
T6 x Yew - Crown raise 2 m and crown clean
T7,8 x Thuja - Crown clean removing all dead wood and raise
to 2 m
- 15/01732/F Mr Rowland Bratt
Fleet Farm, Aynho Road Adderbury
Conversion and alterations of barn to garages; erection of 1
No dwelling
- 15/00400/TCA Mr Ian Asbury
North Bank Cross Hill Road Adderbury
T1 x Conifer - Reduction by 15 ft, T2 x Conifer - Reduction by
12 ft, T3 x Conifer – Fell, T4 x Cedar – Fell

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Planning Application 15/01048/F – The Parish Council considered the amendments to the application for a residential development of a single dwelling, with associated landscaping and land for an extension to the existing village burial ground, on at land west of Horn Hill Road, Adderbury.

Following a discussion, covering a number of points already discussed at previous meetings, the Chairman proposed that the application should be supported. This proposal was seconded by Councillor David Griffiths.

Councillor Tony Gill then requested a recorded vote.

Those in favour of the proposal – Councillors Diane Bratt, Diane Danton, David Griffiths, Patricia Leeman, Stuart Phipps, Martin Rye (6)

Those against the proposal – Councillor Colin Astley, Sue Jelfs, Tony Gill and Chris Shallis (4)

Therefore the proposal was carried.

Resolved that the Parish Council supports the amendments to planning application 15/01048/F. **Action TG**

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92/15 FINANCE

- vi) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 24 November 2015 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for November 2015	£824.34
T Goss – Expenses for November 2015	£8.75
T Goss – Salary for December 2015	£824.34
HMRC Quarterly payment	£181.00
Thomas Fox – Grass cutting in the village October 2015	£603.00
Thames Water – Water supply at the allotments	£13.94
JRB Enterprise – Dog bin	£193.20
Rascal Horticultural – Allotment Maintenance	£20.00
Rascal Horticultural – Lakes Maintenance	£300.00

Resolved that, it be noted that, the following payments had been made since the last meeting of the Parish Council:

Wellen Ltd – Report on condition of the Ice House at the Lakes	£708.00
Turnstone Ecology Ltd – Bat and bird boxes at the Lakes	£200.00

- iii) Clerks' Pension – Prior to the meeting, the Clerk had circulated information on the requirements for the Parish Council to provide a pension for its employees.

There was no further information available at the moment, but once any was received, it would be circulated to the Parish Council.

Resolved that the report be noted.

- iv) Gracewell Care Homes – The Chairman reported that due to issues with its contractors, Gracewell Care Homes was now unable to donate to the Parish Council, for community benefit, the full £50,000 which had been promised. Instead £15,000 would be given to the Parish to cover the costs of the items agreed at the last meeting.

If there was any change in the circumstances for Gracewell, a further donation might be given to the Parish Council, however this would not be known for some time.

The Chairman reminded members that Bob Duxbury at Cherwell District Council had advised it was perfectly acceptable for the Parish Council to accept this gift, on behalf of the village.

Resolved that:

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- 1) the report be noted; and
- 2) Gracewell Care Homes be thanked for the £15,000 donation towards community facilities in the village. **Action TG**

93/15 PARISH COUNCIL MATTERS

- xl) Adderbury Neighbourhood Plan (ANP) – Councillor Tony Gill reported that all Councillors had now had access to the ANP documents and no Councillors had highlighted any issues with the policies or any other documents.

Councillor Gill asked if everyone had read the Plan and the Chairman reminded the Parish Council that all members should have read the Plan.

Councillor Gill advised that at Cherwell District Council's Parish Liaison Meeting, there had been a report on the Housing and Planning Bill, which would receive Royal Assent in April 2016. His understanding was that if the ANP and related documents had not been processed by Cherwell District Council by the time of Royal Assent, the documents would have to be reviewed in light of the new legislation.

The Chairman reported that she had looked at the Bill, which was currently at Committee stage, and she did not think it would affect the Plan unless the Plan changed.

Councillor Colin Astley reported that the housing issue in Oxford and Local Plan 2 could have an impact on the ANP and the Government wanted to build more houses more quickly, so the Plan needed to be speeded up.

Councillor Gill advised that Adrian Colwell at CDC, had agreed that if the ANP was submitted during early December, it would be processed and completed by CDC, by the end of March 2016. Then if the Bill did receive Royal Assent, everything in the Plan would still apply.

Councillor Gill reported that the ANP was currently with Karen Moore and the Sustainability Appraisal report was in an acceptable state as Ricki Therival had approved it. Karen's report was due by the end of this week and a meeting of the ANP and SAR groups had been arranged for 30 November 2015.

The Chairman confirmed that the Parish Council had agreed to fund three days' ANP work for Karen Moore. Since she had received the report in October, she had been delayed starting work on it because the time she had set-aside for it was in August, when it should have been submitted to her and as well as being ill during October, she now had other work commitments too.

In addition, her report on the ANP would not come to the Parish Council until it had been quality assured. If it took Karen more than three days to complete the work, then the Parish Council would have to fund the additional hours.

To speed up the process for submission to Cherwell District Council, Councillor Gill proposed that the Parish Council approved the ANP for submission to CDC,

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and gave authority to the ANP/SAR groups to consider Karen Moore's comments and make the necessary amendments, without the report coming back to the Parish Council.

The Chairman did not feel this was an appropriate course of action, because the Parish Council had approved the ANP for submission to Karen and was paying for her work and should therefore, consider her report and the impact on the ANP. It was the Parish Council's decision whether the ANP should be submitted to CDC, not the ANP/SAR groups. She also reminded the members that the Parish Council had a resolution in place to follow Karen's advice if she recommended that the Parish Council sought professional help to complete the ANP ready for submission.

Councillors Colin Astley and Sue Jelfs also highlighted their concern that the process was taking too long.

Following a discussion, most members agreed that it was for the Parish Council to approve the amended Plan for submission to CDC. However, not all members agreed with this opinion and felt that the ANP/SAR groups should do this.

It was proposed that a special meeting would be held on Tuesday 1 December 2015 to discuss the outcomes of Karen's report and how the Plan should be progressed.

Resolved that:

- 6) the report be noted; and
 - 7) a special meeting be held on 1 December 2015 to consider the recommendations made by Karen Moore. **Action TG**
- xli) Parish Council Surgeries – Councillors Sue Jelfs reported that no one had attended the last surgery.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Councillor David Griffiths and Stuart Phipps would be attending the Surgery on Saturday 5 December 2015

Resolved that the report be noted.

- xlii) Parish Council Web Site – Prior to the meeting, Councillor Stuart Phipps had circulated a link to the refreshed Parish Council web site.

Councillor Tony Gill suggested that the Parish Council should have a policy with regard to links on the web site.

Resolved that:

- 1) the report be noted; and
- 2) a policy for web site links be discussed at the next meeting. **Action TG**

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- xlirii) Play Equipment Project – Councillor Sue Jelfs reported that she would be attending the exhibition in Bloxham on 12 December 2015 with regard to their new play equipment project and would bring further information to a future Parish Council meeting.

Resolved that:

- 1) the report be noted; and
- 2) the details of the exhibition in Bloxham on 12 December 2015 be forwarded to all Councillors. **Action TG**

- xliv) Maintenance of Street Furniture – The Chairman had noticed that around the village, a variety of street furniture needed to be refreshed, including litter bins and benches.

The Chairman felt that the benches in Adderbury Court and one on The Green needed to be painted or replaced in the near future.

Councillor Patricia Leeman felt that a maintenance programme was needed and this should have been put in place when the items were installed.

Councillor Martin Rye reported on his suggestions for a new bench in Croft Lane. It was felt that dark wood would be the best option, with no arms on the seat.

Resolved that:

- 1) all Councillors to look at street furniture in the village and advise the Clerk if any items needed any maintenance work; and **Action ALL**
- 2) the bench in Croft Lane be ordered and installed. **Action MR**

94/15 VILLAGE MATTERS

- xxii) Adderbury Library – Councillor Stuart Phipps reported that there would be a Festive morning on Saturday 12 December 2015 at 10am.

Councillor David Griffiths also reported that there was a scheme to deliver Christmas cards, which would be running from the Library at a cost of 25p per card. The funds would be donated to FOCAL.

Resolved that the report be noted.

- xxiii) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine.

There was no report for the Lucy Plackett Playing Field, however Councillor Patricia Leeman would check the play area in the absence of Councillor Ann Lyons.

Resolved that the report be noted.

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- xxiv) Queen's 90th Birthday Celebrations on Saturday 4 June 2016 – The Chairman reminded the Parish Council that Val Scarff had attended the last meeting of the Parish Council and asked for help with the Birthday celebrations.

Councillor David Griffiths reported that he would apply and arrange for the Road Closure and the cost of this was around £90.00.

The Parish Council was unsure what funds and help Mrs Scarff needed for the event. Therefore the Clerk was asked to contact her and establish what the requirements were.

Resolved that:

- 1) Councillor David Griffiths to organise the road closure; and **Action DG/TG**
- 2) Val Scarff be thanked for organising the celebrations and she be asked to clarify if she required any further help from the Parish Council. **Action TG**

- xxv) Notice Board – Councillor David Griffiths reported that he would like a notice board at the Rochester Way end of The Rise.

The Chairman reported that if the notice board was in this location, it would be on CDC land, as the Parish Council leased the land for the play area from CDC

Resolved that:

- 1) CDC be contacted and permission be requested for a notice board at The Rise; and **Action TG**
- 2) costs for a new notice board be submitted to the next meeting of the Parish Council. **Action TG**

- xxvi) Twyford Road – Noise issues from Traffic – Councillor Colin Astley reported that a meeting had been held with officers from Cherwell District Council. The officers agreed that a survey needed to be undertaken to provide evidence that there was an issue with traffic noise at night from vehicles going to and from Cherwell Valley Silos. Councillor Astley advised that random testing should be carried out.

Councillor Astley reported that there were a number of issues to address on Twyford Road, including the structural safety of the bridge, but there had also recently been an increase in heavy goods vehicles using the road.

The next meeting which was being held, would be with South Northants Council following the completion of the residents' survey.

District Councillor Nigel Randall reported that he had some documents which answered a number of the questions which Councillor Astley had raised and he would forward this information to him.

The Chairman reminded members that she had requested on many occasions, that the Parish Council was consulted on planning applications relating to Cherwell Valley Silos, but they would not do this. However, they now had a duty

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to co-operate with the Parish Council and it was hoped communications would improve.

Resolved that the Parish Council helps the residents of Twyford Road to resolve the noise and traffic issues from Cherwell Valley Silos. **Action CA**

xxvii) Highways/Flooding Matters – Prior to the meeting a report had been circulated to the Parish Council from the Chairman, following her meetings with a number of County Council officers on 11 November 2015, with regard to the issues listed below.

- Flooding issue at Adderbury Cemetery concerning the neighbouring properties – The Chairman showed Gordon Kelman all the drains and pipes etc and explained the problems which were occurring. Mr Kelman would continue jetting and clearing the pipes and drains and complete a check of the water course, including using cameras. This would take at least another two visits but he would keep the Parish Council updated and then complete a final report.

Mr Kelman would also be writing letters to all landowners advising them of their responsibilities and this might include the Parish Council.

The Chairman also explained that the Parish Council was intending to have the ditch cleared and he agreed this was a good idea.

- Street lamp on Colin Butler Green – Following a request from a resident for an additional street lamp on Colin Butler Green, the Chairman had a discussion with Alan Cockbill and two possible positions for lights on Colin Butler Green were agreed. Mr Cockbill would send to the Clerk, the costs for both of these suggestions.
- Street lamp in East End – The Parish Council had received a complaint from a resident because OCC had replaced a street lamp in East End which was not in-keeping with the Conservation Area. Alan Cockbill agreed a mistake had been made with the new street light and would get it replaced with suitable conservation style lamp.
- Bus shelters on Banbury Road – David Bellchamber met the Chairman and advised that the £6,000 Section 106 monies which the Parish Council had been advised about, was only first part of the funds which were available. He believed that there was a second amount of £30,000, but it was all allocated to public transport. The £6,000 came when first house was occupied and the rest followed, when all the properties were occupied.

Mr Bellchamber suggested that the Parish Council had a new green metal bus shelter on Banbury Road and he would advise the Clerk of the costs.

Mr Bellchamber also suggested that the Parish Council could then request that the existing shelter, located by the Gracewell development was replaced, as well as repairing the other two shelters near to The Rise, from the rest of the £6000 and using some of the £30,000. He did not think that

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all of the £30,000 would come to Adderbury unless the Parish Council could demonstrate a need.

Mr Bellchamber would advise the Clerk of a company who might complete the repair work, so that costs could be obtained. On the whole it was felt that these two shelters were in a good state of repair, but did need cleaning and the vegetation cutting back.

The Chairman also discussed with Mr Bellchamber, the issues of buses getting stuck on High Street, outside of Tythe Barn, due to the parked cars, however he didn't think that measures in this location, would qualify for the Section 106 funding.

- Dog Close/Round Close Road junction parking issues – The Chairman explained to Peter Egawhary, the parking issues which had occurred since the road markings had been painted. He agreed to mark out a new parking bay which should restrict the number of cars which parked in the space. The Clerk had since sent an email to Mr Egawhary to confirm that this course of action be progressed.
- Parking issues on High Street, around the Tythe Barn area – The Chairman also explained to Mr Egawhary that the parked cars on High Street, outside of Tythe Barn, were causing the buses to get stuck and then re-route around the village, on a regular basis.

Mr Egawhary advised that double yellow lines could not be painted on the road, but he would put some markings on the road to encourage people not to park opposite the Tythe Barn where the road narrowed and this would hopefully leave space for larger vehicles.

This would have to be added to County Council's list of highway works for the next financial year. However, if the Parish Council wanted it completed before next year, it would have to contribute to the cost. Mr Egawhary would send the costs through to the Clerk. This would also include repainting the road markings at the High Street junction with Church Lane.

- Traffic calming on Milton Road/Horn Hill Road – The Chairman suggested to Peter Egawhary that changing/limiting the access from Milton Road onto to Horn Hill Road, by blocking off the turn by the oak tree might help with the issue of speeding on Horn Hill Road and through the village. However, he didn't think that blocking the road would be acceptable.

Mr Egawhary suggested asking Anthony Kirkwood for a summary of the accident history in the area. Also Maurice Sheehan could be approached to see if he would agree to a realignment of the curb on the bend off Milton Road at the Horn Hill Road junction, in order to narrow the mouth of the junction and slow down cars.

He also suggested moving the VAS sign, along to the next lamp post, back up the Horn Hill Road towards the Milton Road junction, as he thought an

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earlier reminder would work better. He advised that the Parish Council should contact Alan Cockbill for the costings.

The Parish Council discussed whether a temporary barrier could be put across the Milton Road/Horn Hill Road junction to see what effect it had. However, this could cause an issue for the buses, including the school bus.

Members were happy to ask Maurice Sheehan about a realignment, however this had been done previously and had not been effective.

The Chairman advised that Section 106 money for traffic calming on Milton Road, couldn't be spent on Horn Hill Road. However, the County Council could be asked that when they move the 30mph limit out along Milton Road, whether they use Section 106 funds to paint roundels and dragons teeth on the road to make the entrance to the village more obvious.

The Parish Council also wanted more traffic calming at the Berry Hill Road and Milton Road entrances to the village.

Resolved that:

- 1) the report be noted;
- 2) section 106 funds be used to fund the painting of roundels and dragons teeth on Milton Road and Berry Hill Road to make the entrances to the village more obvious; **Action TG**
- 3) Maurice Sheehan be requested to investigate a realignment of the Milton Road/Horn Hill Road junction to narrow it and slow down cars; **Action TG**
- 4) Maurice Sheehan be requested to investigate a temporary barrier being located across the Milton Road/Horn Hill Road junction (by the oak tree); **Action TG**
- 5) Alan Cockbill be requested to investigate moving the Horn Hill Road VAS further up the road towards Milton Road; **Action TG**
- 6) Anthony Kirkwood be requested to provide a summary of the accident history in the Milton Road/Berry Hill Road/Horn Hill Road area; **Action TG**
- 7) Peter Egawhary be requested to investigate costs for road markings at Tythe Barn and Church Lane junction; **Action TG**
- 8) David Bellchamber be requested to investigate costs for a new green metal bus shelter; **Action TG**
- 9) David Bellchamber be requested to advise on companies who could carry out repair work to the bus shelters; **Action TG**
- 10) the parking bays on the Dog Close/Round Close Road junction be progressed; and **Action TG**
- 11) Alan Cockbill be requested to investigate costs for the new street lamp in Colin Butler Green. **Action TG**

xxviii) Subsidised Bus Services and Dial-a-Ride Funding Cuts – Prior to the meeting, information on the proposed changes to these services had been reported to the Parish Council.

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The Parish Council felt that it was disappointing for all bus users that these services were being withdrawn. It made villages more isolated and encouraged use of cars.

Resolved that the report be noted and these comments be forwarded to the County Council. **Action TG**

- 95/15 CORRESPONDENCE** – There were no further items of correspondence to be circulated to the Parish Council.

The Clerk had received an email from Matthew Burnell with regard to parking issues on the junction of Twyford Grove/Banbury Road. His email had been forwarded to Thames Valley Police to enable them to monitor the situation. Also, Peter Egawhary from the County Council had spoken to Mr Burnell and advised that there were no funds available for providing double yellow lines.

It was also suggested the Gracewell could be contacted and they be asked to ensure that their contractors did not park on the junctions and inconvenience any surrounding residents. **Action TG**

- 96/15 PUBLIC AND PRESS**

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 82/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 97/15 GRASS CUTTING AND MAINTENANCE CONTRACTS 2016/2017** – Prior to the meeting, quotes for the grass cutting, allotments, cemetery and lakes maintenance contracts had been circulated to the Parish Council.

Resolved that:

- 7) the report be noted;
- 8) Thomas Fox be awarded the contract for 2016/2017 for cutting the grass in the village areas and the highways verges; **Action TG**
- 9) Green Scythe Ltd be awarded the contract for 2016/2017 for cutting the grass in the Lucy Plackett Playing Field; **Action TG**
- 10) the maintenance contracts for 2016/2017 for the allotments and the cemetery be awarded to Rascal Horticultural Services; and **Action TG**
- 11) the contract for 2016/2017 for the day to day maintenance at Adderbury Lakes be awarded to Rascal Horticultural Services. **Action TG**

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

THE LUCY JANE PLACKETT CHARITY

- 98/15 PARTY IN THE PARK** – The Chairman reported that a request had been made for the Party in the Park to use the Lucy Plackett Playing Field for their event on Saturday 18 June 2016.

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Resolved that the request be approved.

99/15 HEDGE CUTTING – The Chairman reported that a resident who shared a boundary with the Playing Field had requested that the hedge be cut back. The resident had also offered to pay for the work to be completed.

Resolved that the request be approved.

100/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 1 December 2015
- 19 January 2016
- 23 February 2016
- 29 March 2016
- 12 April 2016 (Annual Parish Meeting)

101/15 ITEMS FOR THE NEXT AGENDA

1. PC web site links policy
2. Costs for a notice board in The Rise
3. Land at Adderbury Court

(The meeting closed at 10.00pm)

Diane Bratt - Chairman
19 January 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 19 JANUARY 2016 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, David Griffiths, Sue Jelfs, Patricia Leeman, Ann Lyons, Stuart Phipps, Martin Rye and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), County Councillor Arash Fatemian and five members of the public.

APOLOGIES: Councillors Diane Danton submitted her apologies because a family member was unwell and these were accepted. District Councillor Nigel Randall and Trish Fennell also submitted their apologies.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

105/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Minute Number 110/15 – Planning Application, Fleet Farm Barns (15/02296/F) – The Chairman declared an interest in this application and if the Parish Council wished to discuss it, she would leave the room because she was a neighbour to the site of the application.

Minute Number 110/15 – Planning Application, Adderbury Day Nursery (15/02072/F) – Councillor Martin Rye declared an interest in this application because the Nursery was owned by his wife.

Minute Number 114/15 (iv) Fish and Chip Van – Councillor Chris Shallis declared an interest because he served hot food from The Bell.

Resolved that the interests be noted.

106/15 Village Networks - Nick King from South Northamptonshire Volunteer Bureau introduced to the Parish Council, the Village Networks lottery funded project. Village Networks took professional expert into villages and gave residents free of charge advice and support for such things as computer training, volunteer training, debt management, advice about cheaper utilities and many other matters.

A recent survey revealed that for some people in rural communities, there was a sense of isolation and lottery liked the idea of taking experts into hard to reach communities to help people on their doorstep. Village Networks worked with the Citizen's Advice Bureau (CAB) and District Councils. Nick also circulated to the Parish Council some further information on the project.

He reported that he would like to bring his Village Networks vehicle to Adderbury once a month on a Wednesday, in April, May and June and he would also be visiting other villages surrounding Banbury. He could also make return visits if it was required.

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There was also a community mini bus which was available for hire which included a driver. It was free of charge to use, but there would be charges to cover the running costs.

The Chairman thanked Nick for his informative presentation and advised that if he wanted any further information or assistance from the Parish Council, he should contact the Clerk.

107/15 MINUTES - The minutes of the meetings held on 24 November 2015 and 1 December 2015 were taken as read, duly adopted and signed by the Chairman.

Minutes of the meeting held on 24 November 2015

Minute Number 91/15 (iii) Planning Application 15/01048/F – Councillor David Griffiths reported that there was a typo and the number (3) needed to be changed to (4).

Minute Number 86/15 – Declarations of Interest – Councillor Colin Astley said he had asked whether advice had been received in writing from Kevin Lane, Monitoring Officer, with regard to the criteria for Councillors to follow, when they were deciding whether or not to declare an interest on a planning application, and had requested for this to be done. The Clerk confirmed that this had not happened and she would follow this up with Mr Lane.

Action TG

Minute Number 86/15 – Declarations of Interest - Councillor Tony Gill reported that he had not taken legal advice, but he was following advice which Councillor Colin Astley had received.

Minute Number 94/15 (v) Twyford Road – Councillor Colin Astley asked for the following amendments:

Paragraph one, second sentence; change the word 'stated' to 'agreed'.

Paragraph one, fourth sentence; change the word 'would' to 'should'.

The following sentence be amended to read; 'The next meeting which was being held, would be with South Northants Council following the completion of the residents' survey'

Minute Number 93/15 i) Adderbury Neighbourhood Plan – Councillor Tony Gill asked for the second paragraph to be amended to read 'Councillor Gill asked if everyone had read the Plan and the Chairman reminded the Parish Council that all members should have read the Plan'.

Minutes of the meeting held on 1 December 2015

Minute Number 103/15 Adderbury Neighbourhood Plan – Councillor Tony Gill asked that in the third paragraph after the words 'qualifying body' the words 'to deliver the Neighbourhood Plan' be included.

Resolved that the minutes of the meetings held on 24 November 2015 and 1 December 2015 be approved with the above amendments. **Action TG**

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108/15 MATTERS ARISING FROM THE MINUTES OF 24 NOVEMBER 2015 AND 1 DECEMBER 2015 – There were no further matters arising from the minutes of the meetings held on 24 November 2015 and 1 December 2015.

Resolved that the report be noted.

109/15 OPEN FORUM – Mr Nigel Wood addressed the Parish Council with regard to the issue of the Twyford Wharf Bridge (No 177) and his concerns relating to the condition of the bridge. Mr Wood also circulated a written version to the Parish Council.

The Chairman reported that an email had been received from Mr Tony Carney about banners being attached to the barrier at Adderbury Court. There were laws relating to signage, however local events could be advertised but any signs should only be there a week or so beforehand, not months in advance.

Councillor Tony Gill advised that a Running Club sign had been on the barriers to try and encourage people to sign-up for their event in the summer and another sign would be up at Easter.

The Chairman advised that Mr Carney also felt that there were too many signs being attached to the barrier, but the Councillors did not feel that it was too much of an issue. The Chairman asked Councillors to be vigilant and report to the Clerk, if there were too many signs being displayed around the village.

Resolved that the reports be noted.

109/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – Prior to the meeting, District Councillor Nigel Randall had circulated a short report to the Parish Council. There was no report from County Councillor Arash Fatemian.

Resolved that the report be noted.

110/15 PLANNING

- x) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

15/01048/F	Mr Matthew Gough Land West of Horn Hill Road Adderbury Residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground
TPO 16 2015	Lime Tree The Manor House, Mill Lane, Adderbury
15/00363/TCA	Mr Grahame Chilver

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	Lytchett House Horn Hill Road Adderbury T1 x Silver Birch - Reduction by 10% T2 x Weeping Willow – Repollard
15/01252/F	Smiths of Bloxham Newland Caravan Park Bloxham Road Milton Use and continued use of site as a gypsy and traveller site to provide 40 no. household pitches with associated landscaping, landscape bund, amenity play area, new facilities building, access road, hard standing and parking areas.
15/00388/TCA	Mr S Mcann Adderbury House Lake Walk Adderbury G1 x Sycamore and Yew group - Crown raise all trees over Lambourne Way and access to field T1,2,3 x Sycamore - Remove T4,5 x Laurel - Coppice T6 x Yew - Crown raise 2 m and crown clean T7,8 x Thuja - Crown clean removing all dead wood and raise to 2 m
15/01732/F	Mr Rowland Bratt Fleet Farm, Aynho Road Adderbury Conversion and alterations of barn to garages; erection of 1 No dwelling
15/00400/TCA	Mr Ian Asbury North Bank Cross Hill Road Adderbury T1 x Conifer - Reduction by 15 ft, T2 x Conifer - Reduction by 12 ft, T3 x Conifer – Fell, T4 x Cedar – Fell
15/02012/F	Mr and Mrs Edd Frost Summerville Twyford Gardens Twyford Demolition of rear kitchen extension and erection of two storey rear extension
15/00406/TCA	Mrs Diana Crook 8 Round Close Road Adderbury T1 x Apple - Crown reduce 30% back to framework pollard
15/02050/F	Mr Christopher Weaver 29 Rochester Way Twyford Single storey front extension
15/02072/F	Adderbury Day Nursery The Hub Twyford Mill Oxford Road Adderbury Change of use from office (Class B1) to nursery (Class D1)
15/00422/TCA	Sir Martin Jacomb The Manor House Mill Lane Adderbury

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- T1 x Lime tree - Trim by 12% without changing the height or shape of the tree
- 15/02212/F Mr John Osborne
West Ridge Berry Hill Road Adderbury
Infill link extension between house and garage and further garage extension
- 15/00428/TCA Mrs Theresa Goss
Adderbury Lake And Gardens Lake Walk Adderbury
FIVE DAY NOTICE - T1 x Plane - Reduce/or Fell on grounds of safety
- 16/00002/TCA Mrs Theresa Goss
Land to The West Of Adderbury Lake, Lake Walk Adderbury
FIVE DAY NOTICE - Mainly Willow pollards (*Salix alba*). It is difficult to assess numbers as most of the pollards have collapsed. However it is estimated about 7 Willows are involved
Some thorn (*Crataegus monogyna*)

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

- 15/02041/LB Mr Chris Wardley
The Mount High Street Adderbury
Replacement of a pair of solid hinged cedar timber garage doors and a freestanding stone and brick (inner leaf) with a single solid "up and over" cedar timber door in the same opening
- 15/02116/F &
15/02117/LB Mr & Mrs John Eades
Grasslands 9 Oxford Road Adderbury
Demolition/rebuilding of existing outbuilding, alterations to greenhouse including glazed link to main house and alterations to existing house.

Resolved that, it be noted and approved that, objections had been made by the Parish Council in respect of the following applications/works to trees:
None

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:

- 15/02347/F Mr and Mrs Ed Frost
Merville Twyford Gardens Twyford
Demolition of rear kitchen extension and erection of two storey rear extension - re-submission of 15/02012/F
- 16/00014/TCA Mrs Janet Morgan
The Old Barn High Street Adderbury

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T1 x Sycamore - Crown thin by 20% with selected branches being removed back to their junctions at the old pollard points.

15/00406/TCA Mrs Diana Crook
8 Round Close Road Adderbury
T1 x Apple - Crown reduce 30% back to framework pollard

15/02296/F Mr Raj Deb
Fleet Farm Barns, Aynho Road Adderbury
Variation of Condition 2 of 12/01359/F to provide additional parking, relocation of bin stores and additional roof lights

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Consultation on Proposed Changes to National Planning Policy - Prior to the meeting, the Clerk had circulated to the Parish Council information regarding the changes to national planning policy and the DCLG was seeking views on some specific changes to the policy in the following areas. The deadline was 25 January 2016.

- broadening the definition of affordable housing, to expand the range of low cost housing opportunities for those aspiring to own their new home;
- increasing residential density around commuter hubs, to make more efficient use of land in suitable locations;
- supporting sustainable new settlements, development on brownfield land and small sites, and delivery of housing allocated in plans; and
- supporting delivery of starter homes.

A draft equalities assessment had also been published and this consultation also sought views on the draft assessment.

The Chairman asked the Councillors to contact the Clerk directly if they had any comments on the consultation.

Resolved that comments from Councillors on the consultation document, be submitted to the Clerk directly. **Action ALL**

- iv) 15/01540/F - St Georges Catholic Church, Round Close Road, Adderbury – To make comments on the proposal to demolish the existing chapel and erect of 4 no. dwellings

All the Councillors in turn, spoke on this application and were against the proposed development.

Councillors felt that two dwellings would be enough for the site and that four dwellings was too many and it was an over development on the site. Four dwellings possibly meant that there would be eight additional cars and parking was already a problem in Round Close Road. At the current time, it would be very

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difficult for emergency vehicles to be able to access some properties and with more vehicles it would be impossible.

Other issues arising from the application included no store for dustbins, overlooking and loss of privacy at neighbouring properties and unsuitable materials

The Chairman also highlighted that the stream came all the way back from the cemetery and it had flooded in 2014. If anything was to happen to block that stream, then other properties would be in danger of flooding too.

Gordon Kelman from the County Council's Drainage Team had been asked by the Clerk to look at the application again. The Clerk had also asked for a Flood Risk Assessment which covered the water course and how to avoid flooding of properties in the area.

Resolved that the Parish Council objects to planning application 15/01540/F on the following grounds:

Although APC appreciates that this application may be attempting to provide smaller 'starter' type housing we do not believe this is a suitable site for this density.

The current application leads to over development of the site, a lower number of properties may be acceptable, but four is too many for a site of this size

The materials are not in-keeping with a rural village setting. Red brick is not appropriate, only stone should be used particularly as the buildings on both sides of this site are in Horton stone.

Also this site is within the Adderbury Conservation area, therefore any new building should comply with the historic characteristics of this and seek to enhance the conservation area.

Flooding has been an issue in this area of the village (notably in 2014) and a Flood Risk Assessment needs to be carried out.

Also APC requests a full assessment of the effects on the water course and proper consent from the Land Drainage Authority (OCC) before any building over the watercourse (as proposed in this application) were to be allowed.

The neighbouring properties will suffer a loss of privacy and will be overlooked. APC objects to this and is disappointed that there appears to be little attempt to mitigate on this in the Design and Access Statement of the application.

There is nowhere to store dustbins.

Residents of the proposed four properties would have no amenity land at all.

An area of green space, which currently provides habitat for a variety of wildlife, would disappear completely as all this area is proposed as car parking.

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If there are four properties on the site, this may mean there will be eight or more cars and parking in Round Close Road is already at a premium. At certain times of the day and night, it would be difficult for an emergency vehicle to access a number of properties in Round Close Road, so any additional cars would make the problem far worse.

APC is disappointed to see a very basic Design and Access Statement with this application. It does not consider the key issues neighbours would raise; those issues associated with developing a small, restricted site; nor the issues posed by suggesting building over a water course.

112/15 FINANCE

- vii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 19 January 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary for January 2016	£821.14
T Goss – Expenses for January 2016	£51.96
Glasdon UK Ltd – New bench for Croft Lane	£423.60
Bloxham Parish Council – Training for Chris Shallis	£54.00
Adderbury PCC Church House – Room Hire	£150.00
Dave Chandler – Fitting of Croft Lane bench	£330.00
AES Europe Ltd – Supply and application of Siltex at Lakes	£1323.47
Thomas Fox – Grass cutting in the village November 2015	£603.00
Andrew Barnes – Expenses at the Lakes	£120.92
T Goss – Petty Cash top up	£50.00

Resolved that, it be noted that, the following payments had been made since the last meeting of the Parish Council:

Mr D Chandler – Fitting dog bin at Chapel Lane	£204.00
Fortismere Associates Ltd – ANP Health Check	£1800.00

- iii) New Homes Bonus – Prior to the meeting, details of the New Homes Bonus which had been received by the Parish Council from Cherwell District Council in 2015/2016 and the proposed amount for 2016/2017, had been circulated to the Parish Council.

In 2015/2016, the Parish Council had agreed that the £7100 would be spent on the following projects, but it had not agreed how the sum would be split between them:

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- Repairs to wall at The Pound
- Friends Meeting House
- Ice House at Adderbury Lakes
- Biodiversity project in the village

In 2016/2017, the Parish Council was due to receive £7100 of New Homes Bonus and it had to agree how the money would be spent in the Parish.

Councillor Tony Gill reported that some money should be allocated to the projects which came out of the Adderbury Neighbourhood Plan. The Chairman reported that the NHB had to be spent within that current financial year and if he wished to make those suggestions at the next meeting for 2016/2017, they would be considered along with suggestions from other members.

Resolved that:

- 1) Councillors to make suggestions at the next Parish Council meeting on how the New Homes Bonus for 2016/2017 could be spent; and
 - 2) the New Homes Bonus for 2015/2016 be spent as follows:
 - Repairs to wall at The Pound (£1000)
 - Friends Meeting House (£2550)
 - Ice House at Adderbury Lakes (£2550)
 - Biodiversity project in the village (£1000)
- iv) Gracewell Donation to Adderbury – Prior to the meeting, the Parish Council had been reminded that it had been previously agreed, that the £15,000 from the Gracewell development on Banbury Road, would be spent as follows:
- | | |
|-------|--|
| £5000 | Improved access for disabled at Adderbury Lakes LNR (removing steps within Lakes area and a dropped curb at entrance for wheelchair users) |
| £1000 | Extra seats in village |
| £2000 | Support for Adderbury library (Running Costs) |
| £2000 | Starting fund for a biodiversity project in the village (probably a wild flower area but to be agreed by the Parish Council) |
| £5000 | Adult outdoor gym equipment |

Resolved that:

- 1) the report be noted; and
 - 2) the £2000 from the Gracewell development be passed to FOCAL for their running costs. **Action TG**
- v) Budget and Precept for 2016/2017 – Prior to the meeting, a draft budget for 2016/2017 had been circulated to the Parish Council. The budget and precept was recommended to the Parish Council by the Finance Working Group.

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Resolved that:

- 1) the budget for 2016/2017 be approved;
- 2) the precept for 2016/2017 be approved at £40,825; and **Action TG**
- 3) a note be placed in Contact that the precept has increased overall by £52.00. **Action TG**

- vi) External Audit Arrangements - Prior to the meeting, details on the future of external audit for small authorities had been circulated to the Parish Council.

The Audit Commission had ceased to exist on 1 April 2015 and a new company Small Authorities' Audit Appointments Ltd had been set up to appoint an external auditor for Parish Councils, unless the Parish Council decided to opt out and set up an independent Audit Panel to procure external audit itself.

Resolved that the Small Authorities' Audit Appointments Ltd be authorised to appoint an external auditor for the Parish Council. **Action TG**

- vii) Street light in Manor Road – Prior to the meeting, a quote had been received from Alan Cockbill at the County Council for a new street light in Manor Road, as requested by a resident who lives at Le Hall Place.

Currently, no other residents in the area had formally been consulted by the Parish Council on the proposed street light, therefore, a consultation process would need to be undertaken. Councillor David Griffith agreed to contact residents in the area and report back to a future meeting.

Resolved that residents living in the area of the proposed street light, be formally consulted on the proposal by the Parish Council, prior to a decision being taken. **Action DG**

- viii) Notice Board – Prior to the meeting, a quote from Arien Signs for a new noticeboard for The Rise had been circulated to the Parish Council.

The Clerk had been in contact with Cherwell District Council and it did not have any issues with the board being erected on its land, next to the play area.

Resolved that the a noticeboard with 6 A4 sheets per door, at a cost of £823.00 plus £65.00 for the header and £120.00 for posts, be purchased from Arien Signs and Dave Chandler be asked to install it. **Action TG**

- ix) Drainage Issues – The Chairman reported that Gordon Kelman had not yet come back to the Clerk with regard to his work relating to the ditch at Adderbury Cemetery. Therefore, this item would be discussed at the next meeting.

Resolved that the report be noted and this item be discussed at the next meeting.

113/15 PARISH COUNCIL MATTERS

ADDERBURY PARISH COUNCIL

xlv) Adderbury Neighbourhood Plan (ANP)

- a) To appoint a consultant to continue the Plan – Prior to the meeting, three quotes had been received from consultants who could revise and complete the Plan with the PC and ANP group. A fourth consultant had not submitted a quote as he felt he did not live close enough to Adderbury to be able to undertake the work.

Councillors Ann Lyons, Patricia Leeman, Martin Rye and Chris Shallis all agreed that Councillors Tony Gill and Colin Astley had completed a lot of work on the Plan, but it was clear that more assistance was now required. However, one of the consultants appeared to believe the Plan needed less work than the other two consultants.

Councillors Colin Astley and Tony Gill both circulated papers on the “Appointment of a Planning Consultant” and “Consultants to complete the Task”. Both of these documents were attached as an appendix to the minutes.

The Appointment of Consultant document summarised the merits of all proposals received. The second document related to consultants to complete the task and the need for the community to own the Adderbury Neighbourhood Plan. For Councillors Tony Gill and Colin Astley their continued involvement was contingent on the points a to e in the appendix.

They had also contacted a professional themselves and the advice they had received, conflicted with the majority of the advice which had been provided by the three consultants who had submitted quotes directly to the Parish Council. Councillor Colin Astley confirmed that he had obtained this advice from the professional himself and not at the request of the Parish Council.

Councillors Gill and Astley agreed to continue to work on the Plan with the appointed consultant, as long as their own stipulated conditions were placed upon the consultant, with regard to how he/she progressed with their work.

At this point, Councillors Tony Gill and Colin Astley offered to leave the room and their offer was accepted.

Councillor Sue Jelfs then questioned the quotes which had been received from the three consultants and whether all the work they suggested was actually required.

Councillors Stuart Phipps and David Griffiths and the Chairman agreed with the statements made earlier in the meeting by Councillors Ann Lyons, Patricia Leeman, Martin Rye and Chris Shallis.

The Chairman reported that all of the consultants had received the same brief. Neil Homer had provided the most comprehensive quote and he was clear that he wanted to work with the Parish Council and ANP team. He had a lot of experience working with Parish Councils on their NP's and wanted to progress the Plan and in doing so, he would try to use a lot of the

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work and information which had already been completed. The Chairman also suggested that new people might wish to join the ANP team.

Councillor Chris Shallis highlighted his concerns that there were conflicting views from the professionals who had provided quotes.

The Chairman reminded the Parish Council that a lot more than just the policies needed to be addressed, such as bias and the issues from the first health check which had not been taken on board and addressed.

The Chairman then spoke with regard to the papers which had been circulated by Councillors Tony Gill and Colin Astley. She felt that if a consultant was to be appointed, then the Parish Council should not place any restrictions on what issues he/she could address. It might also be a requirement that the Plan went back to the pre-submission stage, but that would become clearer once the consultant had started work.

The Chairman also felt that as Councillors Gill and Astley had offered to step down from the ANP/SAR Groups, their offer should be accepted, as their continued involvement could not be conditional on placing restrictions on the consultant. Other Councillors, including Martin Rye and Patricia Leeman also felt there should be no restrictions.

The Chairman asked Nick Fennell and Roger Dickinson what their thoughts were on the matter, as they were members of the ANP group.

Nick Fennell reported that he felt slightly hurt by idea of introducing new people into the process as if current group was not good enough. The Chairman did not think that this was the case, but new people might be able to help and spread the work load. Nick was also concerned that it could take another 9 months if the Plan went back to pre-submission stage.

Roger Dickinson reported that over the last 3 years, it was evident that there was a lack of effort from the Parish Council and for the Plan to be a success, this needed to be addressed.

The Chairman reiterated that she could not accept the requests from Councillor Gill and Astley and on that basis, their resignation from the ANP/SAR Groups should be accepted.

Councillor Gill and Astley were invited back into the room.

Both Councillors were asked if they would alter or modify their requests. They rejected this opportunity and repeated their insistence on the Parish Council accepting their requests prior to a consultant being appointed.

The Chairman proposed that the Parish Council go ahead with appointing a consultant without the inclusion of the requests from Councillors Gill and Astley being placed on the consultant and their resignations from the ANP/SAR groups be accepted as a consequence. This proposal was seconded by Councillor Ann Lyons.

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Councillor Tony Gill then requested a recorded vote.

Those in favour of the proposal: Councillors Chris Shallis, Ann Lyons, Stuart Phipps, Diane Bratt, David Griffiths, Patricia Leeman and Martin Rye. (7)

Those against the proposal: Councillors Sue Jelfs, Colin Astley and Tony Gill. (3)

Therefore the proposal was carried.

The Chairman then proposed that Neil Homer be appointed as the consultant to progress the ANP. This was seconded by Councillor David Griffiths and the proposal was carried, with seven in favour, none against and three abstentions.

- b) Access to ANP documents in Drop Box – The Chairman reported that following the meeting of the Parish Council on 1 December 2015, Councillor Tony Gill had deleted her access to the ANP documents in Drop Box. The Clerk had also asked for access to these documents and her request had not been met.

Councillor Gill then passed to the Clerk, a disc which he said contained all of the ANP draft submission documents, which had been supplied to Karen Moore. The Chairman thanked Councillor Gill for the disc and the Clerk would check its contents after the meeting.

- c) Publicity of Current ANP situation for Residents & Health Check report being made available to the public – The Chairman advised that an explanation would need to be provided to the village advising on the current situation with the ANP. Councillor Patricia Leeman agreed to write a short article and circulate it to the Parish Council, for information, prior to it being published.

It was also felt that the Health Check should be made available on the web site along with the explanation.

The Chairman thanked Tony and Colin for all of their work on the Adderbury Neighbourhood Plan.

Resolved that:

- 8) the report be noted;
- 9) the resignations of Councillors Astley and Gill from the ANP/SAR groups be accepted;
- 10) Neil Homer be appointed as the consultant to progress the Adderbury Neighbourhood Plan; **Action TG/DB**
- 11) the Health Check be made available on the Parish Council web site; and **Action TG**
- 12) an article on current situation with the ANP be added to the Parish Council/village web sites. **Action PL**

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- xlvi) Parish Council Surgeries – Councillors Stuart Phipps and David Griffiths advised the Parish Council that the problems with parking at the end of Dog Close had been reported at the Surgery in December. The resident had been advised that this matter was already in hand and being dealt with by the County Council.

Councillor Tony Gill had attended the January surgery and the following items had been raised:

- Cath Hanley discussed the planning application St George's Hall, as she was a neighbor to the site of the application;
- Janet May from Tanners Lane reported that rose bush along the footpath at the Mill part of the Sor Brook stream needed trimming back. However, it appeared that this had already been addressed and no further action was required.
- Geoff Moore reported that the St Mary's Road street name plate was missing and that the village gateway blocked vision on left hand sign as come out of St Mary's Road – The Clerk would contact Cherwell District Council about the name plate and the Chairman advised that the gateway would be moved in due course.
- Geoff Moore also reported that footpath towards the oak tree from the Cemetery needed tidying up and so too did the footpath on Berry Hill Road. The footpath in front of Adderbury Fields still did not connect to St Mary's Road and there was a sunken board on the Duchess Bridge on Oxford Road – The Clerk would report to the County Council the issues with the footpaths and Duchess Bridge. District Councillor Nigel Randall was following up progress with the footpath between Adderbury Fields and St Mary's Road and the Clerk would ask for an update.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the reports and actions stated above, be noted. **Action TG**

- xlvii) Parish Council Web Site – Due to the lateness of the hour, this item was deferred to next meeting.

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

114/15 VILLAGE MATTERS

- xxix) Adderbury Library – Councillor Stuart Phipps reported that the FOCAL web site had been updated and the Charity Commission annual return had been uploaded. The next funding raising event was the IT Girls.

Councillor Phipps reported that because the FOCAL meetings were held on a Saturday morning, he was unable to attend most of them and asked if another Councillor would take over as the Parish Council representative. Councillor Patrica Leeman volunteered to take over this role.

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The Chairman thanked Councillor Phipps for his work on FOCAL as the Parish Council representative and also thanked Councillor Leeman for volunteering to take over the role.

Resolved that:

- 1) the report be noted; and
- 2) Councillor Patricia Leeman to be appointed as the Parish Council representative on FOCAL. **Action TG**

- xxx) Play Area Inspections – Councillor David Griffiths reported that The Rise was fine, except there was a loose post in the perimeter fence.

Councillor Ann Lyons reported that there were no issues at the Lucy Plackett Playing Field.

Resolved that:

- 1) the reports be noted; and
- 2) Dave Chandler be asked to repair the post in the perimeter fence at The Rise. **Action TG**

- xxxi) Twyford Road – Noise issues from Traffic – Councillor Colin Astley reported that there had been a meeting with Cherwell District Council to discuss this matter. He would also be setting up another meeting with South Northants Council too once a survey had been carried out with residents of the area to establish who was affected by the vehicles movement from this site, during the day and night.

Monitoring of the noise levels at various times of the day should also be carried out and Councillor Astley would report back on costs for agreement to expenditure. In due course, meetings would also be arranged with the County Council and if necessary, Victoria Prentis MP.

Resolved that the report be noted.

- xxxii) Fish and Chip Van – Prior to the meeting, a request had been circulated to the Parish Council asking for its views on a mobile fish and chip van coming to the village.

The applicant had already been advised by the Clerk that permission had to be sought from the District Council and the owner had been confirmed this had already been completed.

The Parish Council welcomed the idea of a fish and chip van coming to Adderbury however, members asked for the following:

- Confirmation that the owner had the necessary permissions/licenses from Cherwell District Council;
- Confirmation that the owner was aware of the by-laws with regard to food vans around The Green;

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- there was an advert in the village magazine Contact, detailing when and where the van would be in the village. It was suggested that a mixture of Adderbury and Twyford would be a good idea; and
- the van was not parked near to any other eateries in the village so as not to cause any issues with other businesses.

Resolved that the Parish Council supports the fish and chip van being in the village subject to the above conditions. **Action TG**

xxxiii) Katharine House Hospice – Prior to the meeting the received an email from Katharine House Hospice with regard to their celebrations for their 25th anniversary had been circulated to the Parish Council.

However, due to the lateness of the hour, this item was deferred to next meeting.

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

115/15 CORRESPONDENCE – There were no further items of correspondence to be circulated to the Parish Council.

116/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 82/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

117/15 LAND AT ADDERBURY COURT – Due to the lateness of the hour, this item was deferred to next meeting.

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

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

THE LUCY JANE PLACKETT CHARITY

118/15 PLAY EQUIPMENT – Councillor Sue Jelfs reported that she had met with a representative from Playdale and he would be sending some information through shortly. More details would be available at the next meeting.

Resolved that the report be noted.

119/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 23 February 2016
- 29 March 2016
- 12 April 2016 (Annual Parish Meeting)
- 26 April 2016

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- 17 May 2016
- 28 June 2016

120/15 ITEMS FOR THE NEXT AGENDA

1. New Homes Bonus for 2016/2017
2. Planning application 15/02359/OUT for Milton Road South
3. Queen's 90th Birthday celebrations
4. Parish Council Web Site
5. Day of Dance
6. Land at Adderbury Court
7. Drainage issues at Adderbury Cemetery
8. Street Lamp in Manor Road

(The meeting closed at 10.10pm)

Diane Bratt - Chairman
23 February 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 23 FEBRUARY 2016 AT 7.30PM

PRESENT: Councillor Diane Bratt (Chairman); Councillors Colin Astley, Tony Gill, Sue Jelfs, Patricia Leeman, Ann Lyons, Stuart Phipps and Chris Shallis.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillor Nigel Randall, County Councillor Arash Fatemian and four members of the public.

APOLOGIES: Councillor Diane Danton submitted her apologies because she was at work and these were accepted. Councillor Martin Rye submitted his apologies because he was on holiday and these were accepted. David Griffiths submitted his apologies because he had a prior appointment and these were accepted.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

121/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Prior to the meeting, the Clerk had circulated to the Parish Council, advice which had been received from Kevin Lane, Monitoring Officer at Cherwell District Council.

Councillors Colin Astley, Sue Jelfs and Tony Gill confirmed that the declarations of interest they had made with regard to the planning application for a residential development of a single dwelling with associated landscaping and land for an extension to the existing village burial ground on land west of Horn Hill Road, Adderbury (15/01048/F) was correct and there was nothing within Mr Lane's advice which they felt, stated that they had compromised the Code of Conduct.

Resolved that:

- 1) the interests be noted;
- 2) the advice from Mr Kevin Lane be noted; and
- 3) Parish Councillors to bear in mind Mr Lane's advice when declaring interests in future. **Action ALL**

122/15 MINUTES - The minutes of the meeting held on 19 January 2016 were taken as read, duly adopted and signed by the Chairman, with amendments.

The Chairman reminded the Parish Council that the minutes of the meeting were not verbatim therefore not every details which was spoken at the meeting would be recorded in the minutes.

Minute Number 113/15 (i) Adderbury Neighbourhood Plan - Councillors Colin Astley and Tony Gill asked for the following inclusion:

Councillors Colin Astley and Tony Gill both circulated papers on the "Appointment of a Planning Consultant" and "Consultants to complete the Task". Both of these documents were attached as an appendix to the minutes. The Appointment of Consultant

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document summarised the merits of all proposals received. The second document relates to consultants to complete the task and the need for the community to own the Adderbury Neighbourhood Plan. For Councillors Tony Gill and Colin Astley their continued involvement was contingent on the points a to e in the appendix to the minutes.

With paragraph 3 Councillor Colin Astley asked that reference be made that he had obtained the advice himself and had not been requested to do so by the Parish Council.

Councillors Colin Astley and Tony Gill also asked that the word 'demands' within this minute be changed to request.

Minute Number 114/15 (iii) - Twyford Road – Councillor Colin Astley asked for the inclusion of the following sentence in the first sentence of the first paragraph.

'Councillor Astley would report back on costs for agreement to expenditure'.

Also in the first sentence, Councillor Astley asked that the word 'would' be amended to 'should'.

Resolved that the minutes of the meeting held on 19 January 2016 be approved with the above amendments and the inclusion of the appendix to the minutes. **Action TG**

123/15 MATTERS ARISING FROM THE MINUTES OF 19 JANUARY 2016 – There were no further matters arising from the minutes of the meeting held on 19 January 2016.

Resolved that the report be noted.

124/15 OPEN FORUM – Nigel Wood addressed the Parish Council on his views relating to planning applications and the conduct of the Parish Council.

Andrew Barnes addressed the Parish Council with regard to the Terms of Reference relating to the Adderbury Neighbourhood Plan. He asked that should the Parish Council be minded to amend them, that himself and Nick Fennell, as they were present at the meeting, be asked for their views prior to any changes being agreed. The Parish Council agreed that it would do this.

Resolved that the reports be noted.

125/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – County Councillor Arash Fatemian reported that the County Council had set its budget for 2016/2017 and an agreement had been made between the three main parties, with resulted in them voting together so enable it to be agreed. The budget included a 4% increase for adult social care and an extra £2m for adult day centres, bus services and children's services. Out of the 62 County Councillors, 60 voted in favour of the budget.

Councillor Nigel Randall reported that the Cherwell District Council budget had been agreed it's 2016/2017 budget and there was 0% increase, for the seventh year running. The budget had been opposed by Labour on the grounds that there had been a financial problem at the District Council four years ago which had not been picked up

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until recently. Therefore, the Labour Councillors considered that any budget put forward by the current establishment was invalid.

Councillor Randall had also been delivering leaflets in the village, giving information on the electoral changes as Bloxham and Bodicote were now part of the new ward. There would be three councillors per ward and the Bodicote boundary had been reduced to take account of Longford Park. The Adderbury parish boundary had not changed.

Following the comments made earlier in the meeting by Mr Nigel Wood and Mr Peter Burrows, Councillor Randall advised that in a democracy, there were always groups of people who felt strongly about certain issues and wished to express their views, because they felt that were important. Therefore, he suggested that Mr Peter Burrows and Mr Nigel Wood should stand for election, as District or Parish Councillors, as they felt so passionately about Adderbury.

Resolved that the report be noted.

126/15 PLANNING

- xi) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

- | | |
|--------------|--|
| 15/02347/F | Mr and Mrs Ed Frost
Merville Twyford Gardens Twyford
Demolition of rear kitchen extension and erection of two storey rear extension - re-submission of 15/02012/F |
| 16/00014/TCA | Mrs Janet Morgan
The Old Barn High Street Adderbury
T1 x Sycamore - Crown thin by 20% with selected branches being removed back to their junctions at the old pollard points |
| 15/00406/TCA | Mrs Diana Crook
8 Round Close Road Adderbury
T1 x Apple - Crown reduce 30% back to framework pollard |
| 16/00020/TCA | Mrs Kim Kemp
Beech Tree Cottage Tanners Lane Adderbury
T1 x Beech - Crown reduce by 20% and reshape, remove lower limb towards house. |
| 16/00021/TCA | Mrs Stephanie Betts
Tanners Tanners Lane Adderbury
T1 x Acer - Fell |

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:
None

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

15/01540/F Mr Tim Catling
 St Georges Catholic Church Round Close Road Adderbury
 Demolition of existing chapel and erection of 4 no. dwellings

15/02296/F & Mr Raj Deb
15/02324/LB Fleet Farm Barns, Aynho Road Adderbury
 Variation of Condition 2 of 12/01359/F to provide additional
 parking, relocation of bin stores and additional roof lights

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:
None

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) 15/02359/OUT - Rosconn Group Ltd – The Parish Council considered an application for a residential development of up to 50 dwellings, access, infrastructure, public open space and means of access from Milton Road to be determined, with all other matters reserved for subsequent approval at land west of OS parcel 4100 adjoining and south of Milton Road, Adderbury.

The Chairman asked all the Councillors in turn their views on the proposed development. All of the Councillors, including the Chairman were against the development and their reasons formed the objection for submission to Cherwell District Council.

The Parish Council also discussed the lack of any community benefit within the application and Councillor Nigel Randall suggested that the Parish Council could write to Cherwell District Council advising that as part of the Adderbury Neighbourhood Plan (ANP), the Parish Council would be adopting a policy which stated that any development in the village, must come with some community benefit included in the application.

Resolved that:

- 1) the Parish Council objects to application 15/02359/OUT on the following grounds:
 - the recent publication of the Annual Monitoring Report provides the latest housing figures for CDC, which shows the Council has exceeded its 5 year land supply i.e. 5.6 years, for the period 2016 – 2021. This demonstrates that the proposed development of 50 dwellings in Adderbury is unnecessary;

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- the emerging ANP does not include this development which falls outside of the settlement area of Adderbury;
 - no community benefits are proposed;
 - this development is not included in the CDC Local Plan nor in the current SHLAA;
 - within the Plan, Category A villages, which includes Adderbury, were allocated a total of 750 dwellings. Due to current developments either started or granted in the District, this figure has now reduced to 179 over the whole plan period, which means there is no current need for further development at this stage;
 - this development on the edge of the village is in open countryside and is contrary to CDC's policies. It would impact upon the settlement gap;
 - the Wilson Homes development, next to this proposed development (which was only allowed on appeal) has a considered landscaped edge to form a new village boundary. This site would 'leap frog' that landscaped edge; and
 - should the Planning Committee be minded to approve the application, the materials for the dwellings should be stone, so it is in-keeping with a rural setting.
- 2) a letter be sent to Cherwell District Council advising that one of the ANP policies would be that any development in the village, must come with some community benefit for Adderbury. **Action TG**

127/15 FINANCE

- viii) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 23 February 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

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T Goss – Salary for February 2016	£824.34
T Goss – Expenses for February 2016	£13.50
Banbury and Evesham Area Quaker Meeting – FMH Rent 2015	£20.00
FOCAL – Donation from Gracewell Carehomes development	£2000.00
Information Commission – Data Protection registration - annual renewal	£35.00
Martin Rye – Expenses for the Lakes	£43.77
Arien Designs Ltd – New noticeboard for The Rise	£1311.60
OALC – Annual Subscription 2016/2017	£511.07
Mr D Chandler – Installing new noticeboard and repairing fencing posts at The Rise	£440.00
Oxfordshire Playing Fields Association – Annual Subscription 2016/2017	£50.00

- iii) Friends Meeting House – The Chairman reported that the Historic Chapels Trust Grant application for £3000 had been approved and did not expire for another 18 months. Funds from other sources had also had been added to the budget over the last year for works to the Meeting House.

The Chairman suggested that a Working Group could be formed to focus on the maintenance works, so that they could be moved forward more quickly.

The Chairman also advised that the Friends had recently had their quinquennial report on the Meeting House updated and she asked the Clerk to obtain a copy.

Resolved that:

- 1) a copy of the updated quinquennial report be obtained from the Friends;
Action TG
 - 2) this item be deferred to the next meeting of the Parish Council to enable Councillors to look at the Wellen report and then agree a way forward.
Action TG
- iv) New Homes Bonus 2016/2017 – The Chairman reminded the Parish Council that there was £7100 of New Homes Bonus from Cherwell District Council, available to the Parish Council for 2016/2017.

The Chairman reported on a request from Nick Fennell for £400 of the New Homes Bonus to be allocated to the relaunch of village web site.

Nick Fennell advised that adderbury.org had also received £500 from the Community Market, however it had spent over £1000 and at the moment there was a bank balance of 46p. If the Parish Council donated the £400 it would help to finish off the project.

With regard to the remaining balance, should the £400 be agreed, the Chairman suggested that this could be used at the Lakes.

However, some Councillors felt that a lot of money had already been allocated to the Lakes. Councillor Sue Jelfs advised that as part of the play equipment

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project, some of the safety surfacing needed to be replaced and that was just as expensive as the play equipment itself.

Resolved that:

- 1) £400 be allocated to adderbury.org;
- 2) £6700 be allocated to the play equipment project; and
- 3) Cherwell District Council be advised of the Parish Council's decision.

Action TG

128/15 PARISH COUNCIL MATTERS

xlvi) Adderbury Neighbourhood Plan (ANP) – The Parish Council discussed the following matters relating to the ANP:

- a) the appointment of Sam Brown as the Chair of the Steering Group;
- b) the membership of the Steering Group;
- c) the Terms of Reference for the Steering Group; and
- d) a report on the meeting held on Thursday 11 February 2016 with Neil Homer and the further actions following that meeting.

With regard to the appointment of Neil Homer as the consultant, Councillor Tony Gill asked the Parish Council whether or not the correct process had been followed when appointing him to work on the ANP. The Clerk and Chairman advised that the process, as stated in the Parish Council's financial Regulations, had been followed and Mr Homer had been correctly appointed by the Parish Council at its last meeting.

Councillor Astley had expressed concern that the tendering process for the appointment of a planning consultant did not appear to follow proper and due process and did not take into account value for money. However, the Parish Council agreed that due process had been correctly followed

Councillor Colin Astley voiced his concern about the Chairman of the Parish Council being a member of the ANP Steering Group and Councillor Tony Gill and Sue Jelfs supported Councillor Astley's concerns. Other members of the Parish Council did not express this view.

Councillor Tony Gill expressed his concern with some of the items in the Terms of Reference and that the Steering Group should not be called a Steering Group, because this term was not covered by the Parish Council's Standing Orders.

Nick Fennell and Andrew Barnes were in the public gallery and as members of the Steering Group, they confirmed that they were happy with Terms of Reference. They also asked that the Steering Group, continued to be called the Steering Group, as that had been its name for the last three years and would be confusing to the community if it was changed.

The Clerk also advised that as the Steering Group was a group being set up to report to the Parish Council, with no powers delegated to it, it was irrelevant what the group was called. Therefore, the name could be changed to a Working Party

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or a Working Group if the Parish Council wished with no impact on the decision making process.

The Chairman also advised that the consultant's fees were being paid for by grant funding. The next meeting of the Steering Group was being held on Thursday 25 February 2016 and the notes of that meeting would be sent to the Parish Council.

Resolved that:

- 1) Sam Brown be appointed as Chair of the Steering Group;
- 2) the membership of the Steering Group consist of the Chairman of the Parish Council, plus five Parish Councillors and five members of the community;
and
- 3) the report from Neil Homer be noted as the way forward for the ANP.

Councillor Tony Gill asked for a recorded vote with regard to the approval of the Terms of Reference.

Councillor Chris Shallis proposed that the Terms of Reference be approved. This proposal was seconded by Councillor Ann Lyons.

Those in favour: Councillors Diane Bratt, Patricia Leeman, Ann Lyons, Stuart Phipps and Chris Shallis (5)

Those against: Councillor Colin Astley, Tony Gill and Sue Jelfs (3)

Therefore the motion was carried.

Resolved that the Terms of Reference, as appended to the minutes, be approved.

- xlix) Parish Council Surgeries – Councillors Ann Lyons and Patricia Leeman attended the last surgery. One member of the public attended and asked for help with parking issue on the grass verge outside of the Old Vicarage in Church Lane. He had requested wooden bollards, similar to those in Mill Lane.

Following that request, the Chairman and Councillors Patricia Leeman and Ann Lyons had met with Tracy Moreton from the County Council earlier that day and Tracy would be reporting back with some prices for the bollards.

A resident had also contacted the Parish Council about the state of the footpath in Kemps Road. Whilst Tracy Moreton was in the village, she had also looked at this matter and had advised that it was not in a bad enough condition to need repairing at the moment, but it would be monitored.

She had also looked at the poor state of grass verge in Deene Close and the County Council would make the arrangements for the reinstatement of the verge.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the reports and actions stated above, be noted. **Action TG**

ADDERBURY PARISH COUNCIL

- i) Parish Council Web Site – Councillor Stuart Phipps reported that the site was still under construction.

The Chairman thanked Councillor Phipps for his work on the new web site,

Resolved that the report be noted.

- ii) Cherwell District Council – Consultation Documents – Prior to the meeting, the Clerk had circulated to the Parish Council, information on the following consultation documents:

- Community Infrastructure Levy (CIL)
- Partial Review of Cherwell Local Plan Part 1
- Cherwell Local Plan Part 2
- Draft Statement of Community Involvement

The Chairman asked the Parish Councillors to have a look at the documents and email any comments to the Clerk for forwarding to Cherwell District Council. The deadline for the consultation on the Community Infrastructure Levy was 25 March 2016. The deadlines for the other documents was 11 March 2016.

Resolved that Councillors to forward to the Clerk, their comments on the above consultation documents. **Action ALL**

129/15 VILLAGE MATTERS

- i) Adderbury Library – Councillor Patricia Leeman reported that FOCAL hoped to hold some sessions with Crime Writers at one or two schools in the area. FOCAL was still unsure how the County Council budget cuts would affect the village library, but leaflets would be delivered to all the new houses in the village to make them aware of this village service.

FOCAL had also sent their thanks to the Parish Council for securing the £2000 funds for the library from the developer of the Gracewell Carehomes site on Banbury Road.

The Chairman reported that although Gracewell had given £15,000 to the Parish Council, they had originally promised £50,000. Therefore, the Parish Council would be going back to the developer in due course, to establish if any further funds could come to the Parish.

Resolved that the report be noted.

- ii) Day of Dance 2016 – Prior to the meeting, Councillor David Griffiths circulated a report advising that Adderbury Day of Dance was being held on Saturday 23 April 2016. The only involvement of the Parish Council was to close the High Street from The Green to Mill Lane. Although the dancing started soon after 10am, it

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should not be necessary to close the road until around 11am and the closure would stay in place until 7pm.

The Clerk would apply for the road closure at a cost of about £95 and there was no other expense to the Parish Council. Cherwell District Council would inform the emergency services and Councillor Griffiths would inform the bus company. The Clerk would also write to those businesses in the village affected by the road closure.

Councillor Griffiths would request an article in the April edition of Contact to advise residents and would also arrange the free loan of the necessary signs etc. from the Deddington Highways depot. He would require volunteers on the day to steward the closure and Parish Councillors were asked if they would be prepared to give an hour or so of their time.

Resolved that the report be noted.

- iii) Play Area Inspections – There was no report on the play area at The Rise as Councillor David Griffiths was not in attendance. However, the new noticeboard had been installed.

Councillor Ann Lyons reported that the only issue at the Lucy Plackett Playing Field was the moles.

Resolved that the reports be noted.

- iv) Katharine House Hospice – Prior to the meeting, an email from Katharine House Hospice with regard to their 25th anniversary celebrations had been circulated to the Parish Council. The email had also asked whether the Parish Council could donate any funds to the Hospice.

As the Parish Council only made small donations of £200 to village organisations, the Councillors felt that the Hospice would probably want to request more than this.

All the Councillors agreed that the Hospice was a very good cause, but felt that the Parish Council should be supporting the smaller groups in the village, where a donation of £200 would make a real difference to them.

Resolved that Councillor Astley to meet with a representative from Katharine House Hospice to discuss the Parish Council grant donations process. **Action CA**

(Councillor Stuart Phipps left the meeting at 9.10pm)

- v) VAS on Horn Hill Road – The Chairman reported that there had been a request for the VAS on Horn Hill Road to be relocated.

The Councillors felt that following reports from residents on Horn Hill Road, the VAS was not very effective and it should stay in the current position as it would be a waste of money relocating it.

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The Parish Council felt that it should keep up the pressure on the County Council for more traffic calming measures in the village.

Resolved that the VAS on Horn Hill Road not be relocated.

- vi) Dog Close/Round Close Road – Prior to the meeting, Councillor Patricia Leeman circulate a report. Councillor Leeman reported that OCC had widened the road markings coming out of Dog Close so people driving out of Dog Close and Round Close road could see if they was any traffic coming from either the right or the left.

This was a great help to drivers, however, as the road markings were changed, people started to double-park outside of the small green between Round Close Road and Dog Close. The consequence was that when people double parked driver coming out of Round Close or Dog Close could not see if traffic was coming from the right for Round Close Road or left for Dog Close.

Two or three months ago the Parish Council met again with an OCC Highways representative. He could see the problem with the double parking and suggested two marked out parking spaces to see if that would work.

Despite the two parking spaces being marked, there were still occasions when driver double parked their vehicles and it caused visibility problems. Therefore, it was suggested that to avoid an accident, the lines were re-marked on the road by the marked parking spaces to clearly show there were only two parking spaces.

Resolved that the report be noted and it forwarded to Peter Egawhery at the County Council and the village PCSO to monitor and action. **Action TG**

(Chris Shallis left the meeting at 9.15pm)

- vii) Bollards in Church Lane – This item had been dealt with earlier in the meeting.
- viii) Street Lighting – The Chairman reported that information on the relocation of the street lamp by the Pump House garage had been received from Alan Cockbill at the County Council.

The Chairman advised that prior to a decision being made, residents living in the vicinity of the Pump House needed to be consulted. This would include Church Close and Water Lane. Councillor Sue Jelfs volunteered to contact these residents and report back.

With regard to the new lamp in Manor Road, Councillor David Griffiths had checked with the residents of that area and they were all happy for the new lamp to be installed.

The Chairman reported that a request had been made for a new lamp between the Parish Institute and Squires hairdressers. However, only one person had made this request therefore, the Parish Council did not feel there was enough demand for this at the current time.

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Resolved that a decision be taken on the new lamp for Manor Road and either a new lamp or a relocation of the lamp by the Pump House Garage, be taken once residents in Church Close and Water Lane had been consulted. **Action SJ**

- ix) Adderbury Cemetery – The Chairman reported that there was no further update at the current time.

Resolved that the report be noted.

130/15 CORRESPONDENCE – There were no further items of correspondence to be circulated to the Parish Council.

Councillors Sue Jelfs and Patricia Leeman reported that they had recently attended a meeting of the Feoffees.

131/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 132/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

132/15 LAND AT ADDERBURY COURT – The Parish Council had a discussion about the possible uses of the land it owned at the rear of Adderbury Court.

Resolved that suggestions on future use of the area would be progressed.

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

THE LUCY JANE PLACKETT CHARITY

133/15 PLAY EQUIPMENT – Councillor Sue Jelfs circulated to the Parish Council, some plans with regard to the replacement play equipment and advised on her meetings with Playdale and Sovereign.

There were limitations on the type of equipment which was to be installed due to the amount of space which was available and also the height of the equipment, if it was near to any houses.

There were a number of suggestions which the companies had made, including a climbing wall, zip wire, scramble net, see-saw and table tennis table.

The Parish Councillors were happy with the way the project was progressing and the ideas Councillor Jelfs had presented and she was thanked for her work.

Resolved that the report be noted.

134/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

ADDERBURY PARISH COUNCIL

- 29 March 2016
- 12 April 2016 (Annual Parish Meeting)
- 26 April 2016
- 17 May 2016
- 28 June 2016

135/15 ITEMS FOR THE NEXT AGENDA

- Wooden bollards in Church Lane
- Parish Council Grants – Review the procedure and how much is donated to village groups.
- Street Lighting Water Lane/Manor Road
- Adderbury Cemetery Drainage Issues
- Friends Meeting House maintenance works
- Repairs to wooden bollards at Dog Close/LPPF

(The meeting closed at 10.00pm)

Diane Bratt - Chairman
29 March 2016

ADDERBURY PARISH COUNCIL

MINUTES OF THE MEETING HELD AT THE CHURCH HOUSE, ADDERBURY ON TUESDAY, 29 MARCH 2016 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer), Trish Fennell, District Councillor Nigel Randall, County Councillor Arash Fatemian and three members of the public.

APOLOGIES: Councillor Colin Astley submitted his apologies because he was on holiday, Councillor Chris Shallis submitted his apologies because he was working and Councillor Stuart Phipps submitted his apologies because he was at work. All three apologies were accepted.

The Chairman advised that should anyone wish to record the meeting, they could do so and asked that they informed the Parish Council at this point to ensure that the recording could be facilitated.

136/15 DECLARATION OF INTERESTS - The following interests were declared:

All Councillors declared an interest as trustees of the Lucy Plackett Playing Field.

Resolved that the interests be noted.

137/15 MINUTES - The minutes of the meeting held on 23 February 2016 were taken as read, duly adopted and signed by the Chairman, with amendments.

Minute Number 121/15 – Declarations of Interest – Councillor Sue Jelfs asked for her name to be added into paragraph three.

Minute Number 128/15 – Parish Council Matters – Parish Council Surgery – Councillor Patricia Leeman asked for name to be included because she had also attended the meeting with Tracy Moreton from the County Council.

Minute Number 128/15 – Parish Council Matters – Adderbury Neighbourhood Plan (ANP) – Prior to the meeting, Councillor Colin Astley had emailed the Parish Council requesting an amendment to the minutes.

The amendment from Councillor Astley was that he had expressed concern that the tendering process for the appointment of a planning consultant did not appear to follow proper and due process and did not take into account value for money.

The Chairman then made a proposal as an amendment to the minutes:

‘Councillor Astley had expressed concern that the tendering process for the appointment of a planning consultant did not appear to follow proper and due process and did not take into account value for money. However, the Parish Council agreed that due process had been correctly followed.’

This was seconded by Councillor Ann Lyons.

Councillor Tony Gill then requested a recorded vote.

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In favour of the amendment: Councillors Diane Bratt, Patricia Leeman and Ann Lyons (3)
Against the amendment: Councillors Tony Gill and Sue Jelfs (2)
Abstentions: Councillors David Griffiths and Diane Danton (2) (as they had not been present at the last meeting).

To avoid any further confusion on this matter, the Chairman then proposed to the Parish Council that it did act appropriately in appointing the consultant and had followed due process correctly.

This was seconded by Councillor Ann Lyons.

Councillor Tony Gill then requested a recorded vote.

Those in favour: Councillor Diane Bratt, David Griffiths, Patricia Leeman, Ann Lyons and Martin Rye (5)
Against: Councillors Sue Jelfs and Tony Gill (2)
Abstentions: Councillor Diane Danton (1) (as she had not been present at the meeting in question)

Resolved that the minutes of the meeting held on 23 February 2016 be approved with the above amendments. **Action TG**

138/15 MATTERS ARISING FROM THE MINUTES OF 23 FEBRUARY 2016 – There were no further matters arising from the minutes of the meeting held on 23 February 2016.

Resolved that the report be noted.

139/15 OPEN FORUM – Mr Nigel Wood addressed the Parish Council on a number of issues

Mark Hewish addressed the Parish Council and hoped that it could work through its turbulent times. With regard to the feasibility study for traffic calming on Horn Hill Road, Mr Hewish welcomed the report and hoped that the Parish Council could support it.

Resolved that the reports be noted.

140/15 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS – District Councillor Nigel Randall addressed the Parish Council and advised that Cherwell District Council had won two awards for being Entrepreneurial Council of the Year and Housing Council of the Year award.

Also, the Government was strongly pushing for devolution and he was unsure of the impact on the Cherwell area. However, he would update the Parish Council in due course.

Resolved that the report be noted.

141/15 PLAY EQUIPMENT – Councillor Sue Jelfs addressed the Parish Council and suggested a number of options with regard to possible new equipment for the Lucy Plackett play area and at The Rise.

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Resolved that the report be noted.

142/15 PLANNING

- xii) Planning Applications/Works to Trees – Prior to the meeting, the details of the planning applications/works to tree which had been considered by the Parish Council, since the last meeting, had been circulated.

Resolved that, it be noted and approved that, no observations had been made by the Parish Council in respect of the following planning applications/works to trees:

16/00056/TCA	Mrs Theresa Goss Common Land Manor Road Adderbury Works in accordance with the Tree Survey
16/00057/TCA	Mrs Theresa Goss Cemetery Horn Hill Road Adderbury Works in accordance with the Tree Survey
16/00058/TCA	Mrs Theresa Goss Lucy Plackett Playing Field Round Close Road Adderbury Works in accordance with the Tree Survey
16/00360/TPO	Mrs Theresa Goss Amenity Land at Rawlins Close Twyford T8 - Beech Lift branches of the total canopy to a minimum of 2.50m over grass areas and ensure clearance over the highway is maintained at 5.00m. Remove dead wood from crown. T10 - Beech Lift canopy with reduction of lower branches to give clearance of 2.50m. Remove dead wood and remove branch stubs back to the trunk - Subject to TPO14/2002
16/00410/F	Mrs Jenny Ward 5 Green Farm Adderbury Single storey rear extension
16/00403/F	Mr & Mrs D Fox 27 Deene Close Adderbury Alterations and erection of first floor rear extension
16/00074/TCA	Mrs Beverley Hawkins Tryad House High Street Adderbury T1 x Magnolia - Prune, reduce by 20% T2 x Laburnum - Prune, reduce by 20% T3 x Cherry blossom - Remove

Resolved that, it be noted and approved that, observations had been made by the Parish Council in respect of the following planning applications/works to trees:
None

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

15/02359/OUT Rosconn Group Ltd
Land West of OS Parcel 4100 Adjoining and South of Milton Road Adderbury
Application for residential development of up to 50 No. dwellings, access, infrastructure and public open space.
Means of access from Milton road to be determined with all other matters reserved for subsequent approval.

Resolved that, it be noted that, the Parish Council was considering the following planning applications/works to tree and tree preservation orders:
None

- ii) Planning Results - These had been circulated to all members prior to the meeting.

Resolved that the report be noted.

- iii) Street Naming – OS Parcel 3491, North of Adderbury Court, Oxford Road, Adderbury – Cherwell District Council had approached the Parish Council for suggested road and building names for this development. It was suggested that the names Vera Wood, Colonel Dick Stuckey and Elizabeth Suter be used.

Resolved that the names Vera Wood, Colonel Dick Stuckey and Elizabeth Suter be suggested for the development on the OS Parcel 3491, North of Adderbury Court, Oxford Road, Adderbury. **Action TG**

143/15 FINANCE

- ix) Bank Reconciliations - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 29 March 2016 for the accounts at Santander, Barclays, Natwest and Cambridge Building Society.

Resolved that the bank reconciliations for the Barclays, Santander, Natwest and Cambridge Building Society be noted.

- ii) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

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T Goss – Salary for March 2016	£824.34
T Goss – Expenses for March 2016	£18.90
Viking – Stationery Order	£39.99
HMRC Quarterly payment	£188.08
Acreman's Arboriculture Ltd – Works at Adderbury Lakes	£3456.00
Bloxham Mill – Room hire for ANP meeting	£54.00
Cherwell District Council – Emptying Dog bins for winter period	£576.58
Community First Oxfordshire (Formerly ORCC) – Annual subscription	£70.00
Cherwell District Council – Non-domestic rates for Adderbury Cemetery	£174.24
Rascal Horticultural – Cemetery and Allotment Maintenance	£300.00
Mr D Chandler – Repairs to the bus shelter	£200.00
adderbury.org – New Homes Bonus for web site maintenance	£400.00

Resolved that it be noted that the following accounts had been paid since the last meeting:

rCOH Ltd – Consultancy Work for the ANP (Covered by a grant from Groundwork Ltd)	£2430.00
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- iii) Bollards in Church Lane – Prior to the meeting, a quote from the County Council for the installation of wooden bollards on the grass verge outside of the Old Vicarage, Church Lane had been obtained. The cost to supply and install up to 12 bollards was £1,962.70 and the County Council would need the funds to clear before commencing with the works.

Resolved that the residents in the area be asked for their comments on the installation of the bollards. **Action TG**

- iv) Access to Public Right of Way – Prior to the meeting, the Chairman had been approached by Sarah Aldous, Rights of Way Officer at Oxfordshire County Council with regard to the Parish Council making a financial contribution of around £200 to replace three stiles with kissing gates on the footpath in West Adderbury.

Resolved that:

- 1) the Parish Council would like to see the stone stile remain on the footpath;
 - 2) clarification be sought from Sarah Aldous on exactly what she was requesting from the Parish Council, is it the difference in cost for three stiles to kissing gates or just one at £200.00; and
 - 3) this item be deferred to the next meeting of the Parish Council. **Action TG**
- v) Independent & Parish Remuneration Panel Report 2016/2017 – Prior to the meeting, the Independent & Parish Remuneration Panel's review of Parish Members' allowances for 2016/2017 had been circulated to the Parish Council.

Resolved that this item be deferred to the meeting of the Parish Council in May 2016. **Action TG**

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- vi) Parish Council Grants – At the last Parish Council, it had been suggested that the criteria for Parish Council grants could be reviewed. Prior to the meeting, the Clerk had circulated the current application form which was issued to organisations when they applied for a grant and advised that the grant process had already started this year.

Resolved that the review of the criteria for grant applications be deferred to a meeting later in 2016. **Action TG**

144/15 PARISH COUNCIL MATTERS

- lii) Agenda Management and Minutes – The Parish Council discussed the management of the Parish Council agenda and the style of minutes.

With regard to agenda items, it was felt that it would be helpful if there was more detail included on the agenda.

With regard to the minutes, there would only be a short preamble and a record of the decisions.

Resolved that:

- 1) Parish Council meeting agendas include a brief paragraph to provide more detail on each item; and
- 2) minutes of Parish Council meetings will only record the decisions, with a short preamble.

- liii) Adderbury Neighbourhood Plan (ANP) – The Chairman read out a statement from Sam Brown, the Chairman of the ANP Steering Group, on the progress with the ANP.

Resolved that the report be noted.

- liv) Parish Council Surgeries – Councillors Martin Rye and Stuart Phipps had attended the previous Parish Council surgery.

Two items had been raised and would be looked into by Councillor Stuart Phipps.

Surgeries were held on the first Saturday on the month at the Church House, Adderbury, from 11am to 12 noon.

Resolved that the report be noted. **Action TG**

- lv) Oxfordshire Together – Prior to the meeting, information on the Oxfordshire Together project had been circulated to the Parish Council. The suggestion from the County Council was that some of its services be transferred to the Parish Council. Councillor Ann Lyons had attended a seminar held by the County Council on this matter.

Resolved that the report be noted.

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- lvi) Transfer of Land to the Parish Council – The Chairman gave the Parish Council an update on the progress of the transfer of the land on Milton Road and on Aynho Road.

Resolved that the report be noted.

- lvii) Grass Cutting – Councillor Sue Jelfs reported that the grass in the village had had its first cut and Councillors were happy with this first cut. The Lucy Plackett play area needed to be cut soon as the grass was starting to get long.

Resolved that the report be noted.

145/15 VILLAGE MATTERS

- x) Adderbury Library – Councillor Patricia Leeman reported that FOCAL thanked the Parish Council for the £2000 which it had received from the Gracewell development. It was planned to spread the money over four years and also be used to supplement other fundraising activities that had been planned.

Resolved that the report be noted.

- xi) Play Area Inspections – Councillor Ann Lyons reported that the Lucy Plackett play area was fine. Councillor David Griffiths reported that the play area at The Rise was also fine.

Resolved that the reports be noted.

- xii) Annual Parish Meeting 2016 – Prior to the meeting, the Clerk had circulated to the Parish Council, a draft format for the meeting. The meeting was being held on Tuesday 12 April 2016 at 7.30pm at the Methodist Hall.

Resolved that the format be approved.

- xiii) Milton Road/Horn Hill Road Traffic Calming Feasibility Study – Prior to the meeting, the Study from the County Council had been circulated to the Parish Council. It detailed suggestions of traffic calming measures around the Horn Hill Road area of the village, along with the costings.

Resolved that:

- 1) the County Council be asked what Section 106 funds are available, particularly from the Milton Road development, on the traffic calming measures;
 - 2) OCC officers be asked what their recommendations would be; and
 - 3) OCC officers be asked for further clarification on costs and if the relevant site surveys and the progression of the design phases will incur any costs to progress. **Action TG**
- xiv) Street Lighting – The Parish Council considered a request for an additional street light in Rochester Way. It also received an update on the progress with the street

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lights in Manor Road and Water Lane. It was highlighted that street lighting had not been budgeted for in 2015/2016 or in 2016/2017.

Resolved that all street lighting be deferred to be considered during the budgeting process for 2017/2018. **Action TG**

- xv) Drainage Issues at Adderbury Cemetery – The Clerk had asked Gordon Kelman at the County Council for an update on this matter, but had not yet received a reply.

Resolved that the report be noted.

146/15 CORRESPONDENCE – There were no further items of correspondence to be circulated to the Parish Council.

147/15 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 148/15 & 149/15 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

148/15 LAND AT ADDEBURY COURT – The Chairman updated the Parish Council on the land at Adderbury Court and the issues surrounding it.

Resolved that the report be noted.

149/15 STAFFING COMMITTEE – During a meeting with James Doble at Cherwell District Council, it had been suggested to the Parish Council that it was good practice to establish a Staffing Committee. This Committee would consider all issues relating to the Clerk and prior to the meeting, the Clerk had circulated some draft terms of reference.

Resolved that:

- 1) the Staffing Committee be established;
- 2) the membership of the Committee be the Chairman, Vice-Chairman and Councillors Ann Lyons and Martin Rye; and
- 3) the Terms of Reference be approved.

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

THE LUCY JANE PLACKETT CHARITY

150/15 WOODEN BOLLARDS IN DOG CLOSE – The Chairman reported that the wooden bollards in the Lucy Plackett Playing Field, by Dog Close, were in a poor condition and some were also missing.

Resolved that:

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- 1) Dave Chandler be asked to look at the bollards and provide a quote for the necessary repairs or replacements; and **Action TG**
- 2) alternative types of bollards be investigated. **Action TG and MR**

151/15 SCHOOL FETE - The Clerk reported on a request from the Christopher Rawlins PTFA for use of the Lucy Plackett Playing Field for the Summer Fete, which was being held on Saturday 11 June 2016, 8am to 5pm. The event was from 12 noon to 4pm. The contingency plan in the event of adverse weather, was to hold the fete at the School.

Resolved that permission be granted. **Action TG**

152/15 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Church House (unless otherwise stated):

- 12 April 2016 (Annual Parish Meeting)
- 12 May 2016
- 28 June 2016
- 26 July 2016

153/15 ITEMS FOR THE NEXT AGENDA

1. Wooden bollards at Dog Close/Lucy Plackett Playing Field
2. Drainage issues at Adderbury Cemetery
3. Independent & Parish Remuneration Panel Report 2016/2017
4. Access to Public Right of Way
5. Request from Katharine House Hospice
6. Update on Twyford Road issues

(The meeting closed at 9.50 pm)

Diane Bratt - Chairman
May 2016

No Meeting in April 2016.

ADDERBURY PARISH COUNCIL